

<b>Whole School / Site – Covid 19 - protective measures</b>			
<b>Applicable to: Whole School</b>		→ <b>Specify: Whole School</b>	
<b>Assessment Date: August 2020 in preparation from September 2020</b>	<b>Lead Assessor: H Rogers</b>		<b>Persons completing: Hayleigh Rogers</b>
<b>Review Date: Ongoing following PHE and SCC Guidance</b>	<b>Further Action Required? (circle)</b>	<b>YES - (Live document)</b>	<b>Responsible Person Key</b> PJ - Paul Jensen Headteacher JL - Jez Lord Deputy Headteacher HR - Hayleigh Rogers SBM HM / EA Heather Magson / Emma Austin - Residential Managers All - All those listed on staff list

<b>Process/ Activity *</b>	<b>Persons at Significant Risk</b>	<b>*Existing &amp; Recommended Controls</b> <b>What additional controls are required? (See Actions attached)</b>	<b>Responsible Person</b>	<b>Completion date</b>
Awareness of and adherence to policies and procedures	Staff	· Health and Safety Policy is in place and the Whole School Risk Assessment details the school approach for Covid.	HR	01.09.2020
	Students	· All staff, pupils and volunteers are aware of all relevant procedures including, but not limited to, the following: - <b>Health and Safety</b>	HR	01.09.2020
	Contractors	- <b>Infection Control (new)</b> - <b>First Aid</b>		
	Visitors	· First aid staff have regard to all relevant guidance and legislation including, but not limited to, the following: - The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 - The Health Protection (Notification) Regulations 2010 - Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities' - DfE and PHE (2020) 'COVID-19: guidance for educational settings' · All staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training.	HM	01.09.2020

	<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> <li>Staff are made aware of the school's infection control procedures in relation to coronavirus. Including all new starters.</li> <li>Parents are made aware of the Sunnydowns infection control procedures in relation to coronavirus via letter – they are informed that they must not send their child to school if they have <a href="#">coronavirus (COVID-19) symptoms</a>, or have tested positive in the last 10 days, or if another household member develops coronavirus symptoms. In both these circumstances the parents/carers should call the school to inform the school of this and that they will be following the national <a href="#">Stay at Home</a> guidance.</li> <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> <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> <li>The Staff and Volunteer Confidentiality and Pupil Confidentiality rights are followed at all times – this includes withholding the names of staff, volunteers and pupils with either confirmed or suspected cases of coronavirus.</li> <li>Regular communications with families via weekly newsletter is issued with further updates on communication and guidance</li> <li>Posters advertising social distancing and hygiene steps are displayed around the site and visitor entrance.</li> </ul>	HR	01.09.2020
		ALL	Live/ Ongoing
		HR	01.09.2020
		PJ	28.08.2020
		PJ/JL	3rd/7th&14th September
		PJ/JL	
		ALL	Live/ Ongoing
		PJ	Live/ Ongoing
		HR	01.09.2020
<b>Prevention</b>			
Minimise contact with individuals who are unwell with COVID-19 symptoms	<ul style="list-style-type: none"> <li>Staff and other adults do not come into the school if they have coronavirus (COVID-19) symptoms, or have tested positive in the last 10 days, and anyone developing those symptoms during the school day is sent home.</li> <li>If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they are sent home and advised to follow '<a href="#">stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>', which sets out that they must self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.</li> <li>If a child is awaiting collection, they are moved, where possible, to the medical room where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. A window should be opened for ventilation. If it is not possible to isolate them, they are moved to an area which is at least 2 metres away from other people.</li> <li>If they need to go to the bathroom while waiting to be collected, they should use the cloisters toilet if possible. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else.</li> </ul>	ALL	Live/ Ongoing
		ALL/HM	Live/ Ongoing
		ALL/HM	Live/ Ongoing
		ALL/HR	Live/ Ongoing
		ALL	Live/ Ongoing

	<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 <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a>.</li> <li>· PPE will be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). More information on PPE use can be found in the <a href="#">safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE)</a> guidance.</li> <li>· In an emergency, call 999 if someone is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital.</li> <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 if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test &amp; Trace.</li> <li>· The Infection Control Policy and <a href="#">Cleaning in non-healthcare settings</a> guidance to be followed to clean the area.</li> <li>· Any medication given to ease the unwell individual’s symptoms, e.g. paracetamol, is administered in accordance with the First Aid Policy</li> <li>· Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the guidelines found in <a href="#">Cleaning in non-healthcare settings guidance</a></li> <li>· If a staff member becomes unwell at school they should restrict contact with staff and students, call the main school office who will inform SLT and they will make the necessary arrangements for support.</li> </ul>	<p>ALL</p> <p>ALL</p> <p>ALL</p> <p>HR</p> <p>HM</p> <p>HR</p> <p>HM</p> <p>HM</p> <p>ALL</p>	<p>Live/ Ongoing</p> <p>Live/ Ongoing</p> <p>Live/ Ongoing</p> <p>Live/ Ongoing</p> <p>Live/ Ongoing</p> <p>01.09.2020</p> <p>Live/ Ongoing</p> <p>Live/ Ongoing</p>
<p><b>Prevention</b></p> <p>Good hand hygiene practice</p>	<ul style="list-style-type: none"> <li>· Sunnydown will encourage pupils to clean their hands regularly, including when they arrive at the setting, when they return from breaks, when they change rooms and before and after eating.</li> <li>· Sunnydown will consider what frequency of hand washing is best for which pupils and staff and incorporate time for this in timetables or lesson plans.</li> <li>· Supervision of hand sanitiser use will take place due to risk around ingestion. Often dispensed to students by a Sunnydown Staff member and available in every classroom</li> <li>· Pupils arriving at school wearing a face covering are instructed not to touch the front of their face covering during use or when removing them. They immediately wash their hands-on arrival, dispose of temporary face coverings in a</li> </ul>	<p>ALL</p> <p>JL</p> <p>ALL</p> <p>ALL</p>	<p>Live/ Ongoing</p> <p>01.09.2020</p> <p>Live/ Ongoing</p> <p>School Website</p>

		<p>covered bin or place reusable face coverings in a plastic bag they take home with them, and then wash their hands again before heading to their classroom. Guidance on <a href="#">safe working in education, childcare and children’s social care</a> provides more advice.</p> <ul style="list-style-type: none"> <li>· Sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitisers in classrooms and other learning environments.</li> </ul>	HR	01.09.2020
<b>Prevention</b>		<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 daily and adults have access to additional cleaning solutions through the day</li> <li>· More frequent cleaning of rooms and shared areas that are used by different groups</li> <li>· Toilets will be cleaned daily and pupils must be encouraged to clean their hands thoroughly after using the toilet - different groups being allocated their own toilet area is in place</li> <li>· Soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) are removed where possible..</li> <li>· The <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a> is followed.</li> <li>· Outdoor playground equipment should be cleaned more frequently. The outdoor gym is not to be used until further notice</li> <li>· Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line <a href="#">with the Infection Control Policy and Cleaning in non-healthcare settings</a> guidance</li> <li>· Cleaners are employed by the school to carry out daily, thorough cleaning that follows national guidance and is compliant with the COSHH and the Health and Safety Policy.</li> <li>· The SBM 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> <li>· The SBM monitors the cleaning standards of school cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus.</li> </ul>	HR/Domestic	Live/ Ongoing
Enhanced cleaning			HR/Domestic	Live/ Ongoing
			HR/Domestic	Live/ Ongoing
			HR/Domestic	Live/ Ongoing
			HR/Domestic	Live/ Ongoing
			HR/Domestic	Live/ Ongoing
			HR/Domestic	Live/ Ongoing
			HR/Domestic	Live/ Ongoing
<b>Prevention</b>		<ul style="list-style-type: none"> <li>· The number of contacts between pupils and staff is reduced. This is achieved through keeping groups separate (in ‘Bubbles’) and through maintaining distance between individuals. The balance between the Bubbles and social distancing is based on:</li> </ul>	ALL	Live/ Ongoing
Minimise contact				

	<ul style="list-style-type: none"> <li>• Pupils ability to distance;</li> <li>• The layout of the school site;</li> <li>• The feasibility of keeping distinct groups separate while offering a broad curriculum</li> </ul>		
	<p>· More information on groups can be found in COVID-19: <a href="#">Guidance for full opening</a></p>	ALL	Live/ Ongoing
	<p>· Students have been placed in form groups and mixing of bubbles will be kept to a minimum by</p> <ul style="list-style-type: none"> <li>• Introduction of 3 lunch sittings</li> <li>• Walking on the left only</li> <li>• Organisation and allocation of rooms</li> <li>• each year group has been allocated a set of toilets</li> <li>• Seperate entrance and exits of rooms</li> <li>• Students remain in their base rooms and staff move around the site</li> </ul>	ALL	01.09.2020
	<p>· Maintaining a distance between people whilst inside and reducing the amount of time they are in face to face to contact lowers the risk of transmission. This is not always possible, particularly when working with children and young people with complex needs, or those who need close contact care. Educational and care support should be provided for these pupils as normal, with other increased hygiene protocols in place to minimise risk of transmission</p>	ALL	Live/ Ongoing
	<p>· If staff or pupils cannot maintain distancing, particularly with younger pupils, the risk is reduced by keeping pupils in smaller class sized groups.</p>	JL	If needed
	<p>· All teachers and other staff will operate across different classes and year groups in order to facilitate the delivery of the school timetable. Where staff need to move between classes and year groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults.</p>	ALL	Live/ Ongoing
	<p>· Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. Supply teachers, peripatetic teachers or other temporary staff can move between settings. They should ensure they minimise contact and maintain as much distance as possible from other staff.</p>	HR/JL	Live/ Ongoing
	<p>· Adults to avoid close face to face contact and minimise time spent within 1 metre of anyone.</p>	ALL	Live/ Ongoing
	<p>· Older pupils with less complex needs should be supported to maintain distance and not touch staff and their peers.</p>	ALL	Live/ Ongoing
	<p>· Classrooms and other learning environments are organised to maintain space between seats and desks where possible.</p>	ALL	Live/ Ongoing
	<p>· Pupils are seated side by side and facing forwards, rather than face to face or side on.</p>	ALL	Live/ Ongoing
	<p>· Large gatherings such as assemblies are avoided, and groups kept apart.</p>	ALL	Live/ Ongoing

	<ul style="list-style-type: none"> <li>· The timetable is revised to implement where possible: <ul style="list-style-type: none"> <li>● Plan for lessons or activities which keep groups apart and movement around the school site to a minimum;</li> <li>● Maximise the number of lessons or classroom activities which could take place outdoors;</li> <li>● Break times (including lunch) are staggered so that all pupils are not moving around the school at the same time;</li> <li>● Specific play areas are signed for each year group bubble</li> </ul> </li> <li>· 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;</li> <li>· Mixing at Sunnydown is minimised by: <ul style="list-style-type: none"> <li>● accessing rooms directly from outside where possible;</li> <li>● Staff meetings, interviews all take place on line using Googlemeets</li> <li>● considering one-way circulation, or place a divider down the middle of the corridor to keep groups apart as they move through the setting where spaces are accessed by corridors;</li> <li>● staggering lunch breaks and pupils clean their hands beforehand and enter in the groups they are already in or pupils are brought their lunch in their classrooms;</li> <li>● The number of pupils using the toilet at any one time is limited and students are allocated their own year group bathroom</li> </ul> </li> <li>· The use of shared space such as halls is limited and there is cleaning between use by different groups;</li> <li>· The use of staff rooms and offices is staggered to limit occupancy.</li> <li>· Visitors to the site, such as contractors, local authority employees and health employees to be fully briefed on the school's arrangements and follow site guidance on physical distancing and hygiene on or before arrival. Where visits can happen outside of school hours, they should. A record will be kept of all visitors. All visitors and contractors are required to wear a face covering for the duration of their visit.</li> <li>· Classroom based resources, such as books and games, are used and shared within the Bubble; these are cleaned regularly, along with all frequently touched surfaces. Resources that are shared between classes or Bubbles, such as sports, art and science equipment are cleaned frequently and meticulously and always between Bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different Bubbles;</li> <li>· Pupils limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books, stationary and mobile phones. Bags are allowed. Pupils and teachers can take books and other shared resources</li> </ul>	JL	Live/ Ongoing
		HR/Domestic	Live/ Ongoing
		ALL	Live/ Ongoing
		ALL	Live/ Ongoing
		ALL	Live/ Ongoing
		HR	Live/ Ongoing
		ALL	Live/ Ongoing
		ALL	Live/ Ongoing

	<p>Chrombooks home, although unnecessary sharing is avoided. Rules on hand cleaning, cleaning of the resources and rotation apply to these resources.</p> <ul style="list-style-type: none"> <li>· Staff and pupils have their own individual and very frequently used equipment, such as pencils and pens, these are not shared;</li> <li>· Physical Education classes should be kept in consistent groups and sports equipment thoroughly cleaned between use by different groups. Contact sport to be avoided. Outdoor sports to be prioritised and large indoor spaces used where not to ensure maximising distance between pupils and high levels of cleaning and hygiene. <a href="#">COVID-19: Guidance on phased return of sport and recreations.</a></li> <li>· Schools should note that there may be an additional risk of infection in environments where you or others are singing, chanting, playing wind or brass instruments or shouting. This applies even if individuals are at a distance. Schools should consider how to reduce the risk, particularly when pupils are playing instruments or singing in small groups such as in music lessons by, for example, physical distancing and playing outside wherever possible, limiting group sizes to no more than 15, positioning pupils back-to-back or side-to-side, avoiding sharing of instruments, and ensuring good ventilation. Singing, wind and brass playing should not take place in larger groups such as school choirs and ensembles, or school assemblies.</li> <li>· Some pupils with EHC plans will need preparation for their return to full provision. Visits to the setting, social stories, and any other approaches that settings may be introduced to support their return.</li> <li>· The current advice is against domestic (UK) overnight and overseas educational visits at this stage see <a href="#">coronavirus: travel guidance for educational settings.</a></li> <li>· In the autumn term, schools can resume non-overnight domestic educational visits. These trips should include any trips for pupils with SEND connected with their preparation for adulthood (for example, workplace visits, travel training etc.). This should be done in line with protective measures, such as keeping children within their consistent group, and the COVID-secure measures in place at the destination. Schools should also make use of outdoor spaces in the local area to support delivery of the curriculum. As normal, schools should undertake full and thorough risk assessments in relation to all educational visits to ensure they can be done safely. As part of this risk assessment, schools will need to consider what control measures need to be used and ensure they are aware of wider advice on visiting indoor and outdoor venues. Schools should consult the <a href="#">health and safety guidance on educational visits</a> when considering visits.</li> </ul>	<p>ALL</p> <p>ALL/PE DPT</p> <p>ALL</p> <p>ALL</p> <p>JL</p> <p>JL</p>	<p>Live/ Ongoing</p> <p>Live/ Ongoing</p> <p>Live/ Ongoing</p> <p>Live/ Ongoing</p> <p>Live/ Ongoing</p> <p>Live/ Ongoing</p>
<b>Prevention</b>	<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:</li> </ul>	<p>ALL</p>	<p>01.09.2020</p>

Where necessary, wear PPE		<ul style="list-style-type: none"> <li>• where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained</li> <li>• Should a staff member or student wish to wear a face covering this would not be challenged by the school</li> <li>• Read the guidance on <a href="#">safe working in education, childcare and children’s social care</a> for more information about preventing and controlling infection and follow <a href="#">SCC PPE guidance</a></li> </ul>	ALL ALL	Live/ Ongoing Live/ Ongoing
<b>Response to infection</b>  Test and trace		<ul style="list-style-type: none"> <li>• NHS Test and Trace process to be followed and understand how to contact their local <a href="#">Public Health England health protection team</a>. Staff members and parents/carers understand that they will need to be ready and willing to: <ul style="list-style-type: none"> <li>• <a href="#">book a test</a> if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All pupils can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit</li> <li>• provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test &amp; Trace</li> <li>• <a href="#">self-isolate</a> if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)</li> </ul> </li> <li>• The school will ask parents and staff to inform them immediately of the result of the test: <ul style="list-style-type: none"> <li>• If someone tests negative, if they feel well and no longer have symptoms similar to COVID-19 they can stop self-isolating.</li> <li>• If someone test positive they should follow the <a href="#">‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’</a> and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. Other members of their household should continue self-isolating for the full 14 days.</li> </ul> </li> </ul>	ALL  ALL  ALL  ALL  ALL	Live/ Ongoing  Live/ Ongoing  Live/ Ongoing  Live/ Ongoing  Live/ Ongoing
<b>Response to infection</b>  Managing confirmed COVID-19 cases		<ul style="list-style-type: none"> <li>• <a href="#">Flowchart school response to suspected or confirmed COVID-19 cases</a> to be followed for suspected or confirmed cases.</li> <li>• If someone has attended the site tests positive for COVID-19, the local health protection team will be contacted by the school.</li> </ul>	PJ/JL/HR.HM  PJ/JL/HR.HM	Live/ Ongoing  Live/ Ongoing



		<ul style="list-style-type: none"> <li>· The health protection team will provide guidance to support a rapid risk assessment to confirm who has been in close contact with the person during the period they were infectious and ensure they are asked to self-isolate.</li> <li>· Based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means: <ul style="list-style-type: none"> <li>• Direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)</li> <li>• Proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual</li> <li>• Travelling in a small vehicle, like a car, with an infected person</li> </ul> </li> <li>· Seating plans for different groups to be kept. Students sit in an allocated seat.</li> </ul> <p>Remote education plan in place by the end of September 2020 for individual pupils or groups of pupils self-isolating. Some pupils with SEND may not be able to access remote education without adult support; settings to work with families to deliver a broad and ambitious curriculum</p>	PJ/JL/HR.HM	Live/ Ongoing
			PJ/JL/HR.HM	Live/ Ongoing
			ALL	
			PJ/JL	Live/ Ongoing
<b>Response to infection</b>		<ul style="list-style-type: none"> <li>· If two or more cases are confirmed within 14 days or an overall rise in sickness absence where COVID-19 is suspected, there may be an outbreak and the local health protection will advise on any additional action required.</li> <li>· Follow local health protection advice, this may include a larger number of other pupils self-isolate at home as a precaution.</li> <li>· In consultations with the local Director of Public Health, where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who tested positive.</li> <li>· Remote education plan in place by the end of September 2020 for individual pupils or groups of pupils self-isolating. Some pupils with SEND may not be able to access remote education without adult support; settings to work with families to deliver a broad and ambitious curriculum</li> </ul>	LHPC	Live/ Ongoing
Contain any outbreaks			LHPC	Live/ Ongoing
			LHPC	Live/ Ongoing
			PJ/JL	

Emergencies		<ul style="list-style-type: none"> <li>· All pupil emergency contact details are up-to-date, including alternative emergency contact details, where required.</li> <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> <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 RA.</li> </ul>	<p>HR</p> <p>HR/Office HR/Office</p> <p>HM</p>	<p>01.09.2020</p> <p>Live/ Ongoing Live/ Ongoing</p> <p>01.09.2020</p>
Managing School Transport		<ul style="list-style-type: none"> <li>· A majority of students at Sunnydown are transported by Taxi. Sunnydown works closely with SCC transport team and we produce a daily taxi timesheet.</li> <li>· Parents and pupils are encouraged to walk or cycle to their education setting where possible.</li> <li>· For more information on home to school transport, please refer to <a href="#">SCC guidance in safer working for home to school transport</a>.</li> <li>· Where possible, transport arrangements are organised to cater for any changes to start and finish times.</li> <li>· Transport providers are advised that they do not work if they or a member of their household are displaying any symptoms of coronavirus.</li> <li>· Transport providers, as far as possible, are advised of the need to follow hygiene rules and try to keep distance from their passengers.</li> <li>· Revised travel plans are communicated clearly to contractors, local authorities and parents where appropriate (for instance, to agree pick-up and drop-off times).</li> </ul>	<p>PJ/JL</p> <p>Office</p> <p>SCC</p> <p>SCC</p> <p>SCC</p>	<p>Live/ Ongoing</p> <p>Live/ Ongoing</p> <p>Live/ Ongoing</p> <p>Live/ Ongoing</p> <p>Live/ Ongoing</p>
Residential/Boarding		<ul style="list-style-type: none"> <li>· All care staff continue to undertake individual risk assessments, activity risk assessments, placement plans and Covid specific individual Risk assessments.</li> <li>· Enhanced cleaning to take place in boarding.</li> <li>· Set number of residential staff are administration of medication trained.</li> <li>· All staff to complete set training.</li> <li>· Bedroom to have 2 pupils in smaller rooms and up to 3 in the larger room.</li> <li>· Students will be grouped by KS and not year/tutor</li> <li>· If boarder displays COVID-19 symptoms overnight, parent to collect boarder as soon as possible</li> </ul>	<p>Care</p> <p>HR/Domestic</p> <p>Care</p> <p>Care</p> <p>Care</p> <p>Care</p>	<p>Live/ Ongoing</p> <p>Live/ Ongoing</p>

	<p>If a student is awaiting collection from residential due to illness, they are moved, where possible to the common room or medical room where they can be isolated behind a closed door, with appropriate adult supervision. A window should be opened for ventilation. If it is not possible to isolate them they are moved to an area which is at least 2 meters away from other people. If the ill student needs to use the bathroom while waiting to be collected, they should use the toilet in the cloisters. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>Link to Returning to Boarding Risk Assessment: <a href="#">Click here</a></p> <p>For more information on how to care for a symptomatic child while protecting the welfare of other pupils and staff, read the <a href="#">guidance on isolation for residential education settings</a></p>	Care	

## ACTION PLAN

Action Required	By Whom	Planned Completion Date	Date Completed
PHE Guidance – <a href="https://publichealthmatters.blog.gov.uk/2020/01/23/wuhan-novel-coronavirus-what-you-need-to-know/">https://publichealthmatters.blog.gov.uk/2020/01/23/wuhan-novel-coronavirus-what-you-need-to-know/</a>	General information		
<a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</a>			

	General information for non- healthcare setting		
<a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a>	Information on cleaning		
<a href="https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings">https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</a>	Protective Measures		
<a href="https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/opening-schools-for-more-children-and-young-people-initial-planning-framework-for-schools-in-england">https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/opening-schools-for-more-children-and-young-people-initial-planning-framework-for-schools-in-england</a>	Preparing For "opening"		
<a href="https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/guidance-for-full-opening-special-schools-and-other-specialist-settings#section-4-assessment-and-accountability">https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/guidance-for-full-opening-special-schools-and-other-specialist-settings#section-4-assessment-and-accountability</a>	Guidance for full opening		
<a href="https://www.surreycc.gov.uk/people-and-community/emergency-planning-and-community-safety/coronavirus/school-leaders/recovery">https://www.surreycc.gov.uk/people-and-community/emergency-planning-and-community-safety/coronavirus/school-leaders/recovery</a>			
<a href="https://schoolleaders.thekeysupport.com/administration-and-management/government-policies-and-legislation/changes-in-education-2020-21/?uuid=de79d20dfe1acb5ba443ab0c2d5bf5b0&amp;token=efa02226-78fd-4633-bbec-ef1d02dc7aa4&amp;utm_campaign=KSL%20engagement%20-%20Summer%202020&amp;utm_medium=email&amp;_hsmi=93871194&amp;_hsenc=p2ANqtz-9v8Os-gAiU46wD7ztTyNO_qD8yRqgOtAeG7lVXwFQeURs4qNyeR9QD4zrojJtgEibVSusH6lB02ln0CuzCofWrdQcZ2c6h55lks3UI93KrZ6k8cNw&amp;utm_content=93871194&amp;utm_source=hs_email">https://schoolleaders.thekeysupport.com/administration-and-management/government-policies-and-legislation/changes-in-education-2020-21/?uuid=de79d20dfe1acb5ba443ab0c2d5bf5b0&amp;token=efa02226-78fd-4633-bbec-ef1d02dc7aa4&amp;utm_campaign=KSL%20engagement%20-%20Summer%202020&amp;utm_medium=email&amp;_hsmi=93871194&amp;_hsenc=p2ANqtz-9v8Os-gAiU46wD7ztTyNO_qD8yRqgOtAeG7lVXwFQeURs4qNyeR9QD4zrojJtgEibVSusH6lB02ln0CuzCofWrdQcZ2c6h55lks3UI93KrZ6k8cNw&amp;utm_content=93871194&amp;utm_source=hs_email</a>	Changes in education - the Key		
<a href="https://www.gov.uk/government/publications/coronavirus-covid-19-home-test-kits-for-schools-and-fe-providers">https://www.gov.uk/government/publications/coronavirus-covid-19-home-test-kits-for-schools-and-fe-providers</a>	Testing kits at school - SBM attending training webinar 09.09.2020 3:30-4pm		

### Sunnydown Updates to Risk Assessment - Chronology and Actions in preparation for September Reopening and ongoing

Parent Communication (Newsletter) School Day - From September 2020 - Notes - V1 - 21.08.2020	PJ	21.08.2020	21.08.2020
SLT Meeting - 4-5pm	PJ	24.08.2020	24.08.2020
Governor Meeting	PJ	25.08.2020	25.08.2020
Staff Meeting	PJ	26.08.2020	26.08.2020
Parent Communication (Newsletter) School Day - From September 2020 - Notes - V2 - 28.08.2020	PJ	28.08.2020	28.08.2020
Staff Inset - Safeguarding / Changes to School	PJ	01.09.2020	01.09.2020
Staff Inset - Changes to School / H&S update	HR	01.09.2020	01.09.2020

Staff Inset - Teaching squares (specialist subject Risk assessments considered)	JL (specialist teachers)	02.09.2020	02.09.2020
Parent Communication (Newsletter) School Day - From September 2020 - Notes - V3 - 04.09.2020	PJ	04.09.2020	04.09.2020
Staff Briefing - Thought for the Week (New Routines and their importance).	PJ	07.09.2020	07.09.2020
SLT MEETING 08.09.2020 REVIEW OF SCHOOL DAYS TO DATE.  Actions taken: <ul style="list-style-type: none"> <li>• Additional sanitiser made available to create two queues when entering school, 1m marking to be laid at the school entrance as students enter from taxis.</li> <li>• Additional sanitizer available for the lunch queue, staff to give a pump to each student as they queue rather than when they enter the dining room.</li> <li>• Dining room - In addition to the current measures in place further enhancements are: two hot meal trollies one for each room, tables laid for 1st sitting by kitchen staff. Possible "additional duties rota to be considered by the care team.</li> <li>• Further cleaning solution to be distributed for adult use around site (bike shed etc. All bottles re-labeled with classroom location)</li> </ul>	HR	08.09.2020	08.09.2020
Update of R/A	HR	14.09.2020	14.09.2020
POSITIVE CASE INFORMATION UPDATE  The new dedicated advice service for nurseries, schools and colleges has been launched today. The service is for those needing support on the action they should take when they have been informed of a confirmed case of coronavirus (COVID-19) in their setting (i.e. a pupil or staff member testing positive).  This new service has been introduced by Public Health England (PHE) and is delivered by the NHS Business Services Authority, working to agreed PHE and DfE guidance. It can be reached by calling the DfE's existing coronavirus helpline number on <b>0800 046 8687</b> , and selecting option 1. This option will take you through to the dedicated team of advisors who will inform you what action is needed based on the latest public health advice. They will work through a risk assessment with you to identify close contacts. Advisors will be responsible for referring more complex cases, as necessary, following a triaging of your circumstances during the call.	HR	18.09.2020	18.09.2020
<b>Your organisation details</b> <ul style="list-style-type: none"> <li>• Organisation name: Sunnydown School</li> </ul>	Testing Kits and PPE  HR	28.09.2020	

<ul style="list-style-type: none"> <li>Shipping address: Portley House,Portley House,CR3 5ED</li> <li>Organisation external reference (if applicable): 125458</li> </ul> <p>The NTP assigns all new users a single Unique Organisation Number (UON). Your UON is exclusive to your organisation.</p> <p><b>Your Unique Organisation Number (UON)</b></p> <p>Your UON is 29303096</p>			
<p>SLT Meeting 28.09.2020</p> <ul style="list-style-type: none"> <li>Risk Assessments updated regarding boarding. Grouping will be by KS group and not year group</li> </ul>	HR / Care	28.09.2020	28.09.2020
<p>Delivery of benches to students to have in each bubble play area to use on break and lunches. These will be built over the coming days.</p>	Staff	07.10.2020	11.10.2020
<p>Rebound bounce trampolines placed in each student bubble play area (9 in total) each area has been provided with hand sanitizer for students to use before and after using the equipment. BW to email all staff the procedures discussed with HR.</p>	BW	13.10.2020	13.10.2020
<p>Inset day 02.11.2020</p> <ul style="list-style-type: none"> <li>Staff meeting via google meets took place to re-brief all staff of the onsite expectations around the school site for all staff and students. Self health was also reiterated, symptoms and what to do in the event of symptoms for staff, students , those we live with and track and trace.</li> <li>Re bounce trampolines - majority removed and just 1 left in each bubble play area, all handles have been removed. Staff were advised by BW how to manage students on these when supervising.</li> <li>All school areas checked for signage, ppe re-stocks and one way stems remain in place and easy to follow</li> <li>Discussions took place regarding the 2nd national lockdown from 05.11.2020.</li> <li>Parent mail sent to all families in the evening from PJ (Copy shared with all staff)</li> </ul>	All staff	02.11.2020	02.11.2020
<p>03.11.2020</p> <ul style="list-style-type: none"> <li>Google forms was sent to all staff to survey medical conditions in line with critically vulnerable persons. Any staff highlighted to be at risk will receive an individual risk assessment.</li> <li>All onsite letting suspended with immediate effect, review planed January 2021</li> </ul>	HR	03.11.2020	03.11.2020

04.11.2020 <ul style="list-style-type: none"> <li>Those who rent office space onsite have been asked to work remotely and not attend the site during the national lockdown</li> </ul>	HR	04.11.2020	04.11.2020
09.11.2020 Staff reminded at online school meetings are clear desk policy, resources in classrooms and facemasks in general areas of the school site.	HR	09.11.2020	
22.11.2020 Positive case of a staff member confirmed to both PJ and HR. Phone call took place at 11.20am to agree action plan and communications to staff and families on 23.11.2020 <ul style="list-style-type: none"> <li>HR to contact PHE</li> <li>staff comms</li> <li>letter to families</li> </ul>	HR	22.11.20	
23.11.2020 - Positive case #1  See chronology held by school  Email confirming this from <a href="mailto:ICC.SurreySussex@phe.gov.uk">ICC.SurreySussex@phe.gov.uk</a> Ref: HPZ922185  New flow chart for positive case:  <a href="https://mail.google.com/mail/u/0?ui=2&amp;ik=3d95ea41c4&amp;attid=0.3&amp;permmsgid=msg-f:1684147598625734479&amp;th=175f4b516569ff4f&amp;view=att&amp;disp=inline">https://mail.google.com/mail/u/0?ui=2&amp;ik=3d95ea41c4&amp;attid=0.3&amp;permmsgid=msg-f:1684147598625734479&amp;th=175f4b516569ff4f&amp;view=att&amp;disp=inline</a>	HR	22.11.2020	
13.12.2020 - Positive Case #2  See chronology held by school  SLT MEETINGS 2.15PM, 3.30PM, 5.30PM	HR	13.12.2020	
17.12.2020 - Positive Case #3  See chronology held by school	HR	17.12.2020	

18.12.2020 - Positive Case #4 See chronology held by school	HR	18.12.2020	
Covid related SLT 1.45PM	HR	19.12.2020	
Parentmail sent to families regarding January school arrangements 10.59am	HR		
24.12.2020 - Positive Case #5 See chronology held by school	HR	24.12.2020	
28.12.2020 - Positive Case #6 See chronology held by school	HR	28.12.2020	
Covid related SLT 3PM Parent mail sent to families 18.07pm	HR	31.12.2020	
Covid related SLT 1PM Google form sent to all staff for completion to confirm status of staffing levels following union advice.	HR	03.01.2021	
Covid related SLT 8.30AM 4PM 9PM  <ul style="list-style-type: none"> <li>● Test kits received - site set up to commence</li> <li>● Staff training on testing to commence</li> <li>● Student survey to be completed by staff while speaking with families rolled out to gage attendance</li> <li>● Parent mail sent to families 8.58am</li> <li>● Parent mail sent to families 16.40pm</li> </ul>	HR	04.01.2021	



• Parent mail sent to families who indicated their child is attending following BJ national update and lockdown 22.09pm			

## PHE South East Health Protection Team:

### Guidance for Childcare and Educational Settings in the Management of COVID-19

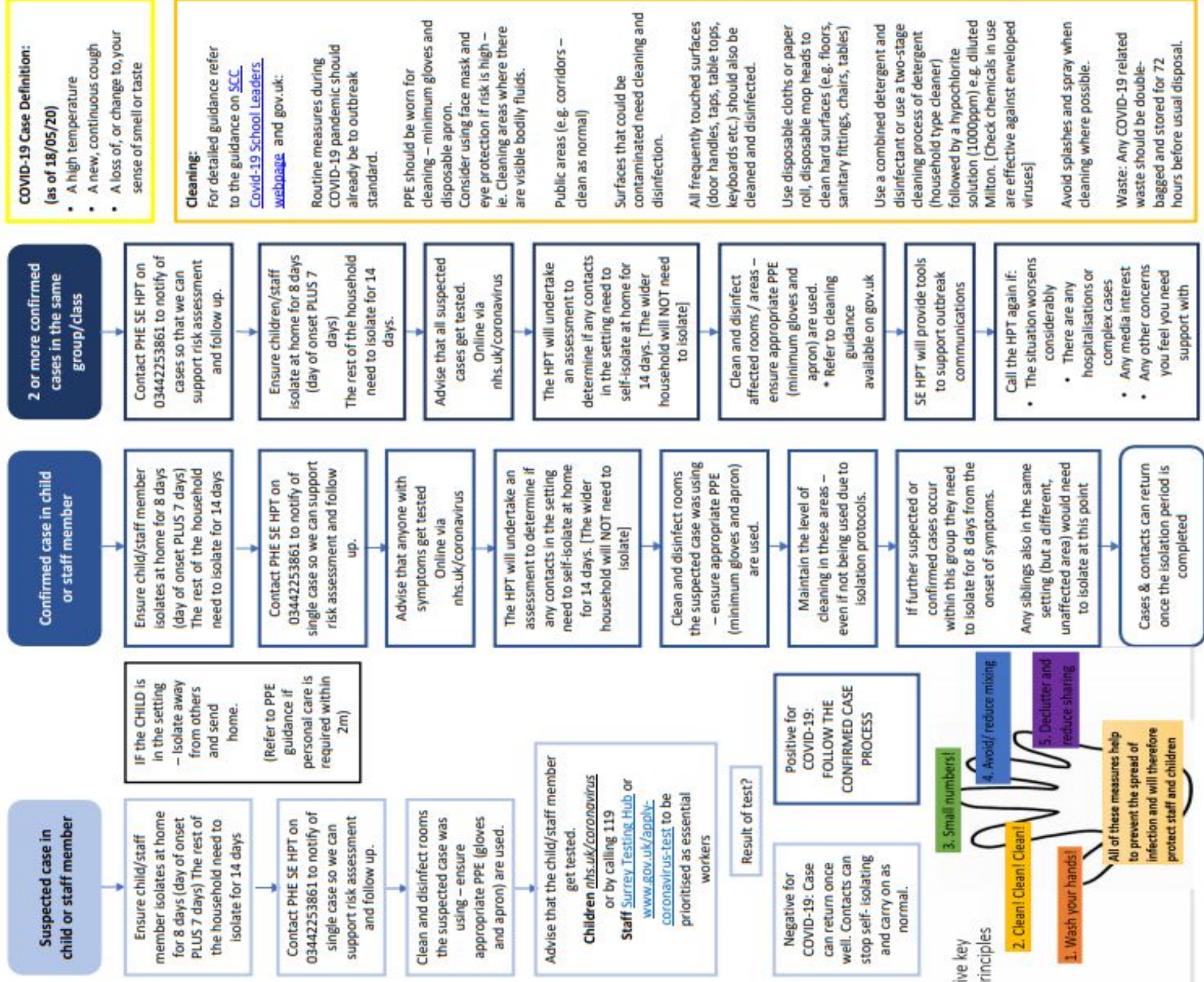
Version 1.0 Date 03/06/2020

Prevent the spread of infection by maintaining high standards of hygiene, including hand washing and regular cleaning and disinfection of surfaces. This will help prevent COVID-19 spreading in schools, as well as other infectious diseases.

If you have any infection control concerns or questions please call the Surrey & Sussex Health Protection Team on 03442253861. If the matter is not urgent you can also email [SSHPU@phe.gov.uk](mailto:SSHPU@phe.gov.uk).

GUIDANCE: Visit [SCC Covid-19 School Leaders webpage](https://www.gov.uk/coronavirus) and [gov.uk/coronavirus](https://www.nhs.uk/ask-for-a-coronavirus-test) for detailed schools guidance and other guidance

TESTING: Visit [nhs.uk/ask-for-a-coronavirus-test](https://www.nhs.uk/ask-for-a-coronavirus-test)



## GUIDANCE FOR COMPLETING THE RISK ASSESSMENT DOCUMENT

**Process/Activity:** The specific item/issue being assessed e.g. working with machinery, lone working, and use of specific swimming pools.

**Hazards Identified:** A brief description of how the process/activity may cause harm or loss e.g. entanglement with moving parts; assault: contact with electricity.

**Persons at Significant Risk:** e.g. Employees; Contractors; visitors; Pupils; Pregnant women; Disabled persons.  
The type and numbers of persons at risk may dictate the necessary control measures.

**Existing Controls:** Explain the existing arrangements in place to protect persons at significant risk.

**Are Existing Controls Adequate? Yes/No:** Existing controls will be considered adequate should everything reasonable and appropriate have been done to protect persons “at risk”. If the answer is no, and everything reasonable and appropriate has not been done, then the actions necessary to achieve them should be included in the “Action Plan”.

This generic Risk assessment should be considered in conjunction with :

1. Notes
2. Subject specific Risk assessments
3. 'Live' updates above