

WEST SUSSEX SCHOOL COVID 19 RISK ASSESSMENT TOOLKIT:

COVID-19 RISK ASSESSMENT TOOLKIT FOR SCHOOLS

Version: This document is **version 4**, produced on **19th July 2021**.

This risk assessment toolkit is provided to assist school leaders with implementing the steps required for the management of COVID-19 after Step 4 of the [UK Government's Roadmap out of lockdown](#).

This risk assessment toolkit should be used by school leaders in West Sussex schools to enable them to comply with current UK Government guidance - [Actions for schools during the coronavirus outbreak](#) and [Health and safety: responsibilities and duties for schools](#) (see section 5).

Separate guidance is available for [early years and childcare settings](#) and additional operational guidance is available for [special schools and alternative provision](#).

The basic control measures are: -

1. Ensure good hygiene for everyone.
2. Maintain appropriate cleaning regimes.
3. Keep occupied spaces well ventilated.
4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.

Risk assessments: There are 3 risk assessment templates in this toolkit: -

1. **School Building Assessment** - Schools are encouraged to use this to review their building's readiness for the start of the new term on 2nd September 2021. Please note that ventilation, both natural and mechanical, have been given a higher priority.
2. **Staffing / Volunteer Assessment** - An individual staff member risk assessment must be completed for each staff member and volunteer - a separate assessment should be used for each (copy and paste this assessment into a new Word document for each staff member – size A3, orientation landscape). If a staff member already has one of these from the previous version, that assessment should be reviewed.
3. **COVID-19 Assessment** - To be completed by all schools. School leaders need to think about the ongoing management of the COVID-19 hazard within the context of their own school premises, how they are used by their own staff and pupils and the UK Government's Schools COVID-19 Operational Guidance. The control measures recommended below and the Government guidance MUST be adapted by the school to reflect local practice. It is expected that any existing COVID-19 risk assessments will be superseded by this risk assessment.

Monitoring and review of risk assessments and control measures – School leaders must regularly review and update their risk assessments - treating them as 'living documents', as the circumstances in the school and the public health advice changes. This includes having active arrangements in place to monitor whether the control measures are effective and working as planned.

Health and Safety information and guidance can be found on WSSfS. Cut and paste this link to your browser to access the system - <http://schools.westsussex.gov.uk/P1007> - you will be asked to log in, then taken to the Health and Safety A-Z.

SCHOOL BUILDING ASSESSMENT:

Opening of the school from the start of the new term - Schools are encouraged to use this to review their building's readiness for the start of the new term.	
Person completing form (i.e. Headteacher / Premises Manager)	Rob Corbett Headteacher
Date of assessment	02/09/2021
Review date (add subsequent lines as required)	01/10/2021

Hazard - What can cause harm and how	Who can be harmed?	Required control measures	Comments / Notes / Actions you will take	Who will carry out the action	When is the action needed by	Action complete
Asbestos - Asbestos elements in unsafe condition - People exposed to fibres (pre-2000 buildings)	Click or tap here to enter text.	Check asbestos elements in relevant buildings to ensure that they have not deteriorated or been damaged during the school holidays.	No Asbestos present with the building	BAM	N/A	N/A
Cleaning - Classrooms, offices, corridors, stairs etc, unclean or defective	Click or tap here to enter text.	Check all classrooms, offices, corridors, stairs etc, are clean and free from defects. Regularly clean all touchable surfaces.	PO's will unlock and inspect building every morning. Cleaning is completed every AM and PM, there was a CCR in place for a daily Touchpoint clean, but this is not set to continue from September 2021 as per school instruction. PO's will clean any spillage etc during the daytime.	BAM	08/10/2021	08/10/2021
Contractors - Contractors who have been working on the school premises during the holidays - work areas unsafe for staff / pupils	Click or tap here to enter text.	Check that the contractor(s) has either completed the work and left the working area safe for use by the school or that the contractor has made their ongoing work area(s) sufficiently safe to minimise the risks to pupils, staff and visitors.	All contractors along with their staff are checked prior to works being completed onsite with associated RAMS provided. PO staff will ensure works are completed as per instructions within RAMS and if required areas will not be accessible by staff and pupils while works are completed. Permits are issued.	BAM	08/10/2021	08/10/2021
Doors - Internal / external doors do not open / close / secure properly	Click or tap here to enter text.	Check all doors (internal and external, inc. manual, powered, revolving, roller shutter etc), to ensure that they open, close and secure as designed and are free from defects.	There is a routine check in place to check all doors, all defects will either be repaired by the onsite PO team or reported for appropriate contractor to attend. A regular check is completed of all fire doors and recorded as required. Also automated are serviced/inspected on a 6 monthly basis.	BAM	01/02/2022	Click or tap to enter a date.
Electricity - No supply to premises - Fire alarms, lighting etc inoperative	Click or tap here to enter text.	Check electricity supply is connected to the school. Check fixed wiring checks have been completed according to maintenance schedules.	All fixed wiring checks are within date and any remedial works completed. Any defects found are logged and repaired	BAM	23/08/2022	Click or tap to enter a date.
Electricity - Lighting not working - People unable to see to work or circulate safely	Click or tap here to enter text.	Check all lighting, both within buildings and externally, is working as designed. Includes all internal and exterior emergency lighting.	All Emergency lighting is flick tested monthly with the 3 hour drain down test completed along with remedial works to allow safe exit to the building. Annual inspection carried out by a competent contractor	BAM	25/07/2022	Click or tap to enter a date.
Electricity - Electrical equipment unsafe - Electrical shocks / burns and fire	Click or tap here to enter text.	Staff to conduct user-checks on all items of electrical equipment used in buildings. Re-establish Portable Appliance Testing and inspection routines. Some equipment (e.g. printers) may require servicing.	PAT testing is completed to all accessible appliances annually carried out in the summer break	BAM	17/08/2022	Click or tap to enter a date.

Electricity - Alarm systems - Intruder / panic / accessible toilet alarms not working	Click or tap here to enter text.	Alarm systems to be checked for correct operation (may involve informing or consulting with external providers / alarm receiving centres). Checks should include detector / sensors, manual alarm activation points and alarm sounders / beacons.	All alarms serviced regularly, Next full service being completed AUG 2021	BAM	25/10/2021	Click or tap to enter a date.
Fire – Insufficient fire marshals – unable to ensure building has been cleared in an emergency	Click or tap here to enter text.	Ensure there are sufficient fire marshals to operate the school safely.	Bam staff are all trained in fire safety, regular fire safety conversation also take place	BAM	08/10/2021	08/10/2021
Fire – Staff and pupils not knowing what to do in an emergency	Click or tap here to enter text.	Conduct a fire drill as soon as possible at the start of term.	BAM assist school when planned fire drill is required by activation of alarm. School are responsible for getting the students out to the muster point	BAM/School	01/10/2021	01/10/2021
Fire – Fire detection / alarm systems not working – People not warned of fire	Click or tap here to enter text.	Fire detection / alarm systems to be checked for correct operation (may involve informing or consulting with external providers / alarm receiving centres). Checks should include detector / alarm heads, manual alarm activation points and alarm sounders / beacons.	Fire alarm tested on a weekly basis by the PO's. Contractor also appointed to complete service every quarter. Any issues that arise will be reported immediately to our contractor to resolve	BAM	25/10/2021	Click or tap to enter a date.
Fire – Not enough portable fire extinguishers or not in place – People unable to fight minor fire	Click or tap here to enter text.	Check all portable firefighting appliances are in place as designed.	Competent contractor assessed where the equipment is place	BAM	08/08/2022	Click or tap to enter a date.
Fire – Fixed firefighting installations faulty or decommissioned – Fire not suppressed automatically	Click or tap here to enter text.	Check any installed, fixed firefighting systems are available, as designed.	All systems serviced on a regular basis	BAM	N/A	Click or tap to enter a date.
Fire – Fire doors faulty – Fire not contained	Click or tap here to enter text.	All fire doors must be checked as operating correctly, as designed, including hold-back devises.	Fire doors checked on a regular basis with record of findings recorded	BAM	28/10/2021	Click or tap to enter a date.
Fire – Fire safety signage missing – People not given fire safety information	Click or tap here to enter text.	Check all necessary fire safety signage is in place, as designed.	Fire signs checked on a regular basis, also form part of the yearly Fire risk assessment	BAM	22/12/2021	Click or tap to enter a date.
Fire – Emergency escape appliances missing – Affected people unable to exit upper stories	Click or tap here to enter text.	Check all emergency escape appliances (e.g. evacuation chairs) are in place as designed.	Evac chairs are the schools responsibility – Bam would notify the school if we noticed they were defective	BAM/School	08/10/2021	08/10/2021
Fire – Emergency escape routes are blocked – People unable to exit building safely	Click or tap here to enter text.	Check all emergency escape routes are clear and lead to a safe place away from buildings.	BAM will maintain and clear any debris as required within their remit ensuring no obstructions at anytime	BAM	08/10/2021	08/10/2021
Fire – Muster points no longer available – People unable to muster after emergency exit	Click or tap here to enter text.	Check all school emergency muster points are still accessible / available.	All Muster points are kept available as required	BAM	08/10/2021	08/10/2021
Fire – Flammable materials kept in an unsafe condition – Increased fire risk	Click or tap here to enter text.	Check all flammable and combustible materials, e.g. flammable gases / liquids etc, are stored in a safe condition (i.e. secure stowage, in sealed containers, correctly labelled.	Bams Chemical are locked in fireproof cabinets / locked in cleaners cupboards with COSHH data sheets	BAM	08/10/2021	08/10/2021
Fire – External waste bins incorrectly stored – Available to arsonists	Click or tap here to enter text.	Check external waste bins are stored in secure storages, away from buildings.	Bin store kept clear and all bins stored correctly	BAM	08/10/2021	08/10/2021
First Aid - Insufficient number of 1 st aiders - Unable to provide 1 st aid to staff or pupils	Click or tap here to enter text.	Check the school has sufficient number of 1 st aid trained staff to operate safely.	Numbers checked termly and training updated. Sufficient numbers at this review point.	School	08/10/2021	08/10/2021
First Aid - 1 st aid kits missing or poorly stocked – People not having access to 1 st aid	Click or tap here to enter text.	Check all 1st aid kits are in place as designed and the kits are fully stocked.	In place at this review point	School	08/10/2021	08/10/2021

First Aid – 1 st aid signage missing – People not given 1 st aid information	Click or tap here to enter text.	Check all necessary 1 st aid signage is in place, as designed.	This needs to be reviewed	Bam	22/10/2021	Click or tap to enter a date.
Gas safety – Gas supply disconnected – Unable to heat the building etc	Click or tap here to enter text.	Check gas supply is safely connected, especially that which is needed for heating the school or cooking (where applicable).	Gas supply checked each morning as part of unlocking procedure, all Gas appliances maintained on a regular basis by competent person	BAM	08/10/2021	08/10/2021
Gas safety – Gas appliance annual check has lapsed during vacancy – Gas appliance is unsafe	Click or tap here to enter text.	Check all gas appliances are in-date for annual statutory service / examination / inspection.	All Gas Service with complaint Gas Safe certs in place	BAM	25/07/2022	Click or tap to enter a date.
Gates – Not operating correctly – People unable to circulate	Click or tap here to enter text.	Check all gates (manual and powered) to ensure that they open and close as they are designed to do. Includes pedestrian gates and vehicle gates.	All gates checked and unlocked on a daily basis	BAM	08/10/2021	08/10/2021
Lifting equipment – Equipment statutory examination and servicing has expired – Equipment is unsafe to use	Click or tap here to enter text.	Check all lifting equipment (e.g. hoists, changing tables etc) are in-date for service / examination / inspection if their statutory examination / maintenance date has expired during the vacancy.	N/A	BAM	N/A	N/A
Lifting equipment – Equipment not functioning correctly	Click or tap here to enter text.	Check all lifting equipment to ensure that it is functioning as designed.	N/A	BAM	N/A	N/A
Passenger, goods and wheelchair lifts - Lift statutory examination and servicing has expired – Lift is unsafe to use	Click or tap here to enter text.	Check all lifts are in-date for maintenance / inspection and if their statutory examination date has expired.	All Lifts serviced on a Quartley basis	BAM	25/10/2021	Click or tap to enter a date.
Passenger, goods and wheelchair lifts - Lift not functioning correctly	Click or tap here to enter text.	Check all lifts to ensure that they are functioning as designed, including lift failure devices and procedures.	All lifts are serviced on a quartley basis, Dumb Weighter also serviced	BAM	25/10/2021	Click or tap to enter a date.
Rodent / pest infestations – Infestations have occurred during vacancy - Health hazard to pupils and staff	Click or tap here to enter text.	Inspect premises for any signs of infestation (e.g. rodents, insects). Local Authority Pest Control may be able to advise.	Pest control attend site on a monthly basis	BAM	28/10/2021	Click or tap to enter a date.
'Sharps' - Broken glass, discarded needles etc left in the premises grounds – pupils at risk of cuts etc	Click or tap here to enter text.	Check the grounds for any 'sharps' that may have been left by vandals etc.	PO's will check for any items and clear as required, any items spotted can be reported and onsite team will clear immediately	BAM	08/10/2021	08/10/2021
Ventilation – Mechanical ventilation not working – Indoor air quality is poor within buildings	Click or tap here to enter text.	Check all powered ventilation systems and installations are working as designed and have been regularly maintained. Includes extractor fans set into windows and ceilings (e.g. in WCs). See also HSE guidance.	All ventilation serviced on a regular basis and records kept on system to ensure the plant is working as per building design – any defects recorded/found will be resolved in a timely manner. On site engineer in place.	BAM	11/01/2022	Click or tap to enter a date.
Water supply and drains – Water supply not connected – Toilets unable to be flushed, sinks and showers not available for washing, sprinkler systems unavailable	Click or tap here to enter text.	Check hot and cold water systems (and drainage systems if applicable) are connected and available, especially if the school has a sprinkler system.	Drains checked and cleared on a 6 monthly basis. No sprinkler systems on site	BAM	26/10/2021	Click or tap to enter a date.
Water supply – Legionella bacteria – People at risk of infection	Click or tap here to enter text.	Check all water systems (testing / maintenance) according to school's legionella risk assessment, especially aerosol-generating systems (e.g. showers) where aerosol-free flushing will be required prior to use. Consider pasteurising and flushing hot water systems.	Contractor appointed to complete monthly visits, this will include any dosing and repairs/ replacement of equipment that may be required. Risk assessment in place and valid along with documentation to support all visits above - RA was carried July 2021 next RA due 2023. Next monthly visit will be in November 2021	BAM	05/11/2021	Click or tap to enter a date.

WCs and washing facilities - WCs and washing facilities are unclean – people unable to practise personal hygiene	Click or tap here to enter text.	Check all WCs and washing facilities are clean, free from defects and stocked with relevant essential items (e.g. toilet rolls, soap, towels etc).	All WC's are cleaned on a daily basis. Should the need arise onsite PO's will attend to clean spillages/mess	BAM	08/10/2021	08/10/2021
Windows – Windows and skylights etc are defective and affecting circulation of air / ventilation	Click or tap here to enter text.	Check all windows can be opened fully (or as far as their window restrictors will allow) to maximise natural ventilation. See also HSE guidance.	All windows checked on a daily basis. All windows currently being opened to assist with ventilation. All windows are on the 1st and 2nd floor are on restrictors for safety reasons. Main skylight defective and cannot be opened – Kingspan are due in during the oct HT to rectify the defective skylight, the inspection was carried out July 27th 2021	BAM	27/10/2021	Click or tap to enter a date.

STAFF / VOLUNTEER ASSESSMENT:

Assessment of the vulnerability of staff / volunteers - A risk assessment can be completed for each staff member or volunteer before they attend school for work.	
Staff member's (or volunteer's) name	Click or tap here to enter text.
Job Title	Click or tap here to enter text.
Person completing form (i.e. line manager)	Click or tap here to enter text.
Date of assessment and how long assessment is valid for (i.e. date of next review)	Click or tap to enter a date.
First review date (add subsequent lines as required)	Click or tap to enter a date.
Any Known Chronic (i.e. long-term) health conditions	Click or tap here to enter text.
Head teacher's decision - Can this staff member come in to work in the school? YES or NO	Choose an item. If any applicable line in this risk assessment cannot achieve an agreement between a staff member and their manager, then the answer to this question is ' NO '.

How risk of harm can be increased	Does this apply?	Recommended control measures	Control measures you will implement / Actions you will take	Who will implement	When this is needed by	Date action complete
THE EMPLOYEE						
The staff member is in the 'clinically extremely vulnerable category' or has received a letter from NHS advising them to 'shield' See Govt. guidance.	Choose an item.	If Govt instructions are for this group to shield; Staff member must be supported to work at home. If they cannot work from home, they must not come into the school. In this case, do not proceed further with this risk assessment. Instead, contact the school's HR advisor for advice.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap to enter a date.	Click or tap to enter a date.
		If Govt. instructions permit this group to return to work: Staff member may come into the school so long as the school is COVID-secure and their tasks or activities are also COVID-secure. Staff members in this category should limit the close contact they have with those they do not usually meet with.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap to enter a date.	Click or tap to enter a date.
The staff member is an expectant or nursing mother See Govt. guidance.	Choose an item.	If the staff member is less than 28 weeks pregnant with no underlying health conditions: Line manager must complete a New & Expectant Mother's Risk Assessment. See the H&S page1217 on WSSfS. Staff member may come into the school so long as the school is COVID-secure and their tasks or activities are also COVID-secure.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap to enter a date.	Click or tap to enter a date.

	Choose an item.	<p>If the staff member is 28 weeks pregnant and beyond or with underlying health conditions that place them at a greater risk of severe illness from coronavirus: Line manager must review the New & Expectant Mother's Risk Assessment.</p> <p>Staff member may still come into the school so long as the school is COVID-secure and their tasks or activities are also COVID-secure, but line manager must take a more precautionary approach. Staff member should be supported to work at home where possible or redeployed.</p> <p>Where adjustments to the work environment and role are not possible and alternative work cannot be found, the staff member may be suspended on paid leave. Advice on suspension and pay can be found in HSE guidance.</p>	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap to enter a date.	Click or tap to enter a date.
	Choose an item.	<p>If the staff member is a nursing mother: Line manager must complete / review the New & Expectant Mothers Risk Assessment. See the H&S page 1217 on WSSfS.</p>	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap to enter a date.	Click or tap to enter a date.
<p>The staff member has been given specialist advice by a competent clinician (e.g. NHS, GP, Occ. Health etc) to stay away from their workplace or work setting for reasons other than being Clinically Extremely Vulnerable</p> <p>See Govt. guidance.</p>	Choose an item.	<p>Line manager must consider this when deciding if the staff member should continue work in the school.</p> <p>Any recommended adjustments should be implemented.</p> <p>Line manager should discuss the outcome with the school's HR Advisor where the staff member is not able to attend work and / or home working is not an option or if needing a referral to Occupational Health (see page 1222 on WSSfS).</p>	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap to enter a date.	Click or tap to enter a date.
<p>The staff member has one of the following protected or personal characteristics not covered by the previous questions and which increase the risk of poorer COVID-19 outcomes:- Male sex; Black or Asian ethnicity; Diagnoses of dementia.</p> <p>See Govt guidance.</p>	Choose an item.	<p>Staff member may come into the school so long as the school is COVID-secure and their tasks or activities are also COVID-secure.</p>	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap to enter a date.	Click or tap to enter a date.
<p>The staff member lives in the same household as a person in the clinically vulnerable, extremely vulnerable category or Black, Asian and Minority Ethnic (BAME) group</p>	Choose an item.	<p>Staff member may come into the school so long as the school is COVID-secure and their tasks or activities are also COVID-secure.</p>	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap to enter a date.	Click or tap to enter a date.

WORK TASKS AND ACTIVITIES						
The staff member will need to make close contact with another person (i.e. a pupil with special needs) (In this context, close contact means physical contact is needed to deliver the support, e.g. feeding, bathing, etc and where exposure to a respiratory aerosol is likely)	Choose an item.	Line manager must complete a risk assessment according to the requirements of the Govt. guidance on infection prevention and control.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap to enter a date.	Click or tap to enter a date.
EMPLOYEE CONCERNS AND SUPPORT						
The staff member will work at home or remotely (either some of their time or all of their time)	Choose an item.	Line managers and staff members must follow the corporate guidance and complete relevant risk assessments on Home Working, Lone Working and Display Screen Equipment (see H&S pages 1293, 1189 and 1093 respectively on WSSfS).	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap to enter a date.	Click or tap to enter a date.
		Line manager must check-in with home / remote working staff regularly to enquire about their wellbeing and supply of any necessary equipment / materials, problems with tasks, etc.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap to enter a date.	Click or tap to enter a date.
The staff member has genuine concerns about working in the school	Choose an item.	Line manager must discuss with the staff member their concerns, review task and activity risk assessments and, if relevant, complete a stress risk assessment with the intention of trying to enable the staff member to continue their work if possible. Line manager may also consult with the school's HR Advisor on possible alternatives for remote working for that employee.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap to enter a date.	Click or tap to enter a date.
		24 hour confidential support for managers and staff is available using the WSCC Employee Assistance Programme (EAP) which can be found on page 1086 in WSSfS.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap to enter a date.	Click or tap to enter a date.
LINE MANAGER MUST NOW RETURN TO THE TOP OF THIS SECTION AND DECLARE WHETHER OR NOT THE STAFF MEMBER CAN WORK IN THE SCHOOL.						

COVID-19 ASSESSMENT:

Actions which apply to all schools opening at the start of the new term - Schools must use this to COVID-19 readiness for the start of the new term	
1. Schools must refer to the Government Guidance ' Schools COVID-19 Operational Guidance ' when completing this risk assessment. School leaders should be aware that Govt. guidance is likely to change and that they must review this risk assessment accordingly.	
2. A completed copy of this risk assessment should be posted on the school's website.	
Person completing form (i.e. Headteacher / Premises Manager)	Rob Corbett, Headteacher
Date of assessment	01/10/2021
Review date (add subsequent lines as required)	01/11/2021

How harm can be caused	Who can be harmed?	Recommended control measures	Control measures you will implement / Actions you will take	Who will implement	When this is needed by	Date action complete
GOOD HYGIENE FOR EVERYONE:						
Poor standard of hand hygiene – Personnel becoming infected due to poor standards of hand hygiene of others	Click or tap here to enter text.	Frequent and thorough hand cleaning should be regular practice. Ensure that staff and pupils can clean their hands regularly with soap and water or hand sanitiser (recommended 70% alcohol). Display instructive posters.	Sanitizers stations on all entrances and at entry to classrooms	JMC/JAL	03/09/2021	Click or tap to enter a date.
Poor standard of respiratory hygiene – Personnel becoming infected due to poor standards of respiratory hygiene of others	Click or tap here to enter text.	The 'catch it, bin it, kill it' approach should be promoted. Display instructive posters. Promote the importance of staff and pupils carrying tissues with them. Have spare tissues available. Provide bins for the disposal of soiled tissues. Encourage good hand hygiene. Ensure bins are regularly emptied / disposed.	Posters displayed across school. Ample bins provided. Tissues available from reprographics.	RCT	03/09/2021	Click or tap to enter a date.
Lack of Personal Protective Equipment (PPE) - Personnel exposed to infection – Required if a pupil has routine intimate care that requires staff to use PPE and if a pupil displays COVID-19 symptoms and close contact is required and when performing aerosol generating procedures (AGPs)	Click or tap here to enter text.	Keep a supply of PPE for occasions where it is required. Including: - Disposable gloves. Disposable plastic apron. Fluid repellent surgical mask. Eye protection - where there is risk of eye contamination from respiratory droplets or from splashing of secretions. Additionally for AGPs: - Long-sleeved disposable fluid repellent gown. FFP3 Respirator. Provide face fit testing for FFP3 masks (usually undertaken annually over summer or very early autumn to ensure completed before winter). Provide training on how to put-on, remove and dispose of used PPE. Provide arrangements for disposal of PPE.	Supply of PPE held as listed. Training undertaken by staff ahead of March testing and again for new staff in September	PHA	03/09/2021	Click or tap to enter a date.
MAINTAIN APPROPRIATE CLEANING REGIMES, USING STANDARD PRODUCTS SUCH AS DETERGENTS:						

<p>Poor cleaning regimes – Personnel exposed to infection from transferring contamination on touched surfaces to nose/mouth</p>	<p>Click or tap here to enter text.</p>	<p>Arrange a regular cleaning schedule (e.g. twice per day) of frequently touched surfaces (i.e. surfaces which are touched by several people, e.g. door handles). Arrange/enable cleaning of shared equipment.</p>	<p>Additional cleaning of touch points in place daily.</p>	<p>JMC</p>	<p>03/09/2021</p>	<p>Click or tap to enter a date.</p>
<p>KEEP OCCUPIED SPACES WELL VENTILATED:</p>						
<p>Poorly ventilated occupied indoor spaces – Increased risk of infection via higher concentration of contaminated droplets in the air</p>	<p>Click or tap here to enter text.</p>	<p>Identify poorly ventilated occupied indoor spaces. Take steps to improve fresh air supply to those spaces. Minimise occupant numbers who are using hard to ventilate spaces. Purge spaces when they are unoccupied. If using Co2 detectors to measure fresh air supply rate, refer to the levels given in the HSE and CIBSE guidance and seek the advice of a building services engineer on what type of Co2 detector to use and how to use one. If Co2 levels remain above the HSE and CIBSE advisory levels in an occupied indoor space, consider: -</p> <ul style="list-style-type: none"> • Maximising window and non-fire door opening; • Increasing air purging opportunities; • Reducing occupancy numbers in affected spaces; • Reducing occupancy time in affected spaces; • Using air cleaning and filtration units (see HSE and CIBSE guides and seek the advice of a building services engineer). <p>Balance the need for increased ventilation while maintaining a comfortable temperature. Note: Maintenance of either ventilation or temperature levels must not be by the practice of propping open fire doors unless those fire doors are fitted with hold-back devices which are directly linked to and released by the building's fire alarm system.</p>	<p>Independent ventilation experts sourced by WSCC, Closewood Air Conditioning state, "The recommended limit concentration is 1000ppm (by BSRIA and CIBSE to indicate good ventilation, however during the current coronavirus pandemic REHVA recommends that CO2 levels do not exceed 800ppm or that a space is ventilated if this occurs." We are aware that many classrooms regularly exceed this level even though we operate with all windows open fully and with a purge at each break. The remaining mitigations are to reduce occupancy – this would mean partial closure (live lessons at home for two year groups) or fitting mechanical door openers which is not in our control. West Sussex Health and Safety officers recommended 'Doorguard' devices but this has been declined by WSCC officers. * The covid risk, however, can be mitigated with air filtration. We have purchased and installed HEPA13 filtration units which remove particles including viruses from the air in the classroom. Currently this is the eleven worst affected rooms but we will purchase devices for all classrooms if advice if they are successful. This mitigates the covid risk (and removes other virus particles too). The ventilation issue is still to be resolved but a ventilation study of the worst affected classrooms commences on 4th October.</p>	<p>FGB</p>	<p>03/09/2021</p>	<p>Click or tap to enter a date.</p>
<p>FOLLOW PUBLIC HEALTH ADVICE ON TESTING, SELF-ISOLATION AND MANAGING CONFIRMED CASES OF COVID-19:</p>						
<p>An individual develops COVID-19 symptoms or has a positive test – Personnel exposed to increased risk of infection from symptomatic/positive person</p>	<p>Click or tap here to enter text.</p>	<p>Brief and remind staff and pupils to not come into school if they have C19 symptoms, have a C19 positive test result or other reasons requiring them to stay at home due to C19 (e.g. they are required to quarantine). Have arrangements for anyone in the school who develops C19 symptoms to be sent home (avoiding public transport) and told to follow public health advice. Have arrangements in place to isolate a C19 symptomatic person while awaiting collection (consider ventilation and PPE if</p>	<p>All current PHE and DfE guidance followed</p>	<p>RCT</p>	<p>03/09/2021</p>	<p>Click or tap to enter a date.</p>

		this person cannot be left alone and room cleaning after they have left). Brief and remind staff and pupils that, if anyone in their household is a possible or confirmed C19 positive, that they should not attend school .				
Asymptomatic testing – Personnel exposed to increased risk of infection from symptomatic/positive person	Click or tap here to enter text.	Brief and remind staff and pupils to continue twice weekly home testing up until the end of September 2021. Secondary schools only - Retain a small asymptomatic testing site (ATS) on-site until further notice so they can offer testing to pupils who are unable to test themselves at home. Secondary schools only – Ensure arrangements are in place to test year 7 pupils at the ATS at the start of the autumn term.	Students and staff briefed ahead of the start of the new term in September.	RCT	03/09/2021	Click or tap to enter a date.
Confirmatory PCR tests - Personnel exposed to increased risk of infection from symptomatic/positive person	Click or tap here to enter text.	Brief and remind staff and pupils with a positive LFD test result to self-isolate in line with the stay at home guidance and to get a free PCR test to check if they have COVID19 (they should continue to self-isolate while awaiting the result).	Advice routinely given to positive LFT cases.	RCT	03/09/2021	Click or tap to enter a date.
Clinically Extremely Vulnerable (CEV on Shielded Patient List) attending school – CEV pupils at increased risk of a poor outcome if exposed to infection See Govt. guidance	Click or tap here to enter text.	Remind CEV pupils that they should attend their education setting unless they are under paediatric or other specialist care who have been advised by their GP or clinician not to attend (see supporting pupils at school with medical conditions). Staff members who are in the CEV category may return to school but school leaders should take account of this in their Staff / Volunteer Assessment (see previous assessment page).	All DfE advice followed	CPI	03/09/2021	Click or tap to enter a date.
Contractors and others visiting the school – Contractors and other visitors not adhering to the school’s C19 measures and risking cross-infection	Click or tap here to enter text.	Provide contractors and other visitors with information about the school’s C19 control measures and ways of working.	Office advises all external visitors about the C19 control measures	JMC	03/09/2021	Click or tap to enter a date.
OTHER CONSIDERATIONS:						
Face coverings - Personnel exposed to increased risk of infection from symptomatic / positive person	Click or tap here to enter text.	Currently, there is no national requirement for pupils, staff and visitors either in classrooms or in communal areas to wear face masks. However, Director of Public Health has advised that head teachers may wish to consider their continuing use in specific circumstances, e.g. in response to cases; this includes public transport and dedicated transport to school. The Director of Public Health may order the reinstatement of face coverings if there is an outbreak.	Follow DfE guidance for regular review	RCT	03/09/2021	Click or tap to enter a date.
Pupil wellbeing and support - Pupils experiencing emotions in response to the C19 pandemic,	Click or tap here to enter text.	Refer to sources of support on promoting and supporting mental health and wellbeing in schools .	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap to enter a date.	Click or tap to enter a date.

such as anxiety, stress or low mood						
Educational visits - Personnel exposed to increased risk of infection	Click or tap here to enter text.	If educational visits are to be undertaken, refer to the Govt's general guidance which is supported by specialist advice from the Outdoor Education Advisory Panel (OEAP) .	Guidance followed	JLO	03/09/2021	Click or tap to enter a date.
Extra-curricular activities - Personnel exposed to increased risk of infection	Click or tap here to enter text.	Refer to the Govt. guidance for providers who run community activities, holiday clubs, after-school clubs, tuition and other out-of-school provision for children	Guidance followed	EMD	03/09/2021	Click or tap to enter a date.
School transport - Personnel exposed to increased risk of infection	Click or tap here to enter text.	Contact your transport provider to find out what measures they are taking on transport from the autumn term 2021. Consider what the PPE requirements are for passenger assistants. Refer to Govt. guidance .	No school specific transport – very few use public transport and they are from a variety of routes.	Click or tap here to enter text.	Click or tap to enter a date.	Click or tap to enter a date.
Outbreak Management Plan - If you have several confirmed cases within 14 days, you may have an outbreak	Click or tap here to enter text.	Refer to the Govt's Contingency framework: education and childcare settings and draw up outline plans to respond to an outbreak. For schools that subscribe to The Key, there is an Outbreak Management Plan template available to members.	In case of outbreak return to March 2021 controls.	RCT	03/09/2021	Click or tap to enter a date.

*CIBSE 16th July 2021;

On 23rd October 2020, the UK government issued a paper prepared by the Environment and Modelling Group of the Scientific Advisory Group for Emergencies, confirming that ventilation is an important mitigation measure in controlling SARS-CoV-2 transmission (SAGE-EMG, 2020). The evidence continues to suggest that in poorly ventilated indoor spaces, airborne aerosols are a possible transmission route of SARS-CoV-2, and the precautionary advice remains valid. Maintaining good levels of ventilation remains the key focus, even in colder weather conditions, whilst minimising occupant discomfort due to draughts and lower indoor temperatures. (page 2)

Nondispersive infrared (NDIR) CO2 monitors are useful devices that help to assess whether adequate ventilation is being provided to an occupied zone. In many spaces, a supply of outside air at 10 l/s/person is prescribed, which will result in a maximum CO2 concentration of 800-1000 ppm. Indoor ventilation dilutes exhaled CO2 from occupants, and so the CO2 concentration in a space is often used to help indicate ventilation rates. CO2 concentrations that regularly exceed 1500 ppm indicate poorly ventilated spaces, and attention should be given to improving the outside air provision to such spaces. (page 4)

The school has used NDIR monitors since April 2021. They identify a number of classrooms with poor ventilation (11 in total). The school has offered to pay for opening to be fitted to the doors of these classrooms to improve ventilation but this has been declined by WSCC.

HSE 19th July 2021 <https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation/improve-natural-ventilation.htm>

“Don't close doors or windows completely when people are in a naturally ventilated area. This can result in very low levels of ventilation.”

REHVA <https://www.rehva.eu/activities/covid-19-guidance/rehva-covid-19-faq>

Question – Is there a recommended maximum CO2 level?

Answer

CO₂ level is an indicator for outdoor air ventilation. 10 L/s per person recommended by current standards corresponds to 950 ppm CO₂ concentration (including 400 ppm outdoor CO₂ concentration). This applies in the case of long time occupancy, so often 800 ppm are considered as an indicator of good ventilation and indoor air quality. But similarly to first question, there is no good Covid-19 evidence available.