



**Beaufort Primary School**  
**COVID-19 Protective Measures Risk Assessment and Outbreak Plan 1<sup>st</sup> September 2021**



<b>Name of School:</b>	<i>Beaufort Primary School</i>	<b>Date of assessment:</b>	1 <sup>st</sup> September 2021	<b>Date of review:</b>	
Identify those at risk:	Staff Pupils Agency staff/contractors Visitors  Vulnerable groups: BAME Underlying health conditions including clinically extremely vulnerable (CEV) and extremely vulnerable Pregnant workers Over the age of 60	How someone could be harmed:	Coronavirus disease (COVID-19) is an infectious disease caused by a newly discovered coronavirus. The COVID-19 virus spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes.  Most infected people will develop mild to moderate illness and recover without hospitalisation. In some cases, and if a person has a underlying health conditions, COVID-19 can cause serious ill health.	Assessed by:	

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	Risk rating prior to action H/M/L	Recommended controls/Mitigation and Protective Measures	In place? Yes/No or N/A	Additional control measures to reduce the risk or the reasons why the recommended standard cannot be met.	Actioned by when and by who?	Risk rating following action H/M/L
Awareness of and adherence to policies and procedures	H	<ul style="list-style-type: none"> <li>Health and Safety Policy has been updated in light of the COVID-19 advice</li> </ul>	Y		April 21 SWANs	L
	H	<ul style="list-style-type: none"> <li>All staff, pupils and volunteers are aware of all relevant policies and procedures including, but not limited to, the following:                             <ul style="list-style-type: none"> <li><b>Health and Safety Policy</b></li> <li><b>Infection Control Policy</b></li> <li><b>First Aid Policy</b></li> </ul> </li> </ul>	Y		01.09.21 EF	L
	H	<ul style="list-style-type: none"> <li>All staff have regard to all relevant guidance and legislation including, but not limited to, the following:                             <ul style="list-style-type: none"> <li>The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013</li> <li>The Health Protection (Notification) Regulations 2010</li> <li>Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'</li> <li>DfE and PHE (2020) 'COVID-19: guidance for educational settings'</li> </ul> </li> </ul>	Y		01.09.21 EF	L
	H	<ul style="list-style-type: none"> <li>The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training.</li> </ul>	Y		Ongoing SLT	L
	H	<ul style="list-style-type: none"> <li>The school keeps up-to-date with advice issued by, but not limited to, the following:                             <ul style="list-style-type: none"> <li>DfE; NHS; Department of Health and Social Care; PHE</li> </ul> </li> </ul>	Y		Ongoing SLT	L

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	H	<ul style="list-style-type: none"> <li>Staff are made aware of the school's infection control procedures in relation to coronavirus.</li> </ul>	Y		Ongoing SLT	L
	H	<ul style="list-style-type: none"> <li>Parents are made aware of the school's infection control procedures in relation to coronavirus via letter and social media – they are informed that they must not send their child to school if they have <u>coronavirus (COVID-19) symptoms</u>, or have tested positive in the last 10 days, the parents/carers should call the school to inform the school of this and that they will be following the national <u>Stay at Home</u> guidance.</li> </ul>	Y		Ongoing EF	L
	H	<ul style="list-style-type: none"> <li>Pupils are made aware of the school's infection control procedures in relation to coronavirus and are informed that they must tell a member of staff if they begin to feel unwell.</li> </ul>	Y		Ongoing Teaching staff	L
	H	<ul style="list-style-type: none"> <li>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.</li> </ul>	Y		Ongoing SLT	L
	H	<ul style="list-style-type: none"> <li>The Staff Code of Conduct and GDPR are followed at all times – this includes withholding the names of staff, volunteers and pupils with either confirmed or suspected cases of coronavirus to anyone aside from staff.</li> </ul>	Y		Ongoing All staff	L
<p><b>Prevention</b></p> <p>1. Minimise contact with individuals who are unwell with COVID-19 symptoms</p>	H	<ul style="list-style-type: none"> <li>If a pupil or staff member develops COVID-19 symptoms or has a positive test they will follow public health advice on when to self-isolate and what to do. They should not come into school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them</li> </ul>	Y		01.09.21 EF	M

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		passing on COVID-19 (for example, they are required to quarantine).				
	H	<ul style="list-style-type: none"> <li>If anyone in the school develops COVID-19 symptoms, however mild, they will be sent home and they should follow public health advice.</li> </ul>	Y			Ongoing All staff L
	H	<ul style="list-style-type: none"> <li>For everyone with symptoms, they should avoid using public transport and, wherever possible, be collected by a member of their family or household.</li> </ul>	Y			Ongoing All staff L
	H	<ul style="list-style-type: none"> <li>If a pupil is awaiting collection, they should be left in a room on their own if possible and safe to do so. A window should be opened for fresh air ventilation if possible. Appropriate PPE should also be used if close contact is necessary, further information on this can be found in the use of PPE in education, childcare and children's social care settings guidance. Any rooms they use will be cleaned after they have left.</li> </ul>	Y			Ongoing All staff L
	H	<ul style="list-style-type: none"> <li>The household (including any siblings) should follow the PHE stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection.</li> </ul>	Y			Ongoing Office staff L
	H	<ul style="list-style-type: none"> <li>Everyone will wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household disinfectant after they have left to reduce the risk of passing the infection on to other people. See the <u>COVID-19: cleaning of non-healthcare settings guidance.</u></li> </ul>	Y			Ongoing All staff L
	H	<ul style="list-style-type: none"> <li>In an emergency, call 999 if someone is seriously ill or injured or their life is at risk.</li> </ul>	Y			Ongoing L

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	H	<p>Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital.</p> <ul style="list-style-type: none"> <li>Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or they have been requested to do so by NHS Test &amp; Trace.</li> </ul>	Y		All staff	
	H	<ul style="list-style-type: none"> <li>The Infection Control Policy and <u>Cleaning in non-healthcare settings</u> guidance to be followed to clean the area.</li> </ul>	Y		Ongoing All staff	L
	H	<ul style="list-style-type: none"> <li>Any medication given to ease the unwell individual's symptoms, e.g. paracetamol, is administered in accordance with the Administering Medications Policy</li> </ul>	Y		Ongoing Office staff	L
	H	<ul style="list-style-type: none"> <li>Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the Infection Control Policy and <u>Cleaning in non-healthcare settings</u> guidance.</li> </ul>	Y		Ongoing All staff	L
<b>Prevention</b>	M	<ul style="list-style-type: none"> <li>From Step 4, face coverings are no longer recommended for pupils, staff and visitors either in classrooms or in communal areas.</li> </ul> <p><b><i>Temporary Additional Measures in the event of an Outbreak</i></b></p> <p><i>If a specific threshold in the school's Outbreak Management Plan is met the following additional measures will be considered.</i></p>	Y		01.09.21	M
1. Where recommended, use of face covering	H	<ul style="list-style-type: none"> <li><i>Face coverings will temporarily be re-introduced in communal areas and classrooms for staff and visitors, unless exempt.</i></li> </ul>	Y		01.09.21	L

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	H	<ul style="list-style-type: none"> <li>Transparent face coverings, which may assist communication with someone who relies on lip reading, clear sound or facial expression to communicate, can also be worn.</li> </ul>	Y		Ongoing All staff	L
	H	<ul style="list-style-type: none"> <li>Face visors or shields can be worn by those exempt from wearing a face covering but they are not an equivalent alternative in terms of source control of virus transmission. They should only be used after carrying out a risk assessment for the specific situation and should always be cleaned appropriately.</li> </ul>	Y		Ongoing All staff	L
	H	<ul style="list-style-type: none"> <li>In the event of an outbreak, <u><a href="#">Contingency framework: education and childcare settings - GOV.UK (www.gov.uk)</a></u> will be referred to in reimplementing the use of face coverings.</li> </ul>	Y		01.09.21	L
<b>Prevention</b>	H	<ul style="list-style-type: none"> <li>Timetables allow enough time for pupils clean their hands regularly, including:               <ul style="list-style-type: none"> <li>when they arrive at the school</li> <li>when they return from breaks</li> <li>when they change rooms</li> <li>before and after eating</li> </ul> </li> </ul>	Y		Ongoing All staff	L
2. Clean hands thoroughly more often than usual	H	<ul style="list-style-type: none"> <li>Continue to help younger pupils and those with complex needs to clean their hands properly.</li> </ul>	Y		Ongoing All staff	L
	H	<ul style="list-style-type: none"> <li>Ensure there is enough hand washing or hand sanitiser stations available so that all pupils and staff can clean their hands regularly</li> </ul>	Y		Ongoing All staff	L
	H	<ul style="list-style-type: none"> <li>Supervise hand sanitiser use given the risks around ingestion</li> </ul>	Y		Ongoing All staff	L
	H	<ul style="list-style-type: none"> <li>Routines are now embedded in school culture, supported by behaviour expectations and helping ensure younger pupils and those with complex needs understand the need to follow them</li> </ul>	Y		Ongoing All staff	L

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<b>Prevention</b>  3. Good respiratory hygiene	H	<ul style="list-style-type: none"> <li>• 'Catch it, bin it, kill it' approach continues to be very important, suitable number of tissues and bins available in the school to support pupils and staff to follow this routine.</li> </ul>	Y		Ongoing KG	L
	H	<ul style="list-style-type: none"> <li>• Younger pupils and those with complex needs are helped to follow this.</li> </ul>	Y		Ongoing All staff	L
	H	<ul style="list-style-type: none"> <li>• Risk assessments to identify pupils with complex needs who struggle to maintain good respiratory hygiene, for example those who spit uncontrollably or use saliva as a sensory stimulant.</li> </ul>	Y		01.09.21 SJ	L
<b>Prevention</b>  4. Cleaning and disinfection	H	<ul style="list-style-type: none"> <li>• Surfaces that pupils are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters are cleaned more regularly than normal.</li> </ul>	Y		Ongoing All staff	L
	H	<ul style="list-style-type: none"> <li>• More frequent cleaning of rooms and shared areas that are used by different groups</li> </ul>	Y		Ongoing All staff	L
	H	<ul style="list-style-type: none"> <li>• Soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) are removed.</li> </ul>	Y		Ongoing All staff	L
	H	<ul style="list-style-type: none"> <li>• Toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet -</li> </ul>	Y		Ongoing All staff	L
	H	<ul style="list-style-type: none"> <li>• The <u>COVID-19: cleaning of non-healthcare settings guidance</u> is followed.</li> </ul>	Y		Ongoing KG	L
	H	<ul style="list-style-type: none"> <li>• Outdoor playground equipment should be cleaned more frequently. This includes resources used inside and outside by wrap around care providers as set out in the School Lettings Policy/Contract.</li> </ul>	Y		Ongoing All staff	L
	H	<ul style="list-style-type: none"> <li>• Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the Infection Control Policy and <u>Cleaning in non-healthcare settings guidance</u></li> </ul>	Y		Ongoing All staff	L

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	H	<ul style="list-style-type: none"> <li>Cleaners are employed by the school to carry out daily, thorough cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy.</li> </ul>	Y		Ongoing All staff	L
	H	<ul style="list-style-type: none"> <li>The SBM Premise Manager arranges enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the local health team. Schools short of cleaning product supplies, should email <a href="mailto:DfE-CovidEnquiries.COMMERCIAL@education.gov.uk">DfE-CovidEnquiries.COMMERCIAL@education.gov.uk</a></li> </ul>	Y		Ongoing All staff	L
	H	<ul style="list-style-type: none"> <li>The Premise Manager monitors the cleaning standards of school cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus.</li> </ul>	Y		Ongoing All staff	L
<p><b>Prevention</b></p> <p>5. Minimise contact</p>	H	<ul style="list-style-type: none"> <li>From Step 4, it is no longer recommend that it is necessary to keep children in consistent groups ('bubbles'). Bubbles will not need to be used in schools from the autumn term.  <b>Educational visits</b></li> <li>The school will undertake full and thorough risk assessments in relation to all educational visits and ensure that any public health advice, such as hygiene and ventilation requirements, is included as part of that risk assessment. <a href="#">General guidance</a> about educational visits is available and is supported by specialist advice from the <a href="#">Outdoor Education Advisory Panel (OEAP)</a>.  <b>Wraparound activities</b></li> <li>From Step 4, it is no longer recommended necessary to keep children in consistent</li> </ul>	Y	If there is a need for Beaufort to introduce Temporary Additional Measures then the school would revert back to bubbles, staggered breaks, lunches as had been operating previous to September 2021. These measures can be put in place overnight as staff and children are well rehearsed in what these measures include. An updated risk assessment would be put in place immediately if this was to be the case.	This section and additional information shared with all staff on 01.09.21 EF	L

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		<p>groups ('bubbles'). This means that bubbles will not need to be used for any summer provision or from the autumn term.</p> <ul style="list-style-type: none"> <li>• Wraparound childcare and other organised activities for children may take place in groups of any number.</li> <li>• Providers caring for children: <ul style="list-style-type: none"> <li>○ under 5 years only should refer to the <a href="#">guidance for early years and childcare providers during the COVID-19 pandemic</a></li> <li>○ both under 5 years and aged 5 years and over, in mixed groups together, should follow the <a href="#">guidance on actions for out-of-school settings</a>.</li> </ul> </li> </ul> <p><b>Sports provision</b></p> <ul style="list-style-type: none"> <li>• All sports provision, including competition between settings, should be planned and delivered in line with government guidance.</li> <li>• Providers of sports activities will also refer to: <ul style="list-style-type: none"> <li>○ <a href="#">guidance on grassroot sports for public and sport providers, safe provision and facilities</a>, and <a href="#">guidance from Sport England</a></li> <li>○ advice from organisations such as the <a href="#">Association for Physical Education</a> and the <a href="#">Youth Sport Trust</a></li> <li>○ guidance from Swim England on school swimming and water safety lessons available at <a href="#">returning to pools guidance documents</a></li> <li>○ <a href="#">using changing rooms safely</a></li> </ul> </li> </ul>				
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	<p><b>Performances, Events and Music</b></p> <ul style="list-style-type: none"> <li>• Singing, wind and brass instrument lessons can be undertaken, following guidance provided by the DCMS <a href="#">working safely during coronavirus (COVID-19): performing arts.</a></li> <li>• If planning an indoor or outdoor face-to-face performance in front of a live audience, the school will also follow the latest advice in the the DCMS <a href="#">working safely during coronavirus (COVID-19): performing arts.</a></li> <li>• If delivering sporting or other organised events, more information can be found in the COVID-19: <a href="#">Organised events guidance for local authorities.</a></li> <li>• Where the school premises are hired for use by external wraparound childcare providers, such as after-school or holiday clubs, these organisations will:             <ul style="list-style-type: none"> <li>○ consider the relevant government guidance for their sector</li> <li>○ put in place protective measures.</li> </ul> </li> </ul> <p><b><i>Temporary Additional Measures in the event of an Outbreak</i></b>  <i>If a specific threshold in the school's Outbreak Management Plan is met the following additional measures will be considered.</i></p> <ul style="list-style-type: none"> <li>• <i>It may become necessary to reintroduce class 'bubbles' for a temporary period, to reduce mixing between groups, as follows.</i></li> <li>• <i>The number of contacts between pupils and staff is reduced. This is achieved through</i></li> </ul>				
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		<p><i>keeping classes separate (in 'Bubbles'). The school will consider:</i></p> <ul style="list-style-type: none"> <li>○ <i>Separate/smaller staff rooms;</i></li> <li>○ <i>Breaktimes/lunchtimes in classes</i></li> <li>○ <i>Eating in classrooms</i></li> </ul> <p><i>More information on groups can be found in COVID-19: <u>Guidance for full opening</u></i></p> <ul style="list-style-type: none"> <li>• <i>All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable.</i></li> <li>• <i>No Assemblies/events in school or involving visitors to the school, e.g. performances.</i></li> <li>• <i>The timetable is revised to implement where possible:</i> <ul style="list-style-type: none"> <li>○ <i>Plan for lessons or activities which keep groups apart and movement around the school site to a minimum;</i></li> <li>○ <i>Maximise the number of lessons or classroom activities which could take place outdoors;</i></li> <li>○ <i>Teachers delivering Assemblies in their classes.</i></li> </ul> </li> <li>• <i>Pupils use the same classroom or defined area of a setting throughout the day, with a thorough cleaning of the rooms at the end of the day, and are seated at the same desk.</i></li> <li>• <i>Mixing within education or childcare setting is minimised by:</i> <ul style="list-style-type: none"> <li>○ <i>accessing rooms directly from outside where possible;</i></li> <li>○ <i>always staying left in corridors when used.;</i></li> <li>○ <i>only one child in toilet at any one time (use of toilet passes).</i></li> </ul> </li> </ul>				
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		<ul style="list-style-type: none"> <li>• <i>The use of shared space such as halls is limited and there is cleaning between use by different groups.</i></li> </ul>				
<p><b>Prevention</b></p> <p>6. Keep occupied spaces well ventilated</p>	H	<ul style="list-style-type: none"> <li>• Good ventilation reduces the concentration of the virus in the air, which reduces the risk from airborne transmission. When the school is in operation, it is important to ensure it is well ventilated and a comfortable teaching environment is maintained. These can be achieved by a variety of measures including:               <ul style="list-style-type: none"> <li>○ mechanical ventilation systems – these should be adjusted to increase the ventilation rate wherever possible and checked to confirm that normal operation meets current guidance and that only fresh outside air is circulated. If possible, systems should 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</li> <li>○ 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</li> <li>○ 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) <u>The Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak</u></li> </ul> </li> </ul>	Y		Ongoing All staff	L

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		<p>and <u>CIBSE coronavirus (COVID-19) advice</u> provides more information.</p> <p>To balance the need for increased ventilation while maintaining a comfortable temperature, consider:</p> <ul style="list-style-type: none"> <li>○ opening high level windows in colder weather in preference to low level to reduce draughts</li> <li>○ increasing the ventilation while spaces are unoccupied (for example, between classes, during break and lunch, when a room is unused)</li> <li>○ providing flexibility to allow additional, suitable indoor clothing</li> <li>○ rearranging furniture where possible to avoid direct draughts</li> </ul>				
	H	<ul style="list-style-type: none"> <li>• Heating to be used as necessary to ensure comfort levels are maintained particularly in occupied spaces.</li> </ul>	Y		Ongoing KG	L
	H	<ul style="list-style-type: none"> <li>• <u>CO2 monitors and guidance for their use will be provided to the school during the Autumn term.</u></li> </ul>	Y		01.09.21 SLT	L
<p><b>In specific circumstances</b></p> <p>7. Where necessary, wear PPE</p>	H	<ul style="list-style-type: none"> <li>• The majority of staff in education settings will not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases, including: <ul style="list-style-type: none"> <li>○ where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools</li> <li>○ Performing <u>aerosol generating procedures (AGPs)</u></li> </ul> </li> </ul>	Y		Ongoing All staff	L

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	H	<ul style="list-style-type: none"> <li>When working with children and young people who cough, spit or vomit but do not have coronavirus (COVID-19) symptoms, only wear PPE that would be routinely worn, should be worn.</li> </ul>	Y		Ongoing All staff	L
	H	<ul style="list-style-type: none"> <li>Read the guidance on <u>safe working in education, childcare and children's social care</u> for more information about preventing and controlling infection and follow SCC's PPE guidance.</li> </ul>	Y		Ongoing All staff	L
<p><b>In specific circumstances</b></p> <p>8. Promote and engage in asymptomatic testing, where available</p>	H	<p><b>Asymptomatic testing</b></p> <p>Testing remains important in reducing the risk of transmission of infection within schools.</p> <ul style="list-style-type: none"> <li>Staff undertake twice weekly home tests whenever they are on site until the end of September, when this will also be reviewed.</li> </ul>	Y		Ongoing All staff	L
	H	<p><b>Confirmatory PCR tests</b></p> <ul style="list-style-type: none"> <li>Staff and pupils with a positive LFD test result should self-isolate in line with the stay at home guidance. They will also need to get a free PCR test to check if they have COVID-19.</li> </ul>	Y		Ongoing All staff	L
	H	<ul style="list-style-type: none"> <li>Whilst awaiting the PCR result, the individual should continue to self-isolate.</li> </ul>	Y		Ongoing All staff	L
	H	<ul style="list-style-type: none"> <li>If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the individual can return to school, as long as the individual doesn't have COVID-19 symptoms.</li> </ul>	Y		Ongoing All staff	L
<p><b>Response to infection</b></p> <p>9. Test and trace</p>		<p>From Step 4, close contacts will be identified via NHS Test and Trace and the school is longer expected to undertake contact tracing.</p>				

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	H	<ul style="list-style-type: none"> <li>As with positive cases in any other setting, NHS Test and Trace will work with the positive case to identify close contacts. Contacts from a school setting will only be traced by NHS Test and Trace where the positive case specifically identifies the individual as being a close contact. This is likely to be a small number of individuals who would be most at risk of contracting COVID-19 due to the nature of the close contact.</li> </ul>	Y		01.09.21 SLT	L
	H	<ul style="list-style-type: none"> <li>The school is aware it may be contacted in exceptional cases to help with identifying close contacts, as currently happens in managing other infectious diseases.</li> </ul>	Y		Ongoing SLT	L
	H	<ul style="list-style-type: none"> <li>Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, <b>and</b> any of the following apply: <ul style="list-style-type: none"> <li>they are fully vaccinated</li> <li>they are below the age of 18 years and 6 months</li> <li>they have taken part in or are currently part of an approved COVID-19 vaccine trial</li> <li>they are not able to get vaccinated for medical reasons</li> </ul> </li> <li>Instead, they will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to <a href="#">take a PCR test</a>.</li> </ul>	Y		01.09.21 All staff	M
	H	<ul style="list-style-type: none"> <li>The school will encourage all individuals to take a PCR test if advised to do so.</li> </ul>	Y		Ongoing All staff	L
	H	<ul style="list-style-type: none"> <li>Staff who do not need to isolate, and children and young people aged under 18 years 6</li> </ul>	Y		01.09.21 All staff	M

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	H	<p>months who usually attend school, and have been identified as a close contact, should continue to attend school as normal. They do not need to wear a face covering within the school, but it is expected and recommended that these are worn when travelling on public or dedicated transport.</p> <ul style="list-style-type: none"> <li>A small number of home testing kits available to be given 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.</li> </ul>	Y		Ongoing SLT	L
<b>Response to infection</b>  10. Managing confirmed COVID-19 cases	H	<ul style="list-style-type: none"> <li>Flowchart school response to suspected or confirmed COVID-19 cases to be followed for suspected or confirmed cases.</li> </ul>	Y		Ongoing All staff	L
	H	<ul style="list-style-type: none"> <li>In the majority of cases, schools and parents will be in agreement that a child with symptoms should not attend school, given the potential risk to others. In the event that a parent or guardian insists on a child attending school, schools can take the decision to refuse the child if in their reasonable judgement it is necessary to protect their pupils and staff from possible infection with coronavirus (COVID-19). Any such decision would need to be carefully considered in light of all the circumstances and the current public health advice.</li> </ul>	Y		Ongoing SLT	L
<b>Response to infection &amp; Outbreak Planning</b>  11. Contain any outbreaks	H	<ul style="list-style-type: none"> <li>If the school has several confirmed cases within 14 days, this may signify an outbreak.</li> </ul>	Y		01.09.21 EF	M
	H	<ul style="list-style-type: none"> <li>The school will call the dedicated advice service who will escalate the issue to the local health protection team where necessary and</li> </ul>	Y		Ongoing SLT	L

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	H	<p>advise if any additional action is required, such as implementing elements of the school's outbreak management plan. The school will call the DfE helpline on 0800 046 8687 and select option 1 for advice on the action to take in response to a positive case.</p> <ul style="list-style-type: none"> <li>The <a href="#">contingency framework</a> describes the principles of managing local outbreaks of COVID-19 in education and childcare settings. Local authorities, directors of public health (DsPH) and PHE health protection teams (HPTs) can recommend measures described in the contingency framework in individual education and childcare settings – or a small cluster of settings – as part of their outbreak management responsibilities.</li> </ul>	Y		Ongoing SLT	L
	H	<ul style="list-style-type: none"> <li>Additional measures may be necessary to help mitigate an outbreak, extremely high prevalence in the local community, or when responding to variants of concern. This risk assessment includes additional temporary measures to be introduced as part of the school's outbreak plan, and this will be reviewed to reflect government guidance government's <a href="#">COVID-19 Contingency Framework</a> and the <a href="#">Surrey County Council local outbreak control plan</a></li> </ul>	Y		Ongoing All staff	L
	M	<ul style="list-style-type: none"> <li>Covid Clinics – consultation offer provides additional support to assist school leaders in their decision making in response to an outbreak. The consultation service is delivered by Surrey County Council Public Health and School Relationships &amp; Support Service.</li> </ul>	Y		Ongoing SLT	L

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Attendance	H	<p><b>Clinically extremely vulnerable (CEV)</b></p> <ul style="list-style-type: none"> <li>All clinically extremely vulnerable pupils should attend their school unless they are one of the very small number of pupils under paediatric or other specialist care and have been advised by their GP or clinician not to attend.</li> </ul>	Y		Ongoing SLT	L
	H	<ul style="list-style-type: none"> <li>Pupils who live with someone who is clinically extremely vulnerable should continue to attend school as normal.</li> </ul>	Y		Ongoing SLT	L
	H	<ul style="list-style-type: none"> <li>Further information is available in the <a href="#">guidance on supporting pupils at school with medical conditions</a>.</li> </ul>	Y		Ongoing SLT	L
	H	<p><b>Travel and quarantine</b></p> <ul style="list-style-type: none"> <li>All pupils travelling to England must adhere to current legislation and <a href="#">government travel advice</a>.</li> </ul>	Y		Ongoing SLT	L
	H	<ul style="list-style-type: none"> <li>Schools will check the current 'red list' and liaise with parents to ensure any pupils arriving from an affected country, or having transited through one in the past 10 days, will follow this advice.</li> </ul>	Y		Ongoing SLT/ Office team	L
Workforce	H	<p><b>Clinically extremely vulnerable (CEV)</b></p> <ul style="list-style-type: none"> <li>Clinically extremely vulnerable (CEV) people are advised, as a minimum, to follow the same guidance as everyone else. It is important that everyone adheres to this guidance, but CEV people may wish to think particularly carefully about the additional precautions they can continue to take. Further information can be found in the <a href="#">19 July</a></li> </ul>	Y		Ongoing EF/CEV staff	L

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	H	<p><a href="#">guidance on protecting people who are CEV from COVID-19</a>.</p> <ul style="list-style-type: none"> <li>The school is able to explain the measures it has in place to keep CEV staff safe at work, noting the Health and Safety Executive's (HSE) <a href="#">guidance on protecting vulnerable workers</a>, including <a href="#">advice for employers and employees on how to talk about reducing risks in the workplace</a>.</li> </ul>	Y		Ongoing EF/CEV staff	L
	H	<p><b>Pregnant women</b></p> <ul style="list-style-type: none"> <li>Pregnant women are considered 'clinically vulnerable' or in some cases 'clinically extremely vulnerable' to coronavirus (COVID-19) and therefore require special consideration as set out in the <a href="#">guidance for pregnant employees</a>. Employers should carry out a risk assessment to follow the Management of Health and Safety at Work Regulations 1999 (MHSW). Pregnant women of any gestation should not be required to continue working if this is not supported by the risk assessment.</li> </ul>	Y		Ongoing EF/ pregnant women	L
	H	<ul style="list-style-type: none"> <li>Women who are 28 weeks pregnant and beyond, or are pregnant and have an underlying health condition that puts them at a greater risk of severe illness from COVID-19 at any gestation, should take a more precautionary approach. Employers should ensure pregnant women are able to adhere to any active national guidance on social distancing and/or advice for pregnant women considered to be clinically extremely vulnerable (this group may previously have been advised to shield).</li> </ul>	Y		Ongoing EF/ pregnant women	L

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	H	<p><b>Clinically vulnerable (CV)</b></p> <ul style="list-style-type: none"> <li>Clinically vulnerable staff can continue to attend school. While in school they should follow the prevention measures in this document to minimise the risks of transmission.</li> </ul>	Y		Ongoing EF/CV staff	L
	H	<ul style="list-style-type: none"> <li>People who live with those who are clinically vulnerable can attend the workplace but should ensure they maintain good prevention practice in the workplace and at home.</li> </ul>	Y		Ongoing EF/CV staff	L
Emergencies	H	<ul style="list-style-type: none"> <li>All pupil emergency contact details are up-to-date, including alternative emergency contact details, where required.</li> </ul>	Y		Ongoing Office staff	L
	H	<ul style="list-style-type: none"> <li>Parents are contacted as soon as practicable in the event of an emergency.</li> <li>Pupil alternative contacts are called where their primary emergency contact cannot be contacted.</li> </ul>	Y		Ongoing Office staff	L
	H	<ul style="list-style-type: none"> <li>The school has an up-to-date First Aid Policy in place which outlines the management of medical emergencies – medical emergencies are managed in line with this policy.</li> </ul>	Y		Ongoing Office staff	L
	H		Y		Ongoing EF	L
Managing School Transport	H	<ul style="list-style-type: none"> <li>Parents and pupils are encouraged to walk or cycle to their education setting where possible.</li> </ul>	Y		Ongoing EF	L
	H	<ul style="list-style-type: none"> <li>Parents and pupils are discouraged from using public transport, where possible particularly during peak times.</li> </ul> <p>For more information on home to school transport - <a href="#">Dedicated transport to schools and colleges COVID-19 operational guidance</a> (<a href="https://publishing.service.gov.uk">publishing.service.gov.uk</a>).</p>	Y		Ongoing EF	L