



HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN IN PLACE BY	ADDITIONAL NOTES
		<p>10 days. If the test is negative, the student or staff member may return to school once there are no longer any symptoms.</p> <p>In the case of a symptomatic student who needs to be supervised before being picked up from school:</p> <ul style="list-style-type: none"> <li>• Any staff member supporting someone with symptoms who cannot maintain a 2m distance will do so in full PPE. If contact is necessary, supervising staff will also wear disposable gloves and a disposable apron. If there's a risk of splashing to the eyes, such as from coughing, spitting or vomiting, supervising staff will also wear eye protection</li> <li>• The student will be supported in the medical room.</li> <li>• 999 will be called if they are seriously ill or injured or their life is at risk.</li> <li>• Supervising staff will wash their hands thoroughly for 20 seconds after the pupil has been picked up.</li> <li>• If there are home testing kits available in school, these will be given to parents/carers collecting symptomatic students, and to staff who've developed symptoms at school, if providing one will increase the likelihood of them getting tested.</li> </ul> <p>Only in exceptional circumstances will staff take symptomatic students home themselves, and in this case one of the following steps will be taken:</p> <ul style="list-style-type: none"> <li>• Use of a vehicle with a bulkhead (i.e. the driver is in a separate compartment to any passengers); or</li> <li>• The driver and passenger will maintain a distance of 2m from each other; or</li> <li>• The driver will use full PPE, and the passenger will wear a face mask if they are old enough and able to do so</li> <li>• An identified taxi firm may be used, in accordance with their own regulations for transporting symptomatic passengers</li> </ul>			

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		<p>If a parent or carer insists that a student with symptoms attends school, the school will use reasonable judgement and refuse the student if this is necessary to protect students and staff. The school will consider all circumstances and the latest public health advice when making this decision.</p> <p>Following the case of a symptomatic person in school, a deep clean will take place in the areas that the symptomatic person has been in, and PPE will be disposed of properly, following <a href="#">decontamination guidance</a>.</p> <p>If the school becomes aware that a student or a staff member has tested positive for coronavirus, the school will contact the DfE helpline on <b>0800 046 8687</b> and select option 1 for advice or Essex Contact Tracing Team on 0300 303 2698.</p> <p>To help with this, records will be kept of:</p> <ul style="list-style-type: none"> <li>• The students and staff in each group</li> <li>• Any close contact that takes place between students and staff in different groups</li> </ul> <p>Close contact means:</p> <ul style="list-style-type: none"> <li>• Direct close contact – face-to-face contact with an infected person for any length of time, within 1 metre, including: <ul style="list-style-type: none"> <li>○ Being coughed on,</li> <li>○ A face-to-face conversation, or</li> <li>○ Unprotected physical contact (skin-to-skin)</li> </ul> </li> <li>• Proximity contacts – extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected person</li> <li>• Travelling in a small car with an infected person</li> </ul> <p>The school will email <a href="mailto:schoolscommunication@essex.gov.uk">schoolscommunication@essex.gov.uk</a> to alert Essex Education to the positive case in school, using the <a href="#">Essex alert form</a>, and also <a href="mailto:provide.escontacttracing@nhs.net">provide.escontacttracing@nhs.net</a> to give a detailed notification.</p>			



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		<ul style="list-style-type: none"> <li>place reusable face coverings in a plastic bag they can take home with them</li> <li>wash their hands afterwards changing their face covering</li> </ul>			
Contact with coronavirus on arrival at school	<ul style="list-style-type: none"> <li>Students</li> </ul>	When students arrive in the morning for school, they should come into school straight away to avoid too many people congregating on the steps. If a student is currently struggling with a smoking habit and needs to smoke before entering the school, they should do this quickly and maintain a distance from other students and adults.	Students / Staff	9/11/20	
Spreading infection due to touch, sneezes and coughs	<ul style="list-style-type: none"> <li>Staff</li> <li>Students</li> <li>Contractors</li> <li>Visitors</li> </ul>	<p>Handwashing facilities will be provided in the toilets and in the handwashing sink in the kitchen and classrooms. Hand sanitiser is placed at the two main entrances to the school and in every room of the school.</p> <p>Everyone in school will:</p> <ul style="list-style-type: none"> <li>Frequently wash their hands with soap and water for 20 seconds and dry thoroughly using <a href="#">NHS guidelines</a>, or use alcohol-based hand sanitiser to cover all parts of their hands</li> <li>Clean their hands on arrival, after breaks, if they change rooms, before and after eating, and after sneezing or coughing</li> <li>Be encouraged not to touch their mouth, eyes and nose</li> <li>Use a tissue or elbow to cough or sneeze, and use bins for tissue waste</li> </ul> <p>Students will be encouraged to learn and practise these habits in lessons and by posters and signage put up across the school.</p> <p>Supplies of soap, hand sanitiser and disposable paper towels and tissues will be topped up regularly and monitored daily to make sure they're not close to running out.</p> <p>Bins for tissues, preferably non-contact bins, will be emptied at the</p>	<p>School Business Manager</p> <p>All staff</p> <p>Cleaning staff / School Business Manager / Administrator</p>	<p>2/09/20</p> <p>Ongoing</p> <p>Daily</p>	



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		<p>using the named plastic bag to avoid contact.</p> <p>Any resources shared between groups, such as sports, art and science equipment, will be sanitised between groups using them.</p> <p>The same rules will be followed for books and other shared resources that students or staff take home. However, unnecessary sharing will be avoided, especially where it doesn't contribute to education and development.</p> <p>If a person with coronavirus symptoms comes into school, a deep clean will take place in the areas that the person has been in, following <a href="#">decontamination guidance</a>.</p> <p>Teachers will wash their hands and surfaces before and after handling students' books.</p> <p>Cleaning supplies will be topped up regularly and monitored daily to make sure they're not close to running out.</p>	<p>IT Manager / Admin staff</p> <p>All staff</p> <p>Cleaning staff / School Business Manager</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Daily</p>	
<p>Spreading infection due to excessive contact and mixing between students and staff in lessons</p>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Students</li> <li>• Contractors</li> <li>• Visitors</li> </ul>	<p>As a very small school with a maximum of 16 students and 12 members of staff on a small site, from 8<sup>th</sup> March 2021, we will revert to functioning as one bubble.</p> <p><b>We will continue to operate on the updated timetable, with a later start and finish time for students, with no breaks, other than a lunchbreak, to ensure social distancing and safer working practices. Safety will continue to be prioritised in the classrooms and around the school.</b></p> <p>New and increased measures for safe working include:-</p> <p>Timetabling will take into consideration the nature of each teaching room, in order to minimise contact</p> <p>Staff waiting in Room 1 for students at the beginning of the day, to avoid bottlenecks and any congregating</p>		<p>08/03/21</p> <p><b>12/4/21</b></p>	

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		<p>No breaktimes and we maintain the 10.00am start for lessons.</p> <p>Social distancing on site during lunchtime</p> <p>Space for supervised lunchtime activities has been assigned</p> <p>Students will not have access to the kitchen</p> <p>Students and staff will keep face coverings on in classrooms and while walking around the site, as much as possible.</p> <p>Movement between rooms will be minimised</p> <p>Sanitisation of all teaching rooms, will be carried out after each session</p> <p>Additional cleaning and sanitisation will take place daily and specifically during the session changeover break.</p> <p>Visors, masks, hand and desk sanitiser will be available in every room.</p> <p>Students will be reminded to maintain their distance and not touch staff or peers.</p> <p>Plastic screens will be used on desks in teaching areas.</p> <p>All rooms will be kept well-ventilated and staff will have an area marked on the floor to help them to encourage students to maintain 2m distance from them.</p> <p>Staff will keep their distance from students and other staff as much as they can (ideally 2 metres apart). This won't always be possible, but close face-to-face contact will be avoided, and time spent within 1 metre will be minimised.</p> <p>All visiting staff will be asked to wear face masks.</p> <p>Specialists, therapists, clinicians and other support staff for students with SEND will provide interventions as usual. These staff will be advised to be rigorous about hand washing and</p>			

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		<p>respiratory hygiene.</p> <p>If smaller meeting rooms are used, these will be well ventilated and 2m distance should be kept. Staff and students will have plastic screens, masks or visors, or a combination of these protective measures.</p>			
<p>Asymptomatic students and staff spreading the virus.</p>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Students</li> <li>• Contractors</li> <li>• Visitors</li> </ul>	<p>In order to identify asymptomatic cases, the School will carry out twice weekly Lateral Flow Tests on staff, in accordance with the directive from the Government. Staff can choose to do home testing before they come in to school, if preferred.</p> <p>Students will continue to be tested twice weekly in School, where permission has been given and the student is willing to be tested.</p> <p>Any person with a positive lateral flow test will need to self-isolate in line with government guidance, and contact tracing will need to be undertaken.</p> <p>All test results will be uploaded to Gov.UK on the same day the test is carried out. Testing will be managed in accordance with the health and safety advice and with protective measures and sanitisation procedures in place.</p> <p>Student tests will be managed on arrival or during their first lesson in school at the beginning of each week and then again later that week (Mondays and Thursdays). Testing will be carried out with consideration for safety, privacy and confidentiality.</p> <p>Visiting Professionals' tests will be carried out on the first day of their visit each week. <b>Visitors will be asked to confirm their test</b></p>	<p>School Business Manager/Tim Dolan</p>	<p>5/1/21</p> <p>08/03/21</p> <p><b>12/4/21</b></p>	



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Spreading infection due to the school environment	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Students</li> <li>• Contractors</li> <li>• Visitors</li> </ul>	<p>Daily <a href="#">Checks to the premises</a> will be done to make sure the school is up to health and safety standards before opening.</p> <p>Fire, first aid and emergency procedures will be reviewed to make sure they can still be followed.</p> <p>Areas in use will be well ventilated by opening windows.</p> <p>There will be a limit of a maximum of four people (but no students) in the kitchen at any one time.</p> <p>Bins will be provided in classrooms and other key locations to dispose of tissues and any other waste.</p> <p>Covid testing materials will be disposed of in line with guidance and double bagged, before placing in the outside waste bin.</p>	<p>School Business Manager</p> <p>All staff</p> <p>School Business Manager</p>	<p>2/09/20</p> <p>Ongoing</p>	
Spreading infection due to excessive contact and mixing in meetings	<ul style="list-style-type: none"> <li>• Staff</li> </ul>	<p>Where possible, all meetings will be conducted by telephone or using video conferencing. This includes meetings with staff, parents/carers, visitors and governors.</p> <p>Where this isn't possible, essential meetings will be conducted outside, or in a room large enough to allow for social distancing. Where staff meetings are held in person within the school premises, staff will wear a face mask and observe the required rules on safe social distance.</p>	Relevant staff	Ongoing	
Individuals vulnerable to serious infection coming into school		<p>The school will continue to follow government guidance for those who are in either clinically vulnerable or clinically extremely vulnerable categories.</p> <p>All staff are required to declare whether they fall within one of these categories as defined by the government and NHS guidance.</p> <p>Staff who are clinically vulnerable or clinically extremely vulnerable are entitled to request an individual risk assessments to be</p>	Principal / School Business Manager	Ongoing	

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		<p>completed. It is the staff member's responsibility to request this. These individual risk assessments will be reviewed and updated regularly.</p>			
<p>Staff shortage due to self-isolation results in an inability to operate the school safely</p>		<p>Should the Principal, in consultation with the School Business Manager and the Chair of Governors, determine that it is not safe to open the school for students due to either a shortage of staff or the absence of specific key members of staff, a decision will be taken to close the school building and move to home learning. If the Principal is incapacitated this decision will be taken by the Chair of Governors in consultation with other senior staff.</p>	<p>Principal / School Business Manager / Chair of Governors</p>	<p>As required</p>	