



What are the hazards?	Who might be harmed?	What are you already doing?	What further action is necessary?	Action by whom and by when?	Date Completed/Outcome
		<ul style="list-style-type: none"> <li>• Assisting those with complex needs to maintain good respiratory hygiene</li> <li>• Opening doors and windows during the school day, where safe to do so (not fire doors) to aid ventilation</li> <li>• Using CO2 monitors in each classroom to indicate if further ventilation is necessary</li> <li>• Staff are no longer required to wear a face covering in shared areas. NPS recommends that staff, parents and visitors wear one on site, in classrooms and around the school.</li> <li>• School will follow PHE advice in response to a high number of respiratory infections reported</li> <li>• Maintaining contact with the cleaning company to ensure thorough cleaning routines.</li> </ul>	<ul style="list-style-type: none"> <li>• Meetings and communication with the cleaning company.</li> </ul>	Gill Kennaugh	
<b>Confirmed positive case of Covid-19</b>	<b>All attending school or in class/group</b>	<ul style="list-style-type: none"> <li>• Adults with a positive COVID-19 test result should try to stay at home and avoid contact with other people for 5 days, which is when they are most infectious.</li> <li>• For children and young people aged 18 and under, advice is to stay at home for 3 days.</li> </ul>	<ul style="list-style-type: none"> <li>• NHS Test and Trace is no longer carrying out close contact tracing.</li> <li>• Parents to keep school informed of anticipated date of return to school.</li> </ul>		Ongoing

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<b>Known symptoms of respiratory infection</b>	<b>All attending school, visitors and parents</b>	<ul style="list-style-type: none"> <li>• Adults with the symptoms of a respiratory infection, and who have a high temperature or feel unwell, should try to stay at home and avoid contact with other people until they feel well enough to resume normal activities and they no longer have a high temperature.</li> <li>• Children and young people who are unwell and have a high temperature should stay at home and avoid contact with other people. They can return to school when they no longer have a high temperature, and they are well enough to attend.</li> <li>• If a parent or carer insists on a pupil attending school, school can take the decision to refuse the pupil if, in reasonable judgement, it is necessary to protect other pupils and staff from possible infection of a respiratory disease.</li> </ul>	<ul style="list-style-type: none"> <li>• Reminders of this message in weekly updates and challenge if needed.</li> </ul>	GK/all staff to be vigilant	
<b>Infection outbreak/cases</b>	<b>All attending school or in class/group</b>	<ul style="list-style-type: none"> <li>• Staff are no longer required to engage in LFD testing twice weekly – staff therefore should report when they are suffering from the known symptoms of a respiratory infection/a high temperature.</li> <li>• Staff with the symptoms of a respiratory infection, and who have a high temperature or feel unwell, should try to stay at home and avoid contact with other people until they feel well enough to resume normal activities and they no longer have a high temperature</li> <li>• School will note any rise in respiratory disease and will contact the local Public Health England Health Protection Team to seek advice about any required measures.</li> <li>• The school's Contingency Plan is in place and will be adhered to if advised by Public Health.</li> </ul>	<ul style="list-style-type: none"> <li>• GK to monitor situation and contact PH for advice</li> <li>• Reference to the Contingency Plan in the event of an outbreak/meeting threshold.</li> </ul>	GK	Ongoing

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<b>Cleaning</b>	<b>Cleaners and all others attending school</b>	<ul style="list-style-type: none"> <li>Guidance has been issued to the cleaning company and site manager.</li> </ul>	<ul style="list-style-type: none"> <li>School to follow the usual cleaning protocol and monitor standards</li> </ul>	GK and Site Manager	Ongoing
<b>Waste</b>	<b>All attending the school who may be in contact with it.</b>	<ul style="list-style-type: none"> <li>Following all PHE and PH SW guidance.</li> <li>Facilities are in place for the disposal of waste and PPE, and adequate storage procedures prior to collection.</li> </ul>			Ongoing
<b>Other visitors including parents/suppliers/contractors arriving at school</b>	<b>All staff, pupils and visitors/contractors</b>	<ul style="list-style-type: none"> <li>Visitors are informed not to enter the site if they are displaying any symptoms of a respiratory disease/high temperature</li> <li>Visitors are advised to wear a face covering when entering the site/school.</li> </ul>		Office staff	Ongoing
<b>Poor mental health and pupil wellbeing and support</b>	<b>Staff/pupils due to concerns over the impact of the pandemic and changes being made in schools</b>	<ul style="list-style-type: none"> <li>School considers the curriculum provision, pastoral support and extra-curricular activities, to: <ul style="list-style-type: none"> <li>support social engagement</li> <li>address and equip pupils to respond to issues linked with the pandemic/coming out of the pandemic</li> <li>support pupils with approaches to improving their physical and mental well-being</li> </ul> </li> <li>Staff in school trained in bereavement are available .</li> <li>Staff, parents and pupils are referred to information on the GOV.UK Education Hub for useful links and sources of mental health and wellbeing</li> </ul>	<ul style="list-style-type: none"> <li>Keeping up to date with mental health guidance</li> </ul>	AB/GK	Ongoing

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<b>Poor mental health and staff wellbeing and support</b>	<b>Staff</b>	<ul style="list-style-type: none"> <li>• Staff know to contact DR/GK or their line manger to seek support.</li> <li>• Staff are reffered to information about the GOV.UK Education Hub for some useful links and sources of mental health and wellbeing.</li> <li>• Access to Public Health training and staff aware of Health Assured contact details</li> </ul>			Ongoing
<b>Staff returning from holidays (including travel abroad)</b>	<b>All staff and pupils</b>	<ul style="list-style-type: none"> <li>• School staff know to follow government requirements for people returning from travel abroad.</li> </ul>		Holidays must be taken within holiday time including quarantine time if necessary.	Ongoing
<b>Clinically extremely vulnerable/vulnerable pupils and staff</b>	<b>Staff/pupils</b>	<ul style="list-style-type: none"> <li>• Parents and staff to follow medical advice if in this category <u><a href="https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19">current advice on shielding &amp; COVID-19 - 'shielding' guidance for children and young people</a></u>  <u><a href="https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19">https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</a></u></li> </ul>	<ul style="list-style-type: none"> <li>• School will follow the latest medical advice and risk assess each case in turn.</li> </ul>	GK/CH	As required
<b>Occupied spaces not being well ventilated</b>	<b>Staff/pupils by possible contamination</b>	<ul style="list-style-type: none"> <li>• External doors are open, and internal doors when possible</li> <li>• Windows are open (in cooler weather windows should be opened enough to provide constant background ventilation, and opened more fully during breaks/when CO2 monitor sounds).</li> <li>• Windows must be open in all rooms when occupied library, staff room, PPA, Blue Room, etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Continued monitoring of CO2 monitors/ventilation</li> </ul>	Teachers/Site Manager	Ongoing

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		<ul style="list-style-type: none"> <li>The school heating will be used as necessary to maintain comfort levels.</li> <li>CO2 monitors must be on and observed in each classroom.</li> </ul>			
<b>Member of a class becoming unwell with symptoms of a respiratory infection</b>	<b>Staff/pupils by possible contamination</b>	<ul style="list-style-type: none"> <li>Pupils will be isolated outside the office, whilst parents are informed.</li> <li>PPE can be worn by staff caring for the child while they await collection.</li> </ul>			Ongoing
<b>PPE</b>	<b>Staff/pupil by incorrect use or no appropriate PPE available</b>	<ul style="list-style-type: none"> <li>Staff appropriately trained in correct use, if required.</li> <li>Adequate supplies of PPE are maintained.</li> <li>Guidance from B&amp;NES Public Health is followed.</li> </ul>	<ul style="list-style-type: none"> <li>Ensure adequate supplies</li> </ul>	Site Manager	Ongoing
<b>Delivery of first aid</b>	<b>Staff members or pupils</b>	<ul style="list-style-type: none"> <li>After delivering any first aid, disposable items will be disposed of.</li> <li>Hands will be washed thoroughly with soap and water.</li> </ul>			Ongoing
<b>Increased cases of respiratory infection</b>	<b>Staff and Pupils</b>	<ul style="list-style-type: none"> <li>The school follows the Public Health thresholds - a higher than previously experienced and/or rapidly increasing number of staff or student absences due to respiratory infection.</li> </ul>	<ul style="list-style-type: none"> <li>Call to Public Health to seek advice/discuss risk planning</li> <li>GK to share updated information with all parties</li> </ul>	GK	When required  When required
<b>Mixing of groups inside school building</b>	<b>Staff and Pupils</b>	<ul style="list-style-type: none"> <li>'Bubbles' are not required in school.</li> <li>The Contingency Plan will be applied if it becomes necessary to reintroduce 'bubbles' for a temporary period, to reduce mixing between groups – and only through advice of Public Health.</li> </ul>	<ul style="list-style-type: none"> <li>Monitoring of cases within classes/groups</li> <li>Advice sought when necessary from PH</li> </ul>	GK	Ongoing

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<b>Extra-Curricular Activities and peripatetic music lessons</b>	<b>Pupils Staff</b>	<ul style="list-style-type: none"> <li>All extra-curricular activities and peripatetic lessons will be in place to support opportunity and well-being.</li> </ul>		GK	Ongoing
<b>Educational visits</b>	Pupils/ Staff	<ul style="list-style-type: none"> <li>Full risk assessments will be undertaken, taking into account respiratory infection measures e.g. ventilation on the coach.</li> </ul>			As required
<b>Wrap Around Care</b>	Pupils	<ul style="list-style-type: none"> <li>Breakfast and After School Club can offer provision to all children, without restriction.</li> </ul>	<ul style="list-style-type: none"> <li>Monitoring of cases within groups .Advice sought when necessary from PH</li> </ul>	GK	Ongoing