

**The Priory CofE School**  
**Protective Measures Risk Assessment and Action Plan**  
**Last updated - 20th October 2020**

This risk assessment and action plan has been produced in line with SCC and DfE guidelines. It is a working document and will be reviewed regularly by members of SLT. The measures set out in this risk assessment provide a framework for school leaders to put in place proportionate protective measures for pupils and staff for September 2020. **The Governing Body/Trust Board must take ownership of the risk assessment and have oversight of the principles behind its contents.**

**School Leaders should share their risk assessment with the school workforce and should consider publishing it on their website to provide transparency of approach to parents, carers and pupils.**

Schools should also review and update their wider premises, staff and pupil risk assessments and consider the need for relevant revised controls in respect of their conventional risk profile considering the implications of coronavirus (COVID-19).

It should be used alongside the government guidance below:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

<https://www.hse.gov.uk/coronavirus/assets/docs/risk-assessment.pdf>

The Priory CofE School  
 Protective Measures Risk Assessment and Action Plan  
 Last updated - 20th October 2020

	Recommended controls/Mitigation and Protective Measures	In place? Yes/No/To be distributed	By whom?	Last updated	Risk rating following action H/M/L
Awareness of and adherence to policies and protocol	<ul style="list-style-type: none"> <li>Health and Safety Policy has been updated in light of the COVID-19 advice</li> </ul>	Y	RGB	12 June	L
	<ul style="list-style-type: none"> <li>All staff, pupils and volunteers are aware of all relevant policies and procedures including, but not limited to, the following:               <ul style="list-style-type: none"> <li><a href="#">Health and Safety Policy</a></li> <li><a href="#">Infection Control Policy</a></li> <li><a href="#">First Aid Policy</a></li> <li><a href="#">Child protection and safeguarding</a></li> <li><a href="#">Fire drill protocol</a></li> <li><a href="#">Lockdown protocol</a></li> <li><a href="#">Behaviour for Learning</a></li> <li><a href="#">School Business Continuity Plan</a></li> <li><a href="#">School Emergency Closure Plan</a></li> </ul> </li> </ul>	Y	RGB Updated JTL/LAT	12 June 26th August	L
	<ul style="list-style-type: none"> <li>SLT members have regard for additional relevant policies and procedures including, but not limited to, the following:               <ul style="list-style-type: none"> <li>The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013</li> </ul> </li> </ul>	Y	SLT	12 June	L

**The Priory CofE School**  
**Protective Measures Risk Assessment and Action Plan**  
**Last updated - 20th October 2020**

	<ul style="list-style-type: none"> <li>- The Health Protection (Notification) Regulations 2010</li> <li>- Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'</li> <li>- DfE and PHE (2020) 'COVID-19: guidance for educational settings'</li> </ul>				
	<ul style="list-style-type: none"> <li>● All staff have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> <li>- <a href="#">DfE and PHE (2020) 'COVID-19: guidance for educational settings'</a></li> <li>- A 'Need To Know' policy display board in the staffroom will be updated regarding all Covid Policies and relevant information</li> </ul> </li> </ul>	Y	RGB updated LAT/JTL	12 June updated 7th August	L
	<ul style="list-style-type: none"> <li>● SLT and Student Services receive any necessary information that helps minimise the spread of infection, e.g. infection control training.</li> </ul>	Y	RGB	Ongoing daily	L
	<ul style="list-style-type: none"> <li>● The school keeps up-to-date with advice issued by, but not limited to, the following: <ul style="list-style-type: none"> <li>- DfE; NHS; Department of Health and Social Care; PHE</li> </ul> </li> </ul>	Y	SLT	ongoing daily	L
	<ul style="list-style-type: none"> <li>● Staff are made aware of the school's infection control procedures in relation to coronavirus through being directed to shared resources in a dedicated Covid-19 folder accessible to all.</li> </ul>	Y	RGB	12 June	L
	<ul style="list-style-type: none"> <li>● Parents are made aware of the school's infection control procedures in relation to coronavirus via letter and social media – they are informed that they must not send their child to school if they have <u>coronavirus (COVID-19) symptoms</u>, or have tested positive in the last 7 days, or if another household member develops coronavirus symptoms. In both these circumstances the parents/carers should call the school to inform the school of this and that they will be following the national <u>Stay at Home</u> guidance.</li> </ul>	Y	RGB	10 June	L

**The Priory CofE School**  
**Protective Measures Risk Assessment and Action Plan**  
**Last updated - 20th October 2020**

	<ul style="list-style-type: none"> <li>Pupils are made aware of the school's infection control procedures in relation to coronavirus and are informed that they must tell a member of staff if they begin to feel unwell;</li> </ul>	Y	JTL/all staff	will be communicated to all students on first day of term via assembly and reinforced by tutors	L
	<ul style="list-style-type: none"> <li>Staff and students are made aware of the process for removing face coverings when pupils and staff who use them arrive at school, and this is communicated clearly to parents and staff. <ul style="list-style-type: none"> <li>Hands - Face - Space encouraged daily</li> <li>Hand sanitising stations at all entrances to school and to buildings</li> <li>Students and staff encouraged to use 'sandwich' type bags to store face coverings when not in use.</li> </ul> </li> </ul>	Y	SLT	October	L
	<ul style="list-style-type: none"> <li>The GDPR policy is followed at all times – this includes withholding the names of staff, volunteers and pupils with either confirmed or suspected cases of coronavirus.</li> </ul>	Y	BGN	August	L
<b>Prevention</b>  1. Minimise contact with individuals who are unwell with COVID-19 symptoms	<ul style="list-style-type: none"> <li>Staff and other adults do not come into the school if they have coronavirus (COVID-19) symptoms, been in close proximity (Following government guidance) of someone testing positive, or have tested positive in the last 10 days, and anyone developing those symptoms during the school day is sent home.</li> </ul>	Y	RGB	Ongoing	M
	<ul style="list-style-type: none"> <li>If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they are sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they must self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including</li> </ul>	Y	VHS / JTL	September	M

**The Priory CofE School**  
**Protective Measures Risk Assessment and Action Plan**  
**Last updated - 20th October 2020**

	<p>any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms. Areas the student/staff have been in prior to be cleaned immediately, if this is not possible then the areas locked to eliminate use until it can be cleaned.</p>				
	<ul style="list-style-type: none"> <li>• If a child is awaiting collection, they are moved to the conference room. A window should be opened for ventilation and the main reception area closed to eliminate access to others.</li> <li>• Reception screen to be closed</li> <li>• Parents are informed that they cannot enter the school site and must wait in the car park for the student to go to them. Parents must phone reception on arrival in the car park.</li> </ul> <p>All meetings booked for the conference room are cancelled until the room has been vacated and deep cleaned.</p>	Y	SBY/ASD SLT	September	M
	<ul style="list-style-type: none"> <li>• If they need to go to the bathroom while waiting to be collected, they should use the staff toilets by reception. The bathroom must be cleaned and disinfected using standard cleaning products before being used again by anyone else. The facility will be locked until the area has been sufficiently cleaned.</li> </ul>	Y	RGB	June	M
	<ul style="list-style-type: none"> <li>• Everyone will 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 with normal household disinfectant after they have left to reduce the risk of passing the infection on to other people. See the <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a>.</li> </ul>	Y	RGB	June	M
	<ul style="list-style-type: none"> <li>• PPE will be worn by staff caring for the child while they await collection. This includes a visor. More information on PPE use can be found in the <a href="#">safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) guidance</a>.</li> </ul>	Y	All	October	M

**The Priory CofE School**  
**Protective Measures Risk Assessment and Action Plan**  
**Last updated - 20th October 2020**

	<ul style="list-style-type: none"> <li>The student/staff must inform a member of SLT who they have spoken in close proximity with or sat with within 48hours prior to displaying any symptoms.</li> </ul>	Y	All	September	L
	<ul style="list-style-type: none"> <li>In an emergency, call 999 if someone is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital.</li> </ul>	Y	RGB	June	L
	<ul style="list-style-type: none"> <li>Any members of staff who have helped someone with symptoms and any students who have been in close contact with them do not need to go home to self-isolate. If they develop symptoms they must then get a test.</li> </ul>	Y	JTL	September	M
	<ul style="list-style-type: none"> <li>The Infection Control Policy and <u>Cleaning in non-healthcare settings</u> guidance to be followed to clean the area.</li> </ul>	Y	RGB	March	L
	<ul style="list-style-type: none"> <li>Any medication given to ease the unwell individual's symptoms, e.g. paracetamol, is administered in accordance with the Administering Medications Policy</li> </ul>	Y	JTL	March	L
	<ul style="list-style-type: none"> <li>Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the Infection Control Policy and <u>Cleaning in non-healthcare settings</u> guidance</li> </ul>	Y	BGN/student Services/Site staff	March	M
<b>Prevention</b>  2. Good hand hygiene practice	<ul style="list-style-type: none"> <li>The School will ensure that students clean/sanitise their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating.</li> </ul>	Y	JTL	September	M
	<ul style="list-style-type: none"> <li>Supervision of hand sanitiser use will take place due to risk around ingestion. Younger pupils and students with complex needs will continue to be helped to clean their hands properly.</li> </ul>	Y	JTL	September	L
	<ul style="list-style-type: none"> <li>The school will build hand washing and sanitising routines into school culture, supported by behaviour expectations set out in the school Behaviour Policy.</li> </ul>	Y	JTL	September	M
	<ul style="list-style-type: none"> <li>Students arriving at school wearing a face covering are instructed not to touch the front of their face covering during use or when removing them. They immediately sanitise their hands on arrival, dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they take home with them, and then sanitise hands again upon arrival at the classroom. Guidance on <u>safe working in education, childcare and children's social care</u> provides more advice.</li> </ul>	Y	JTL	September	L

**The Priory CofE School**  
**Protective Measures Risk Assessment and Action Plan**  
**Last updated - 20th October 2020**

	<ul style="list-style-type: none"> <li>Sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitising spray in classrooms, entrance to buildings and other learning environments.</li> </ul>	Y	Site Team	September	L
	<ul style="list-style-type: none"> <li>Teachers to return empty hand sanitiser sprays to the box in the staffroom to be refilled and collect a full one to ensure they have them in their classrooms</li> </ul>	Y	All staff	September	L
	<ul style="list-style-type: none"> <li>Visitors on school site will participate in the following procedure before they enter the school site;  Remove own face covering  Sanitise hands  Put PPE gloves on  Put school distributed face covering on  Have temperature taken</li> <li>Visitors must not enter classroom and be limited to the indoor space they can access</li> <li>Tours must not go above the ground floor, information should be shared when outside the buildings.</li> <li>No more than 4 visitors per tour (1 adult/1 child per tour)</li> </ul>	Y	Everyone	October	M
<b>Prevention</b>  3. Good respiratory hygiene	<ul style="list-style-type: none"> <li>'Catch it, bin it, kill it' approach continues to be very important, with a suitable number of tissues and bins available in the school to support students and staff to follow this routine. Posters to be displayed and the school community reminded of this.</li> </ul>	Y	All staff and students	September	L
	<ul style="list-style-type: none"> <li>Face Coverings expected to be worn in corridors and communal areas by staff and students.</li> <li>Staff to ensure all students wear face coverings appropriately as they leave each lesson</li> <li>Windows to remain open when students/staff are using classroom/office</li> <li>Staff to wear face coverings when communicating</li> </ul>	Y	All staff and students	October	M
	<ul style="list-style-type: none"> <li>Clear safe process for removal of face masks to be shared with staff and students <ul style="list-style-type: none"> <li>they must not touch the front of the mask when removing it.</li> </ul> </li> </ul>	Y	All staff and students	September	L

**The Priory CofE School**  
**Protective Measures Risk Assessment and Action Plan**  
**Last updated - 20th October 2020**

	<ul style="list-style-type: none"> <li>○ Place it in a plastic bag and put it away to take home if it is reusable</li> <li>○ Place it in a black bag bin if it is a disposable mask</li> </ul>				
	<ul style="list-style-type: none"> <li>● Younger students and those with complex needs are helped to follow this</li> </ul>	Y	Pastoral and Learning Support Team	September	L
<b>Prevention</b>  4. Enhanced cleaning	<ul style="list-style-type: none"> <li>● Surfaces that students are touching, such as books, desks, chairs, doors, sinks, toilets, light switches, bannisters are cleaned more regularly than normal;</li> <li>● Students will follow a routine at the start of every lesson to clean their own hands and desk using sanitiser provided.</li> </ul>	Y	All Staff and students	September	L
	<ul style="list-style-type: none"> <li>● Soft furnishings are made safe</li> </ul>	Y	Site Team	October	L
	<ul style="list-style-type: none"> <li>● Different groups/ "Bubbles" do not need allocated toilet blocks, however toilet cubicles will be allocated to relevant year groups to prevent cross contamination, and students encouraged to clean their hands thoroughly after using the toilet. Toilet will be thoroughly cleaned by cleaning staff at the end of each day.</li> </ul>	Y	Site Team	September	L
	<ul style="list-style-type: none"> <li>● The <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a> is followed.</li> </ul>	Y	BGN	Ongoing	L
	<ul style="list-style-type: none"> <li>● Provision for students to play football at break and lunchtimes. Students playing football or table tennis must ensure that they sanitise their hands after use. One football allocated for each year group.</li> </ul>	Y	All staff and students	October	L
	<ul style="list-style-type: none"> <li>● Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the Infection Control Policy and <a href="#">Cleaning in non-healthcare settings</a> guidance</li> </ul>	Y	Site Team	Ongoing	M
	<ul style="list-style-type: none"> <li>● Cleaners are employed by the school to carry out daily, thorough cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy.</li> </ul>	Y	BGN	Ongoing	M
	<ul style="list-style-type: none"> <li>● The SBM arranges enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the local</li> </ul>	Y	BGN/JMS	Ongoing	L

**The Priory CofE School**  
**Protective Measures Risk Assessment and Action Plan**  
**Last updated - 20th October 2020**

	health team. Schools short of cleaning product supplies, should email <a href="mailto:DfE-CovidEnquiries.COMMERCIAL@education.gov.uk">DfE-CovidEnquiries.COMMERCIAL@education.gov.uk</a>				
	<ul style="list-style-type: none"> <li>The school business manager monitors the cleaning standards of school cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus.</li> </ul>	Y	BGN/JMS	Ongoing	L
<b>Prevention</b>  5. Minimise contact	<ul style="list-style-type: none"> <li>The number of contacts between staff and staff is reduced. This is achieved through keeping groups separate (in 'Bubbles') and through maintaining distance between individuals. The balance between the Bubbles and social distancing is based on:               <ul style="list-style-type: none"> <li>Students ability to distance;</li> <li>The layout of the school site;</li> <li>The feasibility of keeping distinct groups separate while offering a broad curriculum</li> </ul> <p>More information on groups can be found in COVID-19: <a href="#">Guidance for full opening</a></p> </li> <li>As far as possible students will sit in rows, side by side, and face the front of the class during lessons</li> <li>All spaces are well ventilated using natural ventilation (opening windows) where possible</li> <li>There will be separate lunch/break times to help keep students in their bubbles</li> <li>There will be designated areas for both break and lunchtimes for each year group</li> <li>Toilet cubicles allocated to each year group</li> <li>Vulnerable students will be made aware of procedures and protocols before they return to school</li> <li>One way system used by everyone around the school</li> <li>Staffroom set up to encourage social distancing</li> </ul>	Y	SLT	September	L
	<ul style="list-style-type: none"> <li>Where staff need to move between classes and year groups, where possible they should try and keep their distance from students and other staff as much as they can, ideally 2 metres from other adults. Where this cannot be adhered to a face covering must be worn.</li> </ul>	Y	All staff	September	M

**The Priory CofE School**  
**Protective Measures Risk Assessment and Action Plan**  
**Last updated - 20th October 2020**

	<ul style="list-style-type: none"> <li>• Students enter buildings at staggered times at the end of break and lunchtime.</li> <li>• All staff and students to adhere to the one way systems in place around the school</li> </ul>				
	<ul style="list-style-type: none"> <li>• Adults to avoid close face to face contact and minimise time spent within 1 metre of anyone. Face coverings are to be worn at all times.</li> </ul>	Y	All staff	October	M
	<ul style="list-style-type: none"> <li>• Students should be supported to maintain distance and not touch staff and their peers.</li> </ul>	Y	All staff and students	March	M
	<ul style="list-style-type: none"> <li>• Classrooms and other learning environments are organised to maintain space between seats and desks where possible.</li> </ul>	Y	All staff	September	L
	<ul style="list-style-type: none"> <li>• Students are seated side by side and facing forwards, rather than face to face or side on.</li> </ul>	Y	All Teaching staff and students	September	L
	<ul style="list-style-type: none"> <li>• Large gatherings such as assemblies are avoided, and groups kept apart</li> </ul>	Y	All staff	September	L
	<ul style="list-style-type: none"> <li>• The timetable is revised to implement where possible:               <ul style="list-style-type: none"> <li>○ Plan for lessons or activities which keep groups apart and movement around the school site to a minimum; The one way system will be retained in school and the dismissal of students at the end of the day staggered.</li> <li>○ Maximise the number of lessons or classroom activities which could take place outdoors, such as PE;</li> <li>○ Staggered assembly groups; There will be no assemblies. All assemblies will take place either via Google Meet or any other relevant relevant platforms.</li> <li>○ Break times (including lunch) are staggered so that all students are not moving around the school at the same time;</li> <li>○ Parents' drop-off and pick-up protocols are planned and communicated so that they minimise adult to adult contact;</li> </ul> </li> </ul>	Y	SLT	October	L
	<ul style="list-style-type: none"> <li>• Thorough cleaning of the rooms at the end of the day.</li> </ul>	Y	BGN	Ongoing	M

**The Priory CofE School**  
**Protective Measures Risk Assessment and Action Plan**  
**Last updated - 20th October 2020**

	<ul style="list-style-type: none"> <li>● Mixing within education or childcare setting is minimised by: <ul style="list-style-type: none"> <li>○ accessing rooms directly from outside where possible;</li> <li>○ one-way circulation to keep groups apart as they move through the setting where spaces are accessed by corridors;</li> <li>○ staggering lunch breaks and pupils clean their hands beforehand and enter in their bubbles</li> <li>○ The number of pupils using the toilet at any one time is limited, duty staff will monitor this and students not to use the bathroom facilities, unless absolutely necessary during lesson time.</li> </ul> </li> </ul>	Y	All staff	Ongoing	L
	<ul style="list-style-type: none"> <li>● The use of shared space such as halls is limited and there is cleaning between use by different groups; <p style="margin-left: 20px;">Areas allocated in the main hall and canteen for year groups to eat their lunch. After they have eaten students are to leave the building.</p> <p style="margin-left: 20px;">In wet weather students will go to their indoor allocated area and bubbles will be retained.</p> </li> </ul>	Y	All staff and students	September	L
	<ul style="list-style-type: none"> <li>● The use of staff rooms and offices is staggered to limit occupancy. This is achieved with the staggered lunch and break times.</li> <li>● One way system in place for the main staffroom area</li> <li>● Staff not to enter offices / work rooms if social distancing cannot be adhered to.</li> </ul>	Y	All staff	October	L
	<ul style="list-style-type: none"> <li>● Visitors to the site, such as contractors, local authority employees, health employees and peripatetic teachers to be fully briefed on the school's arrangements and follow site guidance on physical distancing and hygiene on or before arrival.</li> <li>● Where visits can happen outside of school hours, they should. A record will be kept of all visitors. All visitors entering the school site have a temperature check before entering.</li> <li>● Employ two cover supervisors to restrict the number of supply staff coming on to site</li> </ul>	Y	BGN	September	L

**The Priory CofE School**  
**Protective Measures Risk Assessment and Action Plan**  
**Last updated - 20th October 2020**

	<ul style="list-style-type: none"> <li>Classroom based resources, such as books and games, are used and shared within the Bubble; these are cleaned regularly, along with all frequently touched surfaces. Resources that are shared between classes or Bubbles, such as sports, art and science equipment are cleaned frequently and meticulously and always between Bubbles, or rotated 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 Bubbles; (see separate risk assessments at the end of this document for all our practical subjects)</li> </ul>	Y	All staff	September	L
	<ul style="list-style-type: none"> <li>Students limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books, stationary and mobile phones. Bags are allowed. Students and teachers can take books and other shared resources home, although unnecessary sharing is avoided. Rules on hand cleaning, cleaning of the resources and rotation apply to these resources.</li> </ul>	TBD	SLT	August	L
	<ul style="list-style-type: none"> <li>Staff and pupils have their own individual and very frequently used equipment, such as pencils and pens, these are not shared; If absolutely necessary and a pen has to be lent during a lesson then this must be sterilised before being handed back.</li> </ul>	Y	All staff	September	L
	<ul style="list-style-type: none"> <li>Physical Education classes should be kept in consistent groups and sports equipment thoroughly cleaned between use by different bubbles. Contact sport to be avoided. Outdoor sports to be prioritised and large indoor spaces used where not to ensure maximising distance between students and high levels of cleaning and hygiene. <u>COVID-19: Guidance on phased return of sport and recreations.</u> ( see separate risk assessment for PE at the end of this document)</li> </ul>	Y	PE Dept	September	L
	<ul style="list-style-type: none"> <li>Lessons which include singing, chanting, playing wind or brass instruments or shouting may cause an additional risk of infection. Control measures of physical distancing, playing outside, limiting group size to 15, positioning pstudents back to back or side to side, avoiding sharing of instruments and ensuring good ventilation are put in place. (see separate risk assessment for Music at the end of this document)</li> </ul>	Y	SPN	August	L

**The Priory CofE School**  
**Protective Measures Risk Assessment and Action Plan**  
**Last updated - 20th October 2020**

<p><b>Prevention</b></p> <p>6. Where necessary, wear PPE</p>	<ul style="list-style-type: none"> <li>The majority of staff in education settings will not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases, including: <ul style="list-style-type: none"> <li>where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained</li> <li>where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used</li> <li>If any First aider has to help a student, then full PPE must be worn and the incident reported to Student Services</li> </ul> </li> </ul>	Y	First Aiders	September	M
	<ul style="list-style-type: none"> <li>Read the guidance on <u>safe working in education, childcare and children's social care</u> for more information about preventing and controlling infection and follow <u>SCC PPE guidance</u>.</li> </ul>	N	HTR	September	L
<p><b>Response to infection</b></p> <ul style="list-style-type: none"> <li>Test and trace</li> </ul>	<ul style="list-style-type: none"> <li>NHS Test and Trace process to be followed and understand how to contact their local <u>Public Health England health protection team</u>. Staff members and parents/carers understand that they will need to be ready and willing to: <ul style="list-style-type: none"> <li><u>book a test</u> if they are displaying symptoms. Staff and students must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All students can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit</li> <li>provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test &amp; Trace. Registers to be taken each lesson. Visitors to leave address and details when visiting</li> <li><u>self-isolate</u> if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)</li> </ul> </li> </ul>	Y	All staff	Ongoing	L

**The Priory CofE School**  
**Protective Measures Risk Assessment and Action Plan**  
**Last updated - 20th October 2020**

	<ul style="list-style-type: none"> <li>Once provided by the Government the school will provide a test to parents/carers collecting a child who has developed symptoms if the school believes this will significantly increase the likelihood of the child getting tested</li> <li>School registered to receive extra testing kits</li> <li>School displays the QR code necessary to support track and trace</li> </ul>	Y	SLT	October	L
	<ul style="list-style-type: none"> <li>The school will ask parents and staff to inform them immediately of the result of the test:               <ul style="list-style-type: none"> <li>If someone tests negative, if they feel well and no longer have symptoms similar to COVID-19 they can stop self-isolating.</li> <li>If someone test positive they should follow the '<u>stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</u>' and must continue to self-isolate for at least 7 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. Other members of their household should continue self-isolating for the full 14 days.</li> </ul> </li> </ul>	Y	All staff	Ongoing	L
<b>Response to infection</b>	<ul style="list-style-type: none"> <li><u>Flowchart school response to suspected or confirmed COVID-19 cases to be followed for suspected or confirmed cases.</u></li> </ul>	Y	All staff	Ongoing	L
8. Managing confirmed COVID-19 cases	<ul style="list-style-type: none"> <li>If someone has attended the site tests positive for COVID-19, the local health protection team will be contacted by the school.</li> </ul>	Y	SLT	Ongoing	L
	<ul style="list-style-type: none"> <li>The health protection team will provide guidance to support a rapid risk assessment to confirm who has been in close contact with the person during the period they were infectious and ensure they are asked to self-isolate.                Close contact means;               <ul style="list-style-type: none"> <li>face to face contact for any length of time within one metre</li> <li>proximity contacts - extended close contact within one to two metres for more than 15 minutes</li> <li>travelling in a small vehicle such as a car</li> </ul> </li> </ul>	Y	All staff	Ongoing	L
	<ul style="list-style-type: none"> <li>Based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they</li> </ul>	Y	All staff	Ongoing	L

**The Priory CofE School**  
**Protective Measures Risk Assessment and Action Plan**  
**Last updated - 20th October 2020**

	<p>were last in close contact with that person when they were infectious.  Close contact means:</p> <ul style="list-style-type: none"> <li>○ Direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)</li> <li>○ Proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual</li> <li>○ Travelling in a small vehicle, like a car, with an infected person</li> </ul> <ul style="list-style-type: none"> <li>● If someone in this group has been asked to self isolate develops symptoms but tests negative they must remain in isolation for the 14 days</li> <li>● If they test positive they must begin 10 days of isolation from the date of the onset of their symptoms. Their household should isolate for 14 days from the date of the symptoms.</li> </ul>				
	<ul style="list-style-type: none"> <li>● If parents/carers disagree with removing their child from school due to their symptoms the school can refuse to have the child in if it is necessary to protect other students and staff from possible infection.</li> </ul>	Y	SLT	Ongoing	
	<ul style="list-style-type: none"> <li>● Records of students and staff in each group and any close contact that takes place between students and staff in different groups to be kept. This does not need to include every interaction a member of staff or students has.</li> </ul>	Y	SLT	September	L
	<ul style="list-style-type: none"> <li>● A template letter provided by the health protection team will be used to communicate to parents if isolation following close contact is required. Names of those tested positive with coronavirus will NOT be shared.</li> </ul>	Y	SLT	Ongoing	M
	<ul style="list-style-type: none"> <li>● Remote education plan in place by the end of September 2020 for individual pupils or groups of pupils self-isolating.</li> </ul>	Y	All staff	Ongoing	L
<b>Response to infection</b>	<ul style="list-style-type: none"> <li>● If two or more cases are confirmed within 14 days or an overall rise in sickness absence where COVID-19 is suspected, there may be an outbreak and the local health protection will advise on any additional action required.</li> </ul>	Y	All staff	Ongoing	L

**The Priory CofE School**  
**Protective Measures Risk Assessment and Action Plan**  
**Last updated - 20th October 2020**

9. Contain any outbreaks	<ul style="list-style-type: none"> <li>Follow local health protection advice, this may include a larger number of other pupils self-isolate at home as a precaution.</li> </ul>	Y	All staff	Ongoing	L
	<ul style="list-style-type: none"> <li>In consultations with the local Director of Public Health, where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who tested positive.</li> </ul>	Y	All staff	Ongoing	L
	<ul style="list-style-type: none"> <li>Remote education plan in place by the end of September 2020 for individual students or groups of students self-isolating.</li> </ul>	Y	HODs/HOFs	Ongoing	L
Emergencies	<ul style="list-style-type: none"> <li>All students' emergency contact details are up-to-date, including alternative emergency contact details, where required.</li> </ul>	Y	Office staff	Ongoing	L
	<ul style="list-style-type: none"> <li>Pupils' parents are contacted as soon as practicable in the event of an emergency.</li> </ul>	Y	First Aid staff	Ongoing	M
	<ul style="list-style-type: none"> <li>Pupils' alternative contacts are called where their primary emergency contact cannot be contacted.</li> </ul>	Y	First Aid staff	Ongoing	M
	<ul style="list-style-type: none"> <li>The school has an up-to-date First Aid Policy in place which outlines the management of medical emergencies – medical emergencies are managed in line with this policy.</li> </ul>	Y	JTL	June	L
Managing School Transport	<ul style="list-style-type: none"> <li>Parents and students are encouraged to walk or cycle to their education setting where possible;</li> </ul>	Y	SLT	June	L
	<ul style="list-style-type: none"> <li>Parents and students are discouraged from using public transport, where possible particularly during peak times; advice distributed via school COVID-19 website</li> </ul>	Y	SLT	June	L
	<ul style="list-style-type: none"> <li>For more information on home to school transport, please refer to <a href="#">SCC guidance in safer working for home to school transport.</a></li> </ul>	Y	SLT	June	L
	<ul style="list-style-type: none"> <li>Transport providers are advised that they do not work if they or a member of their household are displaying any symptoms of coronavirus;</li> </ul>	Y	SLT	June	L
	<ul style="list-style-type: none"> <li>Transport providers, as far as possible, are advised of the need to follow hygiene rules and try to keep distance from their passengers;</li> </ul>	Y	SLT	June	L
	<ul style="list-style-type: none"> <li>Revised travel plans are communicated clearly to contractors, local authorities and parents where appropriate (for instance, to agree pick-up and drop-off times).</li> </ul>	Y	SLT	June	L

**The Priory CofE School**  
**Protective Measures Risk Assessment and Action Plan**  
**Last updated - 20th October 2020**

	<ul style="list-style-type: none"> <li>Students are to wear face coverings on school and public transport</li> </ul>	Y	Students	Sept	L
	<ul style="list-style-type: none"> <li>Coach duty staff oversee the queuing of students to get on their school transport at the end of each day</li> </ul>	Y	All staff	Sept	L
Attendance	<ul style="list-style-type: none"> <li>Students and staff on the shielding list, those who are extremely clinically vulnerable and those with particular characteristics that place them at increased risk should return to school and follow all the safety procedures that have been put in place.</li> <li>If the transmission rate increases the Government will write directly to anyone on the shielding list if they are required to shield again</li> </ul>	Y	Staff and students	Sept	L
<b>Contingency Plans for outbreaks</b>	<ul style="list-style-type: none"> <li>In the event of a local outbreak PHE or local authority may advise the school to close temporarily.</li> <li>In this situation the school will revert to opening for vulnerable children and the children of critical workers.</li> <li>Remote education will be provided for all other students.</li> </ul>	Y	Staff and students	Sept	L

## Links

### Risk Assessment for Practical Subjects

[Drama Risk Assessment](#)

[Staff Room Risk Assessment](#)

[PE Risk Assessment](#)

[DT and FT Risk Assessment](#)

[Music Risk Assessment](#)

**The Priory CofE School**  
**Protective Measures Risk Assessment and Action Plan**  
**Last updated - 20th October 2020**

[Art Risk Assessment](#)

[Science Risk Assessment](#)

[Exams Risk Assessment](#)