

The Hermitage School
Risk Assessment – from 8th March 2021
Last updated: 2nd March 2021



The following risk assessment should be used alongside the following School Policies:

- Behaviour Policy
- Safeguarding & Child Protection Policy
- Health & Safety Policy
- Infection Control Policy
- First Aid Policy
- School Emergency Plan
- School Business Continuity Plan
- Premises Lettings Policy and Contract

As well as the Government guidance:

<https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/guidance-for-full-opening-special-schools-and-other-specialist-settings>

<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>

	Recommended controls/mitigation and protective measures	In Place?	Risk Rating following mitigation H/M/L
1. To maintain distance and minimise contact within classrooms.	<ol style="list-style-type: none"> 1. The number of contacts between pupils and staff is reduced. This is achieved through keeping classes separate and through maintaining distancing between individuals. The balance between the groups and social distancing is based on: <ul style="list-style-type: none"> o Pupils' ability to distance; o School layout and outside resources o The feasibility of keeping distinct groups separate while offering a broad curriculum 2. To achieve the greatest reduction in contact and mixing children will remain in class bubbles throughout the day. Each class will be led by the class teacher and at least one teaching assistant, depending upon the needs in the class 3. The Orchard will be one class with no mixing with the children from their year group. 4. Children with complex SEN will be supported to maintain distance and not touch staff and their peers as much as possible. 5. Adults are advised to avoid close face to face contact and minimise time spent within 1 metre of anyone. If this is not always possible, especially with children with more complex needs (some Orchard and EHCP), support will be provided for these pupils as normal, with other increased hygiene protocols in place to minimise risk of transmission. 6. Classrooms and other learning environments are organised to maintain space between seats and desks where possible. 7. Pupils use the same classroom throughout the day, with a thorough cleaning of the rooms at the end of the day. Children use the same desk each day. 8. Children keep to their desks as much as possible when in the room. They will be seated side by side and facing forward as much as possible. 9. Safety Distancing Charter created for and with the children on the first day back at school, to include instructions how to line up, use of 	<p>Rota in place for and shared with all staff.</p> <p>Risk assmt shared with staff.</p> <p>Updated policies shared with staff.</p>	L

	<p>toilet, moving around the classroom etc). Charter revisited frequently.</p> <ol style="list-style-type: none"> 10. If children cannot follow the Charter, a member of SLT will speak with the child, and if necessary, the child will remain with the SLT member, isolated from the rest of their group for a period of time. 11. Groups to follow timetable for break, lunch, PE, Games and outside learning times – in designated places – to avoid interacting with other groups of children and to maximise the number of lessons / classroom activities which could take place outdoors. 12. Staggered start and finish times. 13. All teachers in classroom by 8.30am. Children instructed to enter room directly rather than queueing outside. 14. Large gatherings such as assemblies will not happen. 15. Music lessons will be adapted so singing will not be part of the curriculum. 16. To keep occupancy as low as possible, year groups have assigned staff rooms. Staggered lunch breaks are also in operation. 		
<p>2. To ensure distancing and hygiene for pupils using the toilet.</p>	<ol style="list-style-type: none"> 1. Only one child allowed out of the classroom at a time. 2. Use of the toilet is outlined in the Class Social Distancing Charter – only to enter the toilet if no-one else is using it (knock & wait). Queueing system outside the toilet area. 3. Allocated toilets for different groups of children. 4. Importance of hand-washing after toilet use forms part of Class Safety Distancing Charter. Each child to wash hands again after returning to the classroom after using the toilet. 5. Extra signs in toilet re washing hands. 6. Ensure soap and hand gel levels are monitored so they do not run out. 7. Toilets, sinks and door handles cleaned at lunchtime and at the end of the school day. 	<p>In place during lockdown period – will need evaluating during first few days back. Frequent reminder to children.</p>	<p>M</p>
<p>3. To ensure distancing and transmission at start and finish times.</p>	<ol style="list-style-type: none"> 1. To reduce adult to adult transmission, staggered drop off and pick up times for different groups – all information communicated to parents. 2. For the lockdown period, Years 3 and 4 arrive at 8.30am and collected at 3.00pm and Years 5 and 6 arrive at 8.40am and collected at 3.10pm. 3. A member of staff (wearing a face covering) to supervise children’s entrance onto the premises and to apply hand sanitiser to all children. 4. Parents informed that if their child needs to be accompanied to the school, then only one parent can attend. When entering school premises, adults will wear face coverings. 5. For children arriving at the school in a taxi, the transport providers are advised that they do not work if they or a member of their household are displaying any symptoms of Coronavirus. 6. Transport providers, as far as possible, are advised of the need to follow hygiene rules and try to keep distance from their passengers. 7. Parents and pupils are discouraged from using public transport, where possible, particularly during peak times. https://www.surreycc.gov.uk/_data/assets/pdf_file/0006/228219/Home-to-School-Transport-Safer-Working-Guidance-Covid19-for-Transport-Providers-v2-11-June-2020.pdf 8. Parents cannot enter the school building unless by pre-arranged appointment. 9. Parents informed not to approach teaching staff at the end of the day but to email or phone requesting a phone call. 10. Parents are told that they cannot gather at entrance gates or enter the site (unless they have a pre-arranged appointment, which should be conducted safely). 	<p>Rota for start times prepared and shared with staff. Sent to parents week of 01.03.21 Will need evaluating during first few days back.</p>	<p>L</p>

	11. All members of staff going out onto the playground at the end of the day to dismiss children to wear a face covering.		
4. To minimise contact and maintain social distancing at break times and lunch times.	<ol style="list-style-type: none"> 1. Staggered playtimes and allocated play area for each class. 2. Reduced playtime equipment – hard surfaces and can be easily cleaned. 3. Orchard play area to only be used by Orchard children. 4. Games discussed which encourage social distancing – football passing, etc. Firm boundaries given to children in terms of the types of games they are able to play. 5. Staff supervision throughout – actively encouraging and insisting on social distancing. 6. Children practice talking at a distance – modelled by staff. 7. Hand hygiene before and after break times. 8. Purchase of portable sink units for playground areas. 9. Children eat in their classrooms or an allocated outside space at an allotted time. 10. Packed lunches kept under the child’s desk, not on trollies. 11. Hot meals brought to classrooms or allocated outside space by staff (use of gloves to distribute food – hand hygiene before and after). 12. Hand hygiene before and after eating. 	Rota in place and shared with staff ready for March 8th.	L
5. To minimise contact and maintain social distancing around the school.	<ol style="list-style-type: none"> 1. Children staying in their classroom as much as possible - groups of children only move around the school at allotted times (break, lunch, PE, Games and outdoor learning). 2. Only one child from a class allowed out of the classroom at a time. 3. Messages to office and members of SLT via walkie-talkies. 4. Use of up / down staircase and enforce Fantastic Walking. 5. Use of toilet – forms part of Class Charter. 6. Class Charter to include children not touching walls, door frames, displays etc around the school. 7. All adults to wear face coverings when moving around the school and in the staff room. 8. Members of staff who are more vulnerable (clinically and because of older age bracket) to take extra care with distancing and hygiene. 	In place during lockdown period – will need evaluating during first few days back.	L
6. Prevention of contamination through shared resources	<ol style="list-style-type: none"> 1. Staff and children provided with frequently used stationery items which will be kept in plastic wallets on children’s desks, these will not be shared. Children will not bring pencil cases in from home. 2. Pupils limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, reading books and reading records. A small bag is allowed. 3. Teachers will be encouraged to not take books home. Marking Policy updated to reduce teacher workload and enable feedback to be given during school hours. 4. Classroom based resources, such as books and games, are used and shared within the bubble and are cleaned regularly, along with all frequently touched surfaces. 5. Resources that are shared between classes or bubbles, such as sports, art and science equipment are cleaned frequently 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. 6. PE and Games classes will be in class groups and sports equipment thoroughly cleaned between use by different groups. 7. Contact sport to be avoided. Outdoor sports to be prioritised. The hall will only be used when the weather prohibits outdoor lessons. https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/guidance-for-the-public-on-the-phased-return-of-outdoor-sport-and-recreation 	<p>Packs of resources ready for March 8th.</p> <p>Staff aware of need to clean shared resources</p> <p>In place during lockdown period – will need evaluating during first few days back.</p>	L

	<ol style="list-style-type: none"> 8. The hall will be used for PE/Games sessions only when the weather is extreme. Children will hand wash before and after, both external doors will remain open and teachers will adapt planning to ensure lessons are based around skills, stretching or agility. 9. Tables, door handles and other surfaces cleaned every night and at least twice during the day. 10. Lessons planned so resources are individual and shared as little as possible. 11. Resources on tables ready for lesson and not distributed within the lesson. 12. Hand hygiene before and after lessons or movement around the school. 13. All spaces are well ventilated using natural ventilation. 14. Doors are propped open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation. 		
<p>7. To prioritise children's well being</p>	<ol style="list-style-type: none"> 1. ELSA extending hours, now working four days a week – liaising with teachers, pupils and parents accordingly. 2. Parents contacted regarding pupil's wellbeing (any sickness or bereavement in family) – further school support given where appropriate. 3. Parent Consultations in March via School Cloud with a focus on child well-being and how things have been in the family during the pandemic. 4. Teachers / TAs to assess children's wellbeing – regular discussions with SLT / ELSA / outside wellbeing agencies for advice and best practice. 5. Communication via Seesaw with parents and directly via year group emails, office email and head teacher email. 6. Regular phone calls / communication with more vulnerable families. 7. TAs allocated more vulnerable children to keep in touch with academically and emotionally. 8. Mentoring/Emotional Wellbeing sessions timetabled for vulnerable children to work with Outdoor Learning Lead. 9. Two staff members to attend mental health training to enhance skill levels when supporting children experiencing difficulties. 10. Any concerns raised via CPOMS – all staff reminded of procedures for safeguarding by Lead DSL. 11. Any child requiring to shield or self-isolate will have access to remote education as soon as reasonably practicable. 	<p>Staff aware of need to prioritise well being / PSHE / Recovery Curriculum</p>	<p>M</p>
<p>8. To prioritise staff well being</p>	<ol style="list-style-type: none"> 1. Open communication with staff throughout the pandemic. Individual conversations where possible to identify any signs of emotional distress or anxiety. 2. Individual meetings held with all staff members with a wellbeing focus and notes added to Performance Management documentation. 3. Staff have the opportunity to take part in Lateral Flow Device Testing twice weekly. 4. Staff who are clinically extremely vulnerable (CEV) will be advised not to attend school and will be given tasks to complete at home. 5. Staff who are clinically vulnerable (CV) will attend school but will have an individual risk assessment and advised to follow the school's risk assessment procedures to minimise the risk of transmission. Staff who are pregnant are considered CV and in some cases may be considered CEV if they have other health conditions. This guidance will be followed: https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees 	<p>Ongoing – needs monitoring closely by SLT / YTL</p>	<p>L</p>

	<ol style="list-style-type: none"> 6. Research online support courses / outside agency support ready for any staff member who needs help. Share existing wellbeing resources and helplines. 7. Updated Risk Assessment shared with all staff and comments / concerns / suggestions welcomed. 8. Risk assessments reviewed continually following feedback from school staff. 9. All adults to wear face coverings when moving around the school and in the staff room. Visors made available for any member of staff who would like to wear one in the classrooms. 10. Members of staff who are more vulnerable (clinically and because of older age bracket) to take extra care with distancing and hygiene. Where possible, more vulnerable members of staff form part of the home learning support team. 11. Separate risk assessment for the Orchard Unit and the office area (including medical). 12. Designated areas for different groups of staff for lunch and break times (different staff rooms). 13. Back to work meetings carried out with members of staff who have had a period of absence from school (working from home) to assess anxiety levels and ensure their understanding of procedures in place to maintain distance and reduce contacts. 14. Regular SLT/YTL meetings via teams – staff well-being discussed at each. 		
<p>9. To ensure good hygiene</p>	<ol style="list-style-type: none"> 1. The COVID-19: Cleaning of non-healthcare settings guidance is followed: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings 2. Surfaces that pupils are touching, such as books, desks, chairs, doors, sinks, toilets, light switches, bannisters are cleaned more regularly than normal. 3. Toilets will be cleaned at lunchtime and after school, and pupils encouraged to clean their hands thoroughly after using the toilet. 4. Soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) will be removed from classrooms and other areas. 5. Sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitisers are in classrooms and other learning environments and points of entry. Portable sink units have been purchased to ensure adequate facilities are available. 6. Pupils are supervised by staff when washing their hands to ensure it is done correctly, where necessary. 7. Hand hygiene on entry to school, before break, after break, before lunch, after lunch, leaving school, using the toilet and any time they cough or sneeze. 8. Hands will be washed before and after using the library or any change of environment across the school. 9. Bar soap is not used, in line with the Infection Control Policy – liquid soap dispensers are installed and used instead. 10. Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the Infection Control Policy and Cleaning in non-healthcare settings guidance. 11. ‘Catch it, bin it, kill it’ approach used throughout the school. Pupils are instructed to cough or sneeze into their elbow and use a tissue to cover their mouths where possible, disposing of the tissue in lidded bins and then washing their hands. Suitable number of tissues and bins available in the school to support pupils and staff to follow this routine. 	<p>In place during lockdown period – will need evaluating during first few days back and close monitoring</p>	<p>M</p>

	<ol style="list-style-type: none"> 12. Risk assessments carried out to identify pupils with complex needs who struggle to maintain good respiratory hygiene, or for example those who spit uncontrollably or use saliva as a sensory stimulant. 13. Washing hands posters placed in all washing areas and around the school. 14. Children will have their own stationary and educational resources provided. These, as well as cutlery, cups and food will not be shared. 15. Health and Safety Policy has been updated in light of the COVID-19 advice, including Infection Control Policy and First Aid Policy. Staff and pupils aware and understand all relevant policies: <ul style="list-style-type: none"> - They must immediately inform their teacher (pupils) or a member of SLT (staff) that they feel unwell; - frequently wash their hands with soap and water for 20 seconds and dry thoroughly; - clean their hands on arrival at school, before and after eating, and after sneezing or coughing; - are encouraged not to touch their mouth, eyes and nose; - use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it'). 16. Tissue bins are emptied regularly. 17. The school keeps up-to-date with advice issued by, but not limited to, the following: DfE, NHS, DfHSC, PHE. All relevant information shared with staff. 18. All staff have read and understood the latest Government guidance for COVID-19 in educational settings. Any updates are forwarded on to all staff. 19. Pupils 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 wash their hands on arrival, dispose of temporary face coverings in a covered bin or place reusable face covering in a plastic bag they take home with them, and then wash their hands again before heading to their classroom. Staff and pupils 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. 20. Parents informed of school's infection control procedures in relation to Coronavirus and told they must not send their child to school if they have Coronavirus symptoms, or have tested positive in the last 7 days, or if another household member develops 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 Government 'Stay at Home' guidance. 21. To ensure confidentiality, the names of staff, volunteers and pupils with either confirmed or suspected cases of Coronavirus will be withheld. 22. School cleaners carry out daily, thorough cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy. 23. The Premises Manager arranges enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the local health team. 24. If the school runs short of cleaning products DfE-CovidEnquiries.COMMERCIAL@education.gov.uk will be emailed. 25. The Premises Manager monitors the cleaning standards of school cleaning contractors and discusses any additional measures required with regards to managing the spread of Coronavirus. 		
10.	<ol style="list-style-type: none"> 1. Pupils, staff and other adults must not come into the school if: 		

To have clear Prevention controls in place

- they have one or more of the Coronavirus symptoms:
<https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#part-1-people-who-develop-symptoms-of-coronavirus>
- a member of their household (including someone in their support bubble or childcare bubble if they have one) has Coronavirus symptoms. Information on support bubbles:
<https://www.gov.uk/guidance/making-a-support-bubble-with-another-household>
- they are required to quarantine having recently visited countries outside the Common Travel Area. Further information can be found here: <https://www.gov.uk/uk-border-control/self-isolating-when-you-arrive>
- they have had a positive test.

They must immediately cease to attend and not attend for at least 10 days from the day after:

- the start of their symptoms
- the test date if they did not have any symptoms but have had a positive test (LFD or PCR)

2. Anyone told to isolate by NHS Test and Trace or by their public health protection team has a legal obligation to self-isolate. Further information can be found here: <https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works>
3. If anyone at school develops a new and continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they will:
 - be sent home to begin isolation – the isolation period includes the day the symptoms started and the next 10 full days
 - advise them to follow the guidance for households with possible or confirmed coronavirus infection:
<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>
 - advise them to arrange to have a test as soon as possible to see if they have coronavirus.
<https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>

Parents and staff should inform the school as soon as they receive their results.

Other members of their household (including any siblings and members of their support or childcare bubble if they have one) should self-isolate. Their isolation period includes the day symptoms started for the first person in their household, or the day their test was taken if they did not have symptoms, and the next 10 full days. If a member of the household starts to display symptoms while self-isolating, they will need to restart the 10 day isolation period and book a test.

If anyone tests positive whilst not experiencing symptoms but develop symptoms during the isolation period, they must restart the 10 day isolation period from the day they developed symptoms.

The child should 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.

5. If available, the school will give home testing kits directly to parents/carers collecting a child who has developed symptoms at school or staff who have developed symptoms at schools, where providing a test will increase the likelihood of them getting tested.
6. If a pupil is displaying coronavirus symptoms and is awaiting collection:
 - they will be moved to a room where they can be isolated from other people. If a room isn't available, they will be moved to an area which is at least 2 metres away from other people. Depending on the needs of the child, an adult may stay with them (at a 2m distance)
 - wherever possible, a window will be opened for fresh air ventilation
 - if they need to go to the bathroom while waiting to be collected, the bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else
 - personal protective equipment (PPE) must be worn by staff caring for the pupil while they await collection if a distance of 2 metres cannot be maintained. More information on PPE use can be found in the Safe Working in Education, Childcare and Children's Social Care settings guidance:
<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care>
7. In an emergency, if someone is seriously ill or injured or their life is at risk, 999 will be called.
8. Any member of staff who has provided close contact care to someone with symptoms, regardless of whether they are wearing PPE, and all other members of staff or pupils who have been in close contact with that person, do not need to go home to self-isolate unless:
 - the symptomatic person subsequently tests positive
 - they develop symptoms themselves (in which case, they should self-isolate immediately and arrange to have a test)
 - they are requested to do so by NHS Test and Trace or the Public Health England (PHE) advice service (or PHE local health protection team if escalated)
 - they have tested positive from an LFD test as part of a community or worker programme
9. 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. See the guidance on the cleaning of non-healthcare settings:
<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>
10. If any member of staff is contacted by NHS Test and Trace or the local health protection team and told to self-isolate because they have been a close contact of a positive case, they have the legal obligation to do so.
11. The school will be well ventilated:
 - mechanical ventilation systems – will be adjusted to increase the ventilation rate wherever possible and checked to confirm that normal operation meets current guidance and that only fresh

	<p>outside air is circulated. If possible, systems will be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply</p> <ul style="list-style-type: none"> ▪ natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space). Opening internal doors can also assist with creating a throughput of air ▪ natural ventilation – if necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so) 		
<p>11. To have clear procedures in place when a there has been a confirmed COVID-19 case within the school community</p>	<ol style="list-style-type: none"> 1. Flowchart school response to suspected or confirmed COVID-19 cases to be followed for suspected or confirmed cases: file:///H:/JO%202018-21/COVID/January/PHE-SE-Primary-and-EYS-flowchart-v01-15-January-2021.pdf The DfE Helpline number is: 0800 046 8687 2. If someone has attended the site tests positive for COVID-19, the school may contact the local health protection team for further advice. 3. 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. 4. If a member of the school community lives in the same household as someone with COVID-19: <ul style="list-style-type: none"> - They should stay at home and self-isolate, not go to work, school, or public areas and do not use public transport or taxis. - Their isolation period includes the day the first person in their household'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. - If they do not have symptoms of COVID-19, they do not need a test. They should only arrange a test if they develop COVID-19 symptoms or if they are asked to do so as part of a wider testing scheme. - If for any reason they have a negative test result during their 10 day isolation period, they must continue to self-isolate. Even if they don't have symptoms, they could still pass the infection on to others. - If they develop symptoms while they are isolating, arrangements should be made to have a COVID-19 PCR test. If the test result is positive, the advice for people with COVID-19 to stay at home and start a further full 10 day isolation period should be followed. This begins when symptoms started, regardless of where the person is in the original 10 day isolation period. This means that the total isolation period will be longer than 10 days. - If other household members develop symptoms during this period, other household members do not need to isolate for longer than 10 days. 5. Based on the advice from the health protection team, those people who have been in close contact with the person who has tested positive will be sent home, with advice to self-isolate for 10 days since they were last in close contact with that person when they were infectious. Close contact means: 	<p>All staff aware of procedure</p> <p>Flow chart displayed in school office and SLT rooms</p>	<p>L</p>

- 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)
 - Proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual
 - Travelling in a small vehicle, like a car, with an infected person
6. Remote education plan has been in place since January 2021. Further details can be found here:
<https://www.hermitage.surrey.sch.uk/page/?title=Remote+Learning&pid=211>
 Any individual having to self-isolate will be provided with home learning provision outlined in the documents.
 7. 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. DfE Helpline number: 0800 046 8687.
 8. Follow local health protection advice, this may include a larger number of other pupils self-isolate at home as a precaution.
 9. Staff and 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.
 10. Parents of children showing symptoms of Coronavirus are notified as soon as possible. Where contact with a pupil's parents cannot be made, appropriate procedures are followed in accordance with those outlined in the Government guidance and the Infection Control Policy.
 11. Members of staff, or cleaning staff, who clean rooms where a child or adult has been who has shown Coronavirus symptoms should where PPE equipment when cleaning the rooms.
 12. Public areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids will be cleaned thoroughly as normal.
 13. When cleaning, avoid creating splashes and spray.
 14. Any cloths and mop heads used must be disposed of and should be put into waste bags as outlined below.
 15. When items cannot be cleaned using detergents or laundered, for example, upholstered furniture, steam cleaning should be used.
 16. Any items that are heavily contaminated with body fluids and cannot be cleaned by washing should be disposed of.
 17. Waste from possible cases and cleaning areas where possible cases have been (including disposable cloths and 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;
 - the plastic should be put in a suitable and secure place and marked for storage until the individual's test results are known.
 18. Waste should be stored safely and kept away from children. Waste will not be put in communal waste areas until negative test results are known, or the waste has been stored for at least 72 hours.
 19. If storage for at least 72 hours is not appropriate, collection will be arranged as a Category B infectious waste, either by the local waste collection authority, or by a specialist clinical waste contractor.
 20. Any staff member caring for a child or adult with symptoms of Coronavirus will wear a fluid-resistant surgical face mask if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing

	<p>to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.</p> <ol style="list-style-type: none"> 21. If a member of staff has helped someone who was taken unwell with Coronavirus symptoms, they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. 22. When PPE is used, it is essential that it is used properly. This includes scrupulous hand hygiene and following guidance on how to put PPE on and take it off safely in order to reduce self-contamination: https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures 23. Face masks must: <ul style="list-style-type: none"> - cover both nose and mouth - not be allowed to dangle around the neck - not be touched once put on, except when carefully removed before disposal - be changed when they become moist or damaged - be worn once and then discarded - hands must be cleaned after disposal. 24. Any medication given to ease the unwell individual's symptoms, eg: paracetamol, will be administered in accordance with the Administering Medications Policy. 25. If pupil's or staff's symptoms worsen, emergency assistance is requested. 26. Parents are advised to contact 999 if their child becomes seriously ill or their life is at risk. 27. If a child is sent home with symptoms of Coronavirus, parents of other children in the same group are notified. Those children will be closely monitored at school. 28. In the event that demand for the testing exceeds national or local capacity, and testing for symptomatic school staff or pupils is delayed, the school will implement the current policy on self-isolation in line with public health guidance. This means that symptomatic staff or pupils will be asked to self-isolate in their homes for 10 days and 14 days for household members. 		
<p>12. To ensure the correct use of Personal Protective Equipment (PPE)</p>	<ol style="list-style-type: none"> 1. When moving around the school – in corridors and in the staff room, staff will wear face coverings. 2. When on gate duty, or taking children out into the playground at the end of the day, staff will wear face coverings. 3. PPE should be worn by any member of staff who is caring for a child or adult displaying symptoms of coronavirus and needs direct personal care: disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. 4. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn. 5. When PPE is used, it is essential that it is used properly. This includes scrupulous hand hygiene and following guidance on how to put PPE on and take it off safely in order to reduce self-contamination: https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures 6. Disposable face masks must: <ul style="list-style-type: none"> - cover both nose and mouth - not be allowed to dangle around the neck - not be touched once put on, except when carefully removed before disposal - be changed when they become moist or damaged 	<p>In place during lockdown period – will need evaluating during first few days back and close monitoring</p>	<p>L</p>

	<ul style="list-style-type: none"> - be worn once and then discarded - hands must be cleaned after disposal <ol style="list-style-type: none"> 7. Staff will wear either disposable or reusable face coverings around the school. 8. Used PPE and any disposable face coverings that children arrive wearing should be placed in a refuse bag and can be disposed of as normal domestic waste unless the wearer has symptoms of Coronavirus, in line with the guidance on cleaning for non-healthcare settings: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings 9. Any homemade, non-disposable face coverings that children are wearing when they arrive at their setting must be removed by the wearer and placed into a plastic bag that the wearer has brought with them in order to take it home. The wearer must then wash their hands. 10. Waste from people with symptoms of Coronavirus, such as disposable cleaning cloths, tissues and PPE should be disposed as follows: <ul style="list-style-type: none"> - put items in a plastic rubbish bag and tie; - put the plastic bag in a second bin bag and tie; - put it in a suitable and secure place marked for storage for 72 hours. - waste should be stored safely and securely kept away from children. It should not be put in communal waste areas until the waste has been stored for at least 72 hours. 		
<p>13. To ensure procedures are in place if there is an emergency (COVID-19 and others)</p>	<ol style="list-style-type: none"> 1. All pupil emergency contact details are up-to-date, including alternative emergency contact details, where required. 2. Parents are contacted as soon as practicable in the event of an emergency. 3. Pupil alternative contacts are called where their primary emergency contact cannot be contacted. 4. 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. 5. Children returning to school with epi-pens will have one epi-pen in the classroom and one in the School office – stored according to the school’s policies. 6. Asthmatic children returning to school will keep their inhalers clearly labelled and visible in the classroom. 7. Each group of children, the School Office and members of SLT will all carry walkie-talkies at all times so communication is quick and efficient. 8. If a child, falls and starts to bleed and needs medical attention, Surrey guidance states that PPE equipment is not required. However, any staff dealing with a blood injury at The Hermitage will wear gloves, apron and mask. Please see guidance in section 12 above concerning correct use of PPE and safe disposal. 	<p>In place during lockdown period.</p>	<p>L</p>
<p>14. To ensure the school premises are safe</p>	<ol style="list-style-type: none"> 1. Fire Drill carried out early in term to ascertain risk and work out new lining up structure (social distancing). 2. LockDown drill carried out early in term. 3. In advance of the opening of the school, the following will be checked: <ul style="list-style-type: none"> - Hot and cold water systems - Gas safety (all relevant services to have been carried out) - Fire safety - Kitchen equipment - Specialist equipment used by pupils (eg: for access/mobility/medical) - Security including access control and intruder alarm systems 	<p>In place during lockdown period.</p> <p>Premises Manager to monitor.</p>	<p>L</p>

- Ventilation
4. There will be fire alarm practice during the first half term.
 5. There will be a lockdown practice during the first half of the Spring Term.
 6. Enhanced cleaning protocols are in place which include:
 - Cleaning of toilets and door handles at lunch time.
 - Thorough cleaning of classrooms and communal areas at the end of the day;
 - Cleaning of frequently touched surfaces often;
 - Pedal bins provided for tissues; these are double bagged and emptied regularly during the day;
 - Cleaning of play / outdoor equipment between groups;
 - Cleaning of other equipment for practical lessons between groups;
 - Lunch tables cleaned between groups;
 - Removal of unnecessary items from learning environments;
 - Deep cleaning every Friday;
 - Deep cleaning scheduled for first week of Easter holidays.
 7. Additional protocols, including provision of PPE, will be followed for cleaning any area where a person with possible or confirmed coronavirus has spent time.
 8. Regular checks on cleaning and on cleaning sheets are carried out by identified person on site each day.
 9. Windows opened and doors propped open where safe to do so to encourage natural ventilation (bearing in mind fire safety and safeguarding considerations).
 10. Protocol is that face-to-face meetings between staff and between staff and visitors are to be avoided where possible in favour of audio/video conferencing.
 11. Any face-to-face meetings on site observe the 2-metre distancing rule and will be held outdoors where practical.
 12. Only essential visitors are allowed on site with the prior permission of the Headteacher.
 13. Visitor protocol to be observed at all times, including hand washing or provision of sanitiser on arrival.
 14. Contractor visits are scheduled outside school hours where possible.
 15. Carry out statutory site checks, if required (DfE guidance: <https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak>)
 16. Assess net capacity assessments/audits for site to determine a safe level of occupancy.
 17. Commission deep clean of site (as above) during the Summer Holidays.
 18. Ensure classrooms and corridors are marked out and signage and safety barriers are put in place (DfE guidance on social distancing <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>)
 19. Assess what PPE is required and purchase thereof. Guidance on PPE: <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>
 20. Agree and commission enhanced cleaning arrangements: likely to include but not limited to toilets to be cleaned after each break and lunchtime, door handles, common equipment and vertical surfaces commonly touched cleaned more frequently, hand sanitiser at school

	<p>entrance, pedal bins in every classroom double bagged and emptied frequently. Guidance on cleaning in non-healthcare settings: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p> <ol style="list-style-type: none">21. Ensure a plan is in place for toilet use (one pupil at a time) and other common spaces e.g. lunch arrangements and outside space/break times.22. Agree a policy and procedures should a child or adult fall ill on site, fall ill having recently been on site and/or if a number of people fall ill related to a particular site. DfE guidance on prevention and control: https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-1923. NHS guidance on what to do if you or someone you live with has coronavirus: https://www.nhs.uk/conditions/coronavirus-covid-19/what-to-do-if-you-or-someone-you-live-with-has-coronavirus-symptoms/24. Guidance for households with possible coronavirus infection: https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance25. Guidance on testing: https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested26. Ensure there is a critical path decision making process in case of the need for further closures, or scaling back operations, to address local infections.27. Assess transport-related health and safety risks and how these can be mitigated28. Visitors to the site, such as contractors, local authority employees and health employees to be fully briefed on the school's arrangements and follow site guidance on physical distancing and hygiene on or before arrival. Where visits can happen outside of school hours, they should. A record will be kept of all visitors.		
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