



Health and Safety Risk Assessment – Re-opening Schools – COVID-19

Academy / School	Arco Academy	Assessment No.	4
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Site	Camberwell Leisure	Location	Camberwell, London
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Subject of Assessment	Re-opening schools to full use for the Autumn term. This document is intended for students aged 11 – 16 years old		
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Assessed by	Lisa Miller	Date	24.01.2022	Review date	Ongoing
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Details of workplace/activity	Students and employees partaking in the academy’s activities within the premises, including general classroom activities, dining, break-times, playgrounds, pick-up and drop off (where applicable), First aid and external visitors to the school.	Persons Affected <i>(Who may be harmed)</i>
		Students, Employees, Contractors and Visitors.

Hazards and Risks	Existing Control Measures	Risk Level <i>(Very High, High, Medium, Low)</i>	Further Actions √/X <i>(If √ See Actions)</i>
1. Spread/contraction of COVID-19 due to interaction with a person who has symptoms of the disease, a person who may be asymptomatic or lack of information on how infection risks are controlled in the school.	<ul style="list-style-type: none"> Students and student will be required to undergo testing three times a week. The school has informed parents, students, carers, employees and visitors not to enter the school if they are displaying any symptoms of coronavirus (following the 	Medium	√

	<p>Stress or anxiety caused due to lack of support, information or staff consultation.</p>	<p>COVID-19 guidance for households with possible coronavirus infection);</p> <ul style="list-style-type: none"> • Parents receive guidance on school times for their child and protocols set out for attending the school i.e. should remain 2m apart from others, should follow staff members instruction and should not congregate outside the school; • Parents issued specific school protocols for school attendance for them to explain to their children; • Parents of SEN students or those with care plans are individually consulted in order that plans are reviewed to include any new safety measures; • Staff are briefed and consulted on school procedures and the plans for re-entry of students; • Employees have had sufficient training and briefing regarding infection control and school protocols; • Staff are up to date on other related guidance and support in relation to themselves and students such as stress and wellbeing including: https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak • In relation to mental health and stress support organisation, details are available to staff including confidential employee helplines and information that can be provided to students; • Staff can access the free helpline Education Support Partnership for school staff and targeted support for mental health and wellbeing • There are communication, consultation and support networks in place for staff and if there are particular concerns staff can raise them quickly and effectively; 	<p>Medium</p> <p>Low</p> <p>Low</p> <p>Medium</p> <p>Medium</p> <p>Medium</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Medium</p>	<p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p>
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		<ul style="list-style-type: none"> • Hazard reporting mechanisms are in place and are easily accessible; • Talks with staff about the planned changes (E.g. safety measures, timetable changes and staggered arrival and departure times), have taken place, including discussing whether additional training would be helpful • COVID-19 guidelines are published in the school's website • Parents/Carers are informed of the general arrangements being made and what is expected of them in terms of dropping off and collecting children and any other local important procedures, emphasising their role in terms of the local and national approach would also be appropriate as that potentially impacts on school life and the whole pandemic control measures • When possible staff will be permitted to work from home • Whenever possible, meetings will take place remotely via videoconferencing or phone, and letters are also used for communications • People deemed vulnerable take particular care to minimise contact with others and are advised to follow Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19 • Risk assessments and plans are consulted and discussed with relevant staff, including on a one-to-one basis for some to enable staff to speak about their own situation and reasonable adjustments to be made • The school will try as far as practically possible to be flexible and accommodate additional measures for vulnerable people where appropriate • Specific risk assessments for new and expectant mothers are completed • Staff that travel abroad during the summer holiday to countries that are not on the Coronavirus (COVID-19): travel corridor list will self-isolate for 14 days before they are due to 	<p>Low</p> <p>Medium</p> <p>Low</p> <p>Low</p> <p>Medium</p> <p>Medium</p> <p>Low</p> <p>High</p> <p>High</p>	<p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p>
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		return to work in the spring term. Where it is not possible to avoid a member of staff having to quarantine during term time, the school will consider if it is possible to temporarily amend working arrangements to enable them to isolate and work from home		
2.	<p>Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including:</p> <ul style="list-style-type: none"> Drop off / entry to the school. 	<p>Arco Academy:</p> <ul style="list-style-type: none"> Drop-off and collection points and timings for each group have been identified, this information has been cascaded to parents. Students who are dropped off can do this in the usual way but drivers MUST NOT leave the vehicle; Students must enter via the designated, signed (specifically for this time) entrance to the building. Students are required to complete hand washing on entry to the school; Entrance doors are held open, reducing the number of occupants touching the doors; Hand-wash stations are located at the entrance to the school (classroom or other). All occupants are required to wash their hands (soap/water or Hand sanitiser) on entry to the school; Good hand washing signage to instruct students how to do this effectively is displayed; The school management keep this under review and will consult with parents or students who are not following the new procedures/start time for their group; Students will not be permitted to gather with students outside of their group at the start and end of the day. The school have implemented a process for removing face coverings when pupils of staff who use them arrive at school; Students have been informed how to do this correctly (not touching the front of their face), washing hands immediately on arrival, disposing of temporary coverings appropriately and placing reusable ones in plastic bags to take home. 	<p>Medium</p> <p>Medium</p> <p>Medium</p> <p>Medium</p> <p>Medium</p> <p>Low</p> <p>Low</p> <p>Medium</p> <p>Medium</p> <p>Medium</p> <p>High</p>	<p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>x</p> <p>√</p> <p>√</p> <p>x</p> <p>x</p>

3.	<p>Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including:</p> <ul style="list-style-type: none"> Classroom use / activities. 	<p>There will be no large gatherings such as assemblies or collective worship with more than one group/’bubble’.</p> <ul style="list-style-type: none"> Students to wear face covering when moving around the building Classroom sizes are restricted to a normal class (approximately 30) students, 1 teacher and TA if required (specific needs of class); Groups are kept as small and as consistent possible; Students move class groups for specific subjects but remain in their ‘bubble’ at all times; For non-practical subjects students will remain in the same room with Teachers only moving (where possible); The school has limited student movement between rooms / areas as far as is reasonably practical; Classrooms have been organised to achieve 2m distances between students and Teachers at all times; Classrooms are arranged so that students sit side by side and facing forwards, rather than face to face or side on; Students are managed while entering the room to avoid contact with each other of the Teacher; Classroom furniture has been reduced. Displays, unnecessary cupboards and soft furnishings have been removed. This is designed to enable successful cleaning of all surfaces; Individual and very frequently used equipment such as pencils and pens are not shared; staff and pupils have their own items; 	<p>Low</p> <p>Low</p> <p>Low Medium</p> <p>Low</p> <p>Low</p> <p>Medium</p> <p>Low</p> <p>Medium</p> <p>Low</p> <p>Medium</p>	<p>√</p> <p>X</p> <p>X X</p> <p>√</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>√</p>

		<ul style="list-style-type: none"> • Classroom based resources are only shared within a bubble; • These resources are cleaned regularly as are classroom surfaces; • Resources shared between bubbles, such as sports, art and science equipment are rotated to allow them to be left unused and out of reach for a period of at least 48 hours (72 hours for plastics); • Outdoor equipment is more frequently cleaned; • The school limits the amount of equipment students bring to school to only essentials; • Students and staff use hand sanitiser on entry to the classroom; • Use of external play equipment is limited. Students may move around the playground as usual but stay within their specific group. • The number of teachers (and other staff) that mix with a class is restricted to as few as possible. Where possible this will be one teacher for the whole and subsequent days; • Where possible, all spaces are well ventilated using natural ventilation (opening windows) or ventilation units • All staff are proactive in managing the risks in their areas of responsibility - this means ensuring risk assessments are completed and reviewed and their teams are aware of procedures and protocols • Where students are not responding to social distancing rules and ignore staff requests to keep apart or maintain good hygiene, a member of the SLT will be asked to assist and implement the Disciplinary Procedure. 	<p>Low Low Low</p> <p>Low</p> <p>Low Medium</p> <p>Low</p> <p>Medium</p> <p>Medium</p> <p>Medium Medium</p> <p>Medium</p>	<p>√ √ √</p> <p>√</p> <p>√ √</p> <p>√</p> <p>√</p> <p>√</p> <p>√ √</p> <p>√</p>
4.			Low	√



<p>Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including:</p> <ul style="list-style-type: none"> • Dining; • Moving around the school; • Break-time / playgrounds. 	<ul style="list-style-type: none"> • Lunch area cleaned before and after each group's lunch (not just at the end of break). Only one student will use a clean lunch space before it is cleaned again. • Students have the option of bringing in packed lunches or are delivered school lunches to dining area; • Tables are wiped clean with an appropriate disinfectant before and after lunch; • Students are advised to clean hands before and after eating lunch in the classroom. 	Medium	√
		Low	√
		Low	√
		Medium	X
	<p>Moving around the academy:</p> <ul style="list-style-type: none"> • Movement to different areas within the school is reduced as much as possible; • Where possible, all spaces are well ventilated using natural ventilation (opening windows) or ventilation units; • Additional furniture, coats, bags are not permitted in the school corridor; • Corridors are sterile environments and kept as clear as possible; • Corridors that cannot provide 2m separation (although passing in the corridor is deemed low risk) are designated one way where possible; • Corridor floors are demarcated to show direction and safe distance signage; • Where possible students will move with their group only and will not mix with other groups; • Staff will generally manage student movement but keep a suitable social distance from students and other staff. 	Medium	X
		Low	X
		Low	√
		Low	X
		Low	X
		Medium	X
<p>Break-times / playgrounds:</p> <ul style="list-style-type: none"> • Separate times or areas (at a safe distance using government guidance) are issued for each separate group when applicable. 	Medium	√	
	Medium	√	

		<ul style="list-style-type: none"> • Students are permitted to complete normal playground activities; • Contact sports are not permitted; • Mixing with other groups is not permitted; • Daily inspection and enhanced cleaning programs are in place for external areas. 	Medium	√
			Medium	√
5.	<p>Spread/contraction of COVID-19 due to insufficient First aid measures or poor arrangements when handling student's medication. This includes:</p> <ul style="list-style-type: none"> • Dealing with general First aid; • Lack of trained first aiders; • Dealing with a suspected case of Covid-19; • Inappropriate handling/removal of clinical waste • Intimate care procedures. 	<ul style="list-style-type: none"> • Employees are required to conform with social distancing requirements at all times; • School offices are either reduced in occupation and desks are positioned in order to provide adequate separation or staff are moved to other areas to reduce contact; • Each staff area has been assessed, a maximum number of staff occupancy per room has been placed on the door; • Staff are encouraged to bring a packed lunch and use staffroom/office, keeping a suitable distance from other occupants; • Students will practice social distancing from staff appropriate to their age and as described in additional points of this assessment; • Employees will be provided with and wear PPE when required in accordance with government guidance. • Employees have downloaded the NHS track and trace app 	Low	√
			Low	√
			Medium	√
			Medium	√
			Medium	√
			Low	√
			Low	√
6.	<p>Spread/contraction of COVID-19 due to lack of social distancing measures for external visitors to the school, including:</p> <ul style="list-style-type: none"> • Parents; • Maintenance contractors; • External Teachers; • Inspectors; 	<ul style="list-style-type: none"> • A specific First aid needs assessment has been completed – see other 'First Aid Needs assessment – COVID-19'; • The FA assessment takes into account numbers and ages of students, number and training of employees; • This information forms the decision on what activities and groups can safely be managed within the school; 	Medium	√
			Medium	√
			Low	√

	<ul style="list-style-type: none"> • Delivery personnel 	<ul style="list-style-type: none"> • The school has a specific room/area dedicated for suspected cases of COVID-19; • Where an individual exhibits symptoms' during the school day, the individual will be escorted to the marked Isolation Room/Area to isolate them from the main population until additional medical assistance can be gained. This may be 111 support, an ambulance or until they leave the site to self-isolate; • Staff escorting the individual will be provided with disposable gloves and apron if the 2 meter social distancing rule cannot be maintained Where the risk of contact with droplets to the face, e.g. from coughing or vomiting, face protection should be provided • The classroom area or workspace the individual leaves will be subject to a hard surface clean with appropriate disinfectant products and all waste double bagged and stored securely for 72 hours before disposal. • Staff or contractors carrying out the area clean should be provided with a minimum of disposable gloves, aprons, mop heads or paper towels. • Where visible contamination, e.g. saliva droplets, is present face protection in the form of mask, goggles or face shield will be provided. • All building users advised re monitoring their own health, reporting of symptoms and self-isolating • Where available, the school will provide individual displaying symptoms with a home testing kit – where the individual is a pupil, the kit will be provided to their parent or carer • First aiders required to assist this person will wear full PPE including, apron, gloves, mask and visor; • First aiders have completed appropriate training for 'donning and doffing' PPE; • First aiders have completed appropriate training for 'donning and doffing' PPE – PHE guidance: 	<p>Medium</p> <p>Medium</p> <p>Medium</p> <p>Medium</p> <p>Medium</p> <p>Low</p> <p>Medium</p> <p>Medium</p> <p>Low</p> <p>High</p>	<p>√</p> <p>√</p> <p>X</p> <p>X</p> <p>√</p> <p>X</p> <p>√</p> <p>√</p> <p>√</p>
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7.	Spread/contraction of COVID-19 due to lack of social distancing measures. This includes unsuitable use of toilets.	<ul style="list-style-type: none"> Parents are not permitted to enter the school; Parents have been informed to call the school office or email if they have any questions or concerns; If parents need to drop off items for students, they should be left at the school's main entrance for staff to collect; The SLT are able to meet via video link parents if face to face meetings are required; For those who have to enter the school reception, screens/counter-top Perspex shields have been installed to reduce the risk to school staff; Markings have been added to the floor asking visitors to stay back at least 2m from the reception desk; Touch screen sign in equipment in Reception to be wiped after use and hand sanitiser made available Visitors will only be permitted into the school if they have an appointment; A record of all visitors, including contractors, to site will be kept and maintained; Visitors will only be permitted at their designated time and will be asked to wait outside of the school building until their school contact is available; The school contact is required to attend reception in good time to meet their visitor; Meetings with visitors will be via video conference or phone where possible; If not possible social distancing measures will be adhered to at all times; 	<p>Medium</p> <p>Medium</p> <p>Medium</p> <p>Low</p> <p>Medium</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Medium</p> <p>Medium</p> <p>Low</p> <p>Low</p>	<p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p>

		<ul style="list-style-type: none"> • Face to face meetings in small rooms or within 2m are not permitted; • Premises' contractors will be managed in accordance with a separate premises maintenance risk assessment written specifically for this time; • Deliveries will be accepted at designated space for staff to collect; • The number of staff has been reduced where possible; they all receive an induction to inform them of the school's risk assessment and controls to prevent infection risks in the school, when pertinent, relevant training is also provided. 	<p>Low</p> <p>Low</p> <p>Medium</p> <p>Low</p>	<p>√</p> <p>√</p> <p>X</p> <p>√</p>
8.	Management of toilets throughout the day	<ul style="list-style-type: none"> • Toilets are cleaned throughout the day; • Students and staff are encouraged to close toilet lids where applicable before flushing. 	<p>Medium</p> <p>Medium</p>	<p>√</p> <p>√</p>
9.	Lack of staffing / insufficient staff ratios	<ul style="list-style-type: none"> • Adequate ratio of staff to children will be maintained and is assessed on a daily basis, based on potential staff illness or self-isolation; • Children are suitably supervised at all times; 	<p>Medium</p> <p>Low</p>	<p>√</p> <p>X</p>
10.	Hazardous substances management, unsuitable COSHH management and unsafe use of chemicals leading to ill-health, environmental contamination or fire.	<ul style="list-style-type: none"> • The school adheres to the government guidance on managing buildings that are partially open; • The school has applied the series of guidance documents and advice sent out by Judicium regarding continued premises management at this time; • Premises staff levels are maintained and suitable for the use of the building; • Appropriate cleaning and premises staffing levels are in place; • Waste removal and enhanced cleaning programs are in place for the potential coronavirus contaminated waste; • Contingency in place for sudden premises staff absence; 	<p>Low</p> <p>Low</p> <p>Medium</p> <p>Medium</p> <p>Medium</p> <p>Low</p> <p>Low</p>	<p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p>

		<ul style="list-style-type: none"> The guidance provided in Judicium Education Newsletters 'Managing School Premises during COVID-19 outbreak', a six-part series of guidance documents (in the form of newsletters) and a 'Managing Premises Functions' separate risk assessment has been completed; Good ventilation can help reduce the risk of spreading coronavirus, where possible windows doors (unless fire doors) will be opened to improve general ventilation through fresh air, when this is not possible, the Premises Manager will look at improving mechanical systems. 	Medium	√
11.	Fire and evacuation procedures being inadequate at this time due to lack of trained fire wardens or occupants being spread around the building without suitable procedures in place.	<ul style="list-style-type: none"> Suitable storage and management of flammable hand sanitizer is in place; All chemicals used for the cleaning of school buildings and equipment is COSHH assessed and managed appropriately; Material safety data sheets are held for all chemicals and readily available to all staff; All cleaning chemicals are stored safely and securely in accordance with requirements; COSHH safety training has been completed by all those using chemicals for cleaning; Appropriate PPE is available for all cleaning including suitable PPE for cleaning of potential coronavirus contaminated rooms or equipment. 	Medium Low Low Low Medium Low	√ √ √ √ √ X
12.	Transmission of Covid-19 via food preparation, handling, storage, contact surfaces or packaging.	<ul style="list-style-type: none"> Evacuation plans including the following have been reviewed: <ul style="list-style-type: none"> ➤ Safe assembly points for occupants following social distancing requirements; ➤ Safe exit via the nearest available final exit; ➤ Training occupants of any changes to evacuation; ➤ Ensuring there are enough trained fire wardens on-site with the ability to sweep all used areas of the school; 	Low Low Medium Medium	√ √ √ √

		<ul style="list-style-type: none"> ➤ Use of the school has been reduced to enable safe sweeping and evacuation. • All other fire system testing and maintenance has continued as normal. 	Low	√
			Medium	√
13.	Spread/contraction of COVID-19 during an educational visit.	<ul style="list-style-type: none"> • The Kitchen/Catering Manager has reviewed and implemented the Guidance for food businesses on coronavirus (COVID-19) • The Kitchen/Catering Manager has reviewed and implemented FSA guidance on good hygiene practices in food preparation and PHE guidance • The HACCP processes and waste disposal arrangements have been reviewed to reduce the spread of coronavirus 	Medium	√
			Medium	√
			Medium	√
14.	Spread/contraction of Covid-19 due not acting appropriately when a case is suspected or confirmed.	<ul style="list-style-type: none"> • In line with Government advice, overnight and overseas educational visits will not be carried out during the spring term • A risk assessment – in line with the school’s policy will be carried out for non-overnight domestic educational visits. 	Low	X
			Low	√
15.	Protocol with suspected symptoms	<ul style="list-style-type: none"> • If anyone becomes unwell in school with a new, continuous cough or a high temperature they are sent home/their parents or carer are contacted to collect them and they are advised to follow COVID-19: guidance for households with possible coronavirus infection • Parents/Carers are informed that a responsible adult should be on standby in order to collect their child from school if they become unwell during the school day. The name of the person who will collect the child needs to be provided and recorded for safeguarding • The school has identified the Local Health Protection Team (HPT) so they can be contacted immediately in the case of a case, the HPT details are available to the SLT 	Medium	√
			Medium	√
			Medium	√
			Low	√

		<ul style="list-style-type: none"> The school keeps informed of Government and Department for Education guidance and updates To avoid attendance to the school, remote education plans are in place for students or groups that need to self-isolate A contingency plan is in place for a local outbreak, and if the school is asked to close temporarily by HPT or local authority to help control transmission. The plan may involve a return to remaining open only for vulnerable children and the children of critical workers only, and providing remote education for all other pupils. 	<p>Low</p> <p>Medium</p>	<p>X</p> <p>√</p>
16.	Online learning due to self-isolation or national lockdown	<ul style="list-style-type: none"> SLT will brief staff, students and parents with updates SLT will outline expectations to staff, students and parents Lessons will be delivered online using Microsoft teams Staff to receive training where appropriate 	<p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p>	<p>X</p> <p>X</p> <p>X</p> <p>X</p>

ACTION PLAN (Additional Control Measures Required/Recommended Actions)	
Hazards and Risks	Recommended Actions
1	Spread/contraction of COVID-19 due to interaction with a person who has symptoms of the disease, a person who may be asymptomatic or lack of information on how infection risks are controlled in the school. Stress or anxiety caused due to lack of support, information or staff consultation.
<ul style="list-style-type: none"> Students and student will be required to undergo testing three times a week. 	Parents notified via email, return to school meeting and phone calls where needed
<ul style="list-style-type: none"> The school has informed parents, students, carers, employees and visitors not to enter the school if they are displaying any symptoms of coronavirus (following the COVID-19 guidance for households with possible coronavirus infection); 	Any student displaying signs will be expected to carry their learning online for ten days and take a test on arrival back to the academy.

	<ul style="list-style-type: none"> Parents receive guidance on school times for their child and protocols set out for attending the school i.e. should remain 2m apart from others, should follow staff members instruction and should not congregate outside the school; 	Parents to receive emails, SLT and teachers will complete termly parent meetings. Weekly calls will be made to parents with any updated information
	<ul style="list-style-type: none"> Parents issued specific school protocols for school attendance for them to explain to their children; 	Email letters and website updates. School Home Support Practitioner Liaison if required. Return to school meeting delivered by SLT
	<ul style="list-style-type: none"> Parents of SEN students or those with care plans are individually consulted in order that plans are reviewed to include any new safety measures; 	Email letters and website updates. Meeting with SENCO and School Home Support Practitioner.
	<ul style="list-style-type: none"> Staff are briefed and consulted on school procedures and the plans for re-entry of students; 	Emails, daily briefing and debrief and inset Day.
	<ul style="list-style-type: none"> Employees have had sufficient training and briefing regarding infection control and school protocols; 	Online CPD, inset Day, DSL to send ongoing updates.
	<ul style="list-style-type: none"> Staff are up to date on other related guidance and support in relation to themselves and students such as stress and wellbeing including: https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak 	Updates through DSL ongoing emails, online resources provided, and training days.
	<ul style="list-style-type: none"> In relation to mental health and stress support organisation, details are available to staff including confidential employee helplines and information that can be provided to students 	Students will receive a mix of 1:1 and group sessions to identify any stresses. Referrals will be made by DSL where needed. Students will be given different resources to support their well-being
	<ul style="list-style-type: none"> Staff can access the free helpline Education Support Partnership for school staff and targeted support for mental health and wellbeing 	DSL will send out email to all staff on a termly basis Line managers will conduct weekly meetings

	<ul style="list-style-type: none"> • There are communication, consultation and support networks in place for staff and if there are particular concerns staff can raise them quickly and effectively; 	Information made available at inset day and updates through the DSL.
	<ul style="list-style-type: none"> • Hazard reporting mechanisms are in place and are easily accessible; 	Ongoing
	<ul style="list-style-type: none"> • Talks with staff about the planned changes (E.g. safety measure, timetable changes, arrival and departure times), have taken place, including discussing whether additional training would be helpful 	Informed on inset day and via staff email. On-going
	<ul style="list-style-type: none"> • COVID-19 guidelines are published in the school's website 	Updated termly or when there is a update from government guidelines
	<ul style="list-style-type: none"> • Parents/Carers are informed of the general arrangements being made and what is expected of them in terms of dropping off and collecting children and any other local important procedures, emphasising their role in terms of the local and national approach would also be appropriate as that potentially impacts on school life and the whole pandemic control measures 	Email letters and website updates. School Home Support Practitioner Liaison if required.
	<ul style="list-style-type: none"> • When possible staff will be permitted to work from home 	SLT will update staff where needed
	<ul style="list-style-type: none"> • Whenever possible, meetings will take place remotely via videoconferencing or phone, and letters are also used for communications 	Ongoing, Stakeholders to be notified. Meetings to be held via Microsoft team and Zoom.
	<ul style="list-style-type: none"> • People deemed vulnerable take particular care to minimise contact with others and are advised to follow Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19 	Risk assess all vulnerable students and DSL to stay updated on guideline.

	<ul style="list-style-type: none"> Risk assessments and plans are consulted and discussed with relevant staff, including on a one-to-one basis for some to enable staff to speak about their own situation and reasonable adjustments to be made 	SLT will consult team via briefing or debrief
	<ul style="list-style-type: none"> The school will try as far as practically possible to be flexible and accommodate additional measures for vulnerable people where appropriate 	Ongoing
	<ul style="list-style-type: none"> Specific risk assessments for new and expectant mothers are completed 	DSL to create a Risk Assessment if needed.
	<ul style="list-style-type: none"> Staff that travel abroad during the summer holiday to countries that are not on the Coronavirus (COVID-19): travel corridor list will self-isolate for 14 days before they are due to return to work in the spring term. Where it is not possible to avoid a member of staff having to quarantine during term time, the school will consider if it is possible to temporarily amend working arrangements to enable them to isolate and work from home 	Staff to be consulted prior to return to work and are to complete survey.
2	<p>Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including:</p> <ul style="list-style-type: none"> Drop off / entry to the school. 	
	<ul style="list-style-type: none"> Drop-off and collection points and timings for each group have been identified, this information has been cascaded to parents. 	Parents to be informed via newsletter, website and return to school meeting
	<ul style="list-style-type: none"> Students who are dropped off can do this in the usual way but drivers MUST NOT leave the vehicle; 	Parents to be informed via newsletter and website.
	<ul style="list-style-type: none"> Students must enter via the designated, signed (specifically for this time) entrance to the building. 	Parents to be informed via newsletter and website. Students will be informed via return to school meeting.

	<ul style="list-style-type: none"> Students are required to complete hand washing on entry to the school; 	Staff to prompt all students to wash their hands throughout the day.
	<ul style="list-style-type: none"> Entrance doors are held open, reducing the number of occupants touching the doors; 	Staff have been told to hold door open for students.
	<ul style="list-style-type: none"> Hand-wash stations are located at the entrance to the school (classroom or other). All occupants are required to wash their hands (soap/water or Hand sanitiser) on entry to the school; 	Ongoing reviewed and monitored
	<ul style="list-style-type: none"> The school management keep this under review and will consult with parents or students who are not following the new procedures/start time for their group; 	Ongoing
	<ul style="list-style-type: none"> Students will not be permitted to gather with students outside of their group at the start and end of the day. 	Letter to parents, Return to School meeting, new referrals to sign code of conduct.
	<ul style="list-style-type: none"> The school have implemented a process for removing face coverings when pupils or staff who use them arrive at school; Students have been informed how to do this correctly (not touching the front of their face), washing hands immediately on arrival, disposing of temporary coverings appropriately. 	Students will be given mask where needed and prompted where needed to wear correctly.
3	Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including: <ul style="list-style-type: none"> Classroom use / activities. 	
	<ul style="list-style-type: none"> Students to wear face covering when moving around the building 	Staff to prompt students and replace mask if needed
	<ul style="list-style-type: none"> Classroom sizes are restricted to a normal 10 students, 1 teacher and TA if required (specific needs of class); 	Staff to check daily

	<ul style="list-style-type: none"> Students to remain in class groups 	N/A
	<ul style="list-style-type: none"> For non-practical subjects students will remain in the same room with Teachers only moving (where possible); 	N/A
	<ul style="list-style-type: none"> The school has limited student movement between rooms / areas as far as is reasonably practical; 	N/A
	<ul style="list-style-type: none"> Classrooms have been organised to achieve 2m distances between students and Teachers at all times; 	N/A
	<ul style="list-style-type: none"> Students are managed while entering the room to avoid contact with each other of the Teacher; 	Teacher to be always vigilant
	<ul style="list-style-type: none"> Individual and very frequently used equipment such as pencils and pens are not shared; 	Student equipment checks will be carried out
	<ul style="list-style-type: none"> Staff and pupils have their own items; 	Letters, Return to School meeting as reminders.
	<ul style="list-style-type: none"> Classroom based resources are only shared within a bubble; 	Letters, Return to School meeting as reminders.
	<ul style="list-style-type: none"> These resources are cleaned regularly as are classroom surfaces; 	Staff will ensure this is carried out for their subject area
	<ul style="list-style-type: none"> Resources shared between bubbles, such as sports, art and science equipment are rotated to allow them to be left unused and out of reach for a period of at least 48 hours (72 hours for plastics); 	Staff will ensure this is carried out for their subject area
	<ul style="list-style-type: none"> Outdoor equipment is more frequently cleaned; 	Staff will ensure this is carried out for their subject area
	<ul style="list-style-type: none"> The school limits the amount of equipment students bring to school to only essentials; 	Letters, Return to School meeting as reminders.

	<ul style="list-style-type: none"> Students and staff use hand sanitiser on entry to the classroom; 	Staff to prompt students where needed
	<ul style="list-style-type: none"> Use of external play equipment is limited. Students may move around the playground as usual but stay within their specific group. 	Continue to follow government guidelines.
	<ul style="list-style-type: none"> The number of teachers (and other staff) that mix with a class is restricted to as few as possible. Where possible one teacher will teach double lessons 	Ongoing
	<ul style="list-style-type: none"> All staff are proactive in managing the risks in their areas of responsibility - this means ensuring risk assessments are completed and reviewed and their teams are aware of procedures and protocols 	All staff to be provided with risk assessment templates and supported for completion by SLT if required.
	<ul style="list-style-type: none"> Where students are not responding to social distancing rules and ignore staff requests to keep apart or maintain good hygiene, a member of the SLT will be asked to assist and implement the Disciplinary Procedure. 	SLT will follow behaviour policy
4	<ul style="list-style-type: none"> Lunch area cleaned before and after each group's lunch (not just at the end of break). Only one student will use a clean lunch space before it is cleaned again. 	Daily cleaning rota implemented
	<ul style="list-style-type: none"> Students have the option of bringing in packed lunches (no lunch boxes allowed) or Arco will continue to provide school lunches. To be eaten in dining area; 	Parents informed via letter and Return to School meeting.
	<ul style="list-style-type: none"> Tables are wiped clean with an appropriate disinfectant before and after lunch; 	Daily cleaning rota implemented

	<ul style="list-style-type: none"> Students are advised to clean hands before and after eating lunch in the classroom. 	Staff to prompt students where needed
	Moving around the academy:	
	<ul style="list-style-type: none"> Movement to different areas within the school is reduced as much as possible; 	N/A
	<ul style="list-style-type: none"> Where possible, all spaces are well ventilated using natural ventilation (opening windows) or ventilation units; 	Ongoing
	<ul style="list-style-type: none"> Additional furniture, coats, bags are not permitted in the school. Allocated lockers should be used; 	Remind parents and students at the Return to School meeting.
	<ul style="list-style-type: none"> Corridors are sterile environments and kept as clear as possible; 	Ongoing. Monitor cleaning through log.
	<ul style="list-style-type: none"> Corridors that cannot provide 2m separation (although passing in the corridor is deemed low risk) are designated one way where possible; 	Staff will remind students where needed
	<ul style="list-style-type: none"> Where possible students will move with their group only and will not mix with other groups; 	Informed at Return to School meeting and ongoing, in line with government guidelines.
	<ul style="list-style-type: none"> Staff will generally manage student movement but keep a suitable social distance from students and other staff. 	Staff are briefed on protocols
	Break-times / playgrounds:	
	<ul style="list-style-type: none"> Students are permitted to complete normal playground activities; 	Ongoing
	<ul style="list-style-type: none"> Contact sports are not permitted; 	Review and follow government guidelines.

	<ul style="list-style-type: none"> Mixing with other groups is not permitted; 	Subject to government guidelines
	<ul style="list-style-type: none"> Daily inspection and enhanced cleaning programs are in place for external areas. 	Ongoing, led by DSL. Weekly inspection will be carried out by DSL
5	Spread/contraction of COVID-19 due to insufficient First aid measures or poor arrangements when handling student's medication.	
	<ul style="list-style-type: none"> Employees are required to conform with social distancing requirements at all times; 	Provide government guidance to staff members.
	<ul style="list-style-type: none"> School offices are either reduced in occupation and desks are positioned in order to provide adequate separation or staff are moved to other areas to reduce contact; Staff rooms are not to be used unless these are large enough to safely accommodate current staff numbers at a safe social distance from each other; 	Staff to be informed of new arrangements via email.
	<ul style="list-style-type: none"> Each staff area has been assessed, a maximum number of staff occupancy per room has been placed on the door; 	Place numbers on doors.
	<ul style="list-style-type: none"> Staff are encouraged to bring a packed lunch and use staffroom/office, keeping a suitable distance from other occupants; 	Staff to be informed of new arrangements via email and inset day.
	<ul style="list-style-type: none"> Students will practice social distancing from staff appropriate to their age and as described in additional points of this assessment; 	Informed via letters, Return to School meeting and assemblies.
	<ul style="list-style-type: none"> Employees will be provided with and wear PPE when required in accordance with government guidance. 	In accordance with government guidance.

6	Spread/contraction of COVID-19 due to lack of social distancing measures for external visitors to the school, including:	
	<ul style="list-style-type: none"> A specific First aid needs assessment has been completed – see other 'First Aid Needs assessment – COVID-19'; 	Reviewed and monitored
	<ul style="list-style-type: none"> This information forms the decision on what activities and groups can safely be managed within the school; 	Risk assessments to be update in line with guidelines
	<ul style="list-style-type: none"> Where an individual exhibits symptoms during the school day, the individual will be escorted to the marked Isolation Room/Area to isolate them from the main population until additional medical assistance can be gained. This may be 111 support, an ambulance or until they leave the site to self-isolate; 	Act in accordance.
	<ul style="list-style-type: none"> Staff escorting the individual will be provided with disposable gloves and apron if the 2 meter social distancing rule cannot be maintained <p>Where the risk of contact with droplets to the face, e.g. from coughing or vomiting, face protection should be provided</p>	Act in accordance.
	<ul style="list-style-type: none"> The classroom area or workspace the individual leaves will be subject to a hard surface clean with appropriate disinfectant products and all waste double bagged and stored securely for 72 hours before disposal. 	Act in accordance.
	<ul style="list-style-type: none"> Staff or contractors carrying out the area clean should be provided with a minimum of disposable gloves, aprons, mop heads or paper towels. 	Act in accordance.

	<ul style="list-style-type: none"> Where visible contamination, e.g. saliva droplets, is present face protection in the form of mask, goggles or face shield will be provided. 	Act in accordance.
	<ul style="list-style-type: none"> All building users advised re monitoring their own health, reporting of symptoms and self-isolating 	Isolate students from the general public and work on a plan with Everyone Active. All Arco staff, students, contracts and visitors will be provided with survey and or monitored.
	<ul style="list-style-type: none"> Where available, the school will provide individual displaying symptoms with a home testing kit – where the individual is a pupil, the kit will be provided to their parent or carer 	DSL to make contact and order equipment.
	<ul style="list-style-type: none"> First aiders required to assist this person will wear full PPE including, apron, gloves, mask and visor; 	Act in accordance.
	<ul style="list-style-type: none"> First aiders have completed appropriate training for ‘donning and doffing’ PPE; 	Provide CPD to staff. Ongoing, reviewed and monitored
	<ul style="list-style-type: none"> First aiders have completed appropriate training for ‘donning and doffing’ PPE – PHE guidance: https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures 	Provide CPD to staff. Ongoing, reviewed and monitored
	<ul style="list-style-type: none"> PPE is disposed of in accordance with NHS COVID-19 waste management guidance; https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings 	Provide government guidance.
	<ul style="list-style-type: none"> The first aid room is cleaned frequently and after each use (when first aid care has been provided). 	Act in accordance.
	<ul style="list-style-type: none"> Staff dispensing medication to students should minimise contact and their wash hands before and after dispensing 	Act in accordance.

	the medication. If required, gloves will be worn by staff when giving medication	
	<ul style="list-style-type: none"> Where appropriate, students should take the medication out of the blister packs/bottles then place the unused ones back in the cupboard, etc. 	Act in accordance.
	<p>Waste disposal measures Waste control measure from possible cases of COVID-19 and cleaning of areas where possible cases have been identified (including disposable cloths and tissues) are as follows:</p>	
	<ul style="list-style-type: none"> Put in a plastic rubbish bag and tied when full; The plastic bag is placed in a second bin bag and tied; 	Act in accordance.
	<ul style="list-style-type: none"> It is put in a suitable and secure place and marked for storage until the individual's test results are known; 	Act in accordance.
	<ul style="list-style-type: none"> Waste is stored safely and kept away from children; 	Agree upon a location with Everyone Active.
	<ul style="list-style-type: none"> Waste is not put in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours; 	Act in accordance.
	<ul style="list-style-type: none"> If the individual tests negative, this can be put in with the normal waste; 	Act in accordance.
	<ul style="list-style-type: none"> If the individual tests positive, then waste is stored for at least 72 hours and then put in with the normal waste; 	Agree upon a location with Everyone Active.
	<ul style="list-style-type: none"> If storage for at least 72 hours is not appropriate, a collection as a Category B infectious waste is arranged by either local waste collection authority if they currently collect 	DSL to seek company and use where applicable.

	your waste or otherwise by a specialist clinical waste contractor. They will supply you with orange clinical waste bags for waste bags can be sent for appropriate treatment.	
7	Spread/contraction of COVID-19 due to lack of social distancing measures. This includes unsuitable use of toilets.	
	<ul style="list-style-type: none"> Parents are not permitted to enter the school; 	N/A
	<ul style="list-style-type: none"> Parents have been informed to call the school office or email if they have any questions or concerns; 	Parents to be updated via email, letter and Return to School meeting.
	<ul style="list-style-type: none"> If parents need to drop off items for students, they should be left at the school's main entrance for staff to collect; 	Parents to be updated via email, letter and Return to School meeting.
	<ul style="list-style-type: none"> The SLT are able to meet via video link parents if face to face meetings are not required; 	Parents to be updated via email, letter and Return to School meeting.
	<ul style="list-style-type: none"> Touch screen sign in equipment in Reception to be wiped after use and hand sanitiser made available 	Allocated staff will clean throughout the day
	<ul style="list-style-type: none"> Visitors will only be permitted into the school if they have an appointment; 	Visitor will be emailed and authorised given by SLT only
	<ul style="list-style-type: none"> A record of all visitors, including contractors, to site will be kept and maintained; 	Admin team will keep log
	<ul style="list-style-type: none"> Visitors will only be permitted at their designated time and will be asked to wait outside of the school building until their school contact is available; 	Visitors may be asked to come in early to take test
	<ul style="list-style-type: none"> The school contact is required to attend reception in good time to meet their visitor; 	All staff to be informed via email and inset da.

	<ul style="list-style-type: none"> Meetings with visitors will be via video conference or phone where possible; 	Will inform visitors that this is the preferred option.
	<ul style="list-style-type: none"> If not possible social distancing measures will be adhered to at all times; 	Act in accordance.
	<ul style="list-style-type: none"> Face to face meetings in small rooms or within 2m are not permitted; 	Act in accordance.
	<ul style="list-style-type: none"> Premises' contractors will be managed in accordance with a separate premises maintenance risk assessment written specifically for this time; 	Request from Everyone Active
	<ul style="list-style-type: none"> Deliveries will be accepted at designated space for staff to collect; 	Act in accordance.
	<ul style="list-style-type: none"> The number of staff has been reduced where possible; they all receive an induction to inform them of the school's risk assessment and controls to prevent infection risks in the school, when pertinent, relevant training is also provided. 	Briefed via email, inset day and ongoing via the DSL.
8	Management of toilets throughout the day	
	<ul style="list-style-type: none"> Toilets are cleaned throughout the day 	Agree upon a time with Everyone Active.
	<ul style="list-style-type: none"> Students and staff are encouraged to close toilet lids where applicable before flushing. 	Informed at Return to School meeting and school assemblies.
9	Lack of staffing / insufficient staff ratios	

	<ul style="list-style-type: none"> Adequate ratio of staff to children will be maintained and is assessed on a daily basis, based on potential staff illness or self-isolation; 	Monitor and review in accordance.
	<ul style="list-style-type: none"> Children are suitably supervised at all times; 	Staff to ensure students are supervised
10	Hazardous substances management, unsuitable COSHH management and unsafe use of chemicals leading to ill-health, environmental contamination or fire.	
	<ul style="list-style-type: none"> The school adheres to the government guidance on managing buildings that are partially open; 	Continue to liaise with Southwark Council and Everyone Active.
	<ul style="list-style-type: none"> The school has applied the series of guidance documents and advice sent out by Judicium regarding continued premises management at this time; 	DSL to continue to work through documents and stay up to date via Judicium.
	<ul style="list-style-type: none"> Premises staff levels are maintained and suitable for the use of the building; 	Internal assessment and continue to liaise with Southwark Council and Everyone Active.
	<ul style="list-style-type: none"> Appropriate cleaning and premises staffing levels are in place; 	Internal rota and agreement with Everyone Active.
	<ul style="list-style-type: none"> Waste removal and enhanced cleaning programs are in place for the potential coronavirus contaminated waste; 	DSL to update and work in conjunction with Programme Manager.
	<ul style="list-style-type: none"> Contingency in place for sudden premises staff absence; 	SLT to work with Judicium.
	<ul style="list-style-type: none"> The guidance provided in Judicium Education Newsletters 'Managing School Premises during COVID-19 outbreak', a six-part series of guidance documents (in the form of newsletters) and a 'Managing Premises Functions' separate risk assessment has been completed; 	SLT and DSL to keep up to date, and DSL to share with wider staff team.

11.	Fire and evacuation procedures being inadequate at this time due to lack of trained fire wardens or occupants being spread around the building without suitable procedures in place.	
	<ul style="list-style-type: none"> Suitable storage and management of flammable hand sanitizer is in place; 	DSL and Principal to agree upon location. DSL to note location.
	<ul style="list-style-type: none"> All chemicals used for the cleaning of school buildings and equipment is COSHH assessed and managed appropriately; 	Ongoing as and when new chemicals are purchased.
	<ul style="list-style-type: none"> Material safety data sheets are held for all chemicals and readily available to all staff; 	Updated in accordance to new chemicals being purchased.
	<ul style="list-style-type: none"> All cleaning chemicals are stored safely and securely in accordance with requirements; 	DSL and Principal to agree upon location. DSL to note location.
	<ul style="list-style-type: none"> COSHH safety training has been completed by all those using chemicals for cleaning; 	DSL to ensure all staff have completed training prior to usage
12	Transmission of Covid-19 via food preparation, handling, storage, contact surfaces or packaging.	
	<ul style="list-style-type: none"> Evacuation plans including the following have been reviewed: <ul style="list-style-type: none"> ➤ Safe assembly points for occupants following social distancing requirements; ➤ Safe exit via the nearest available final exit; ➤ Training occupants of any changes to evacuation; ➤ Ensuring there are enough trained fire wardens on-site with the ability to sweep all used areas of the school; ➤ Use of the school has been reduced to enable safe sweeping and evacuation. 	All documents to be acquired from Everyone Active and reviewed before school reopening.
	<ul style="list-style-type: none"> All other fire system testing and maintenance has continued as normal. 	Fire Officer to keep and update logs accordingly.
13	Spread/contraction of COVID-19 during an educational visit.	

	<ul style="list-style-type: none"> DSL/ SLT has reviewed and implemented the Guidance for food businesses on coronavirus (COVID-19) 	DSL to ensure all external restaurants are following guidance. Supporting documents where necessary should be obtained and filed accordingly.
	<ul style="list-style-type: none"> DSL/ SLT has reviewed and implemented FSA guidance on good hygiene practices in food preparation and PHE guidance 	Log completion on CPD log.
	<ul style="list-style-type: none"> The HACCP processes and waste disposal arrangements have been reviewed to reduce the spread of coronavirus 	DSL to acquire information and contacts.
14	Spread/contraction of Covid-19 due not acting appropriately when a case is suspected or confirmed.	
	<ul style="list-style-type: none"> In line with Government advice, overnight and overseas educational visits will not be carried out during the spring term 	Ongoing monitoring and review by Programme Coordinator
	<ul style="list-style-type: none"> A risk assessment – in line with the school’s policy will be carried out for non-overnight domestic educational visits. 	Act in accordance. Programme Manager responsible and DSL to authorise.
15	Protocol with suspected symptoms	
	<ul style="list-style-type: none"> If anyone becomes unwell in school with a new, continuous cough or a high temperature they are sent home/their parents or carer are contacted to collect them and they are advised to follow COVID-19: guidance for households with possible coronavirus infection 	Parents to be informed/ updated at Return to School meeting and via email.
	<ul style="list-style-type: none"> Parents/Carers are informed that a responsible adult should be on standby in order to collect their child from school if they become unwell during the school day. The name of the person who will collect the child needs to be provided and recorded for safeguarding 	Parents to be informed/ updated at Return to School meeting and via email.
	<ul style="list-style-type: none"> The school has identified the Local Health Protection Team (HPT) so they can be contacted immediately in the case of a case, the HPT details are available to the SLT 	DSL to obtain details and file prior to school opening.



	<ul style="list-style-type: none"> The school keeps informed of Government and Department for Education guidance and updates 	DSL to keep up to date and inform wider school (staff, students and parents) via letters, phone calls (if required) and website.
	<ul style="list-style-type: none"> To avoid attendance to the school, remote education plans are in place for students or groups that need to self-isolate 	Principal to work with SENCO, IT and potential stakeholders if this arises