

COVID -19 School Risk Assessment

Date:

Introduction

This risk assessment is to support schools in assessing risks associated with full opening to all cohorts of children following the COVID-19 pandemic. Schools need to consider all local and national guidance, guidance indicated in this document is correct at the date of issue, schools will need to ensure they are aware of changes in guidance and should respond accordingly. You must consider how you safely deliver provision to children within your community. Each school community has different and varying needs and you should consider what you already know and evidence the safest response for children and staff within your school.

Signature of the responsible officer in school

I confirm that I have read this document and will ensure that the control measures are undertaken.

Date:

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RA- Risk Assessment

IHCP- Individual Health Care Plan

EHCP- Education Health Care Plan

CYP- Child Young Person

MOS- Member of staff

CV19 - COVID-19

RAG - Red Amber Green, RAG Rating

PEP - Personal Evacuation Plan

PPE - Personal Protective Equipment

Notes to assist with Risk Assessment completion

Schools and settings should take account of all local and national guidance in relation to COVID-19 and education settings and update relevant parts as a result of new guidance issued

Use section B1 to make reference to any relevant documents which should be considered in line with these risk assessments. It also has links to current guidance which you will need to keep updated

B2 allows schools and settings to consider the numbers of children accessing education, specific vulnerabilities which may need to be considered and staffing

B3 explains RAG rating. You should RAG rate the risk before control measures are implemented and again afterwards. Control measure should, in most instances, reduce the identified risk. For each identified risk you should consider the likelihood of the instance happening and the impact of harm if it does.

Each of the tabs C1- C16 should be an appendix to **existing** policies, procedures and risk assessments that schools will already have in place for each identified area.

D1 The system of controls **must** be followed for prevention and response

E1 Provides guidance for your response to confirmed or suspected COVID case

F1 Contains useful contact information

G1 and F2 contain the referral information for testing for school staff who are symptomatic. This should be used in conjunction with the guidance issued alongside this document

Name of the school:

Headteacher:

Chair of Governors:

This is RA Version:

And has been undertaken by:

On the following date:

The RA review date is:

Location of other documents not held in the RA

The below is to list other key documents that may be relevant to be read in conjunction with this risk assessment. (Example documents: First Aid Policy, Fire Safety, COSHH, Premises Management, Child Protection and Safeguarding Policy, Staff Well-being Policy, Bereavement Policy)

Document	Location	Review Date
First Aid	Policy Drive	
Fire Safety	Policy Drive	
CosHH	Policy Drive	01.03.21
Premises Management	Policy Drive	"
Child Protection	Policy Drive	"
Safeguarding	Policy Drive	"
Staff Wellbeing	Policy Drive	"
Attendance	Policy Drive	"
Bereavement	Policy Drive	"

Relevant guidance

[Guidance for full opening: schools](#)

[Guidance for full opening special schools and other specialist settings](#)

[Covid 19: guidance for households with possible coronavirus infection](#)

[Safe working in education, childcare and children's social care settings, including the use of personal protective equipment \(PPE\) guidance.](#)

[COVID-19: cleaning of non-healthcare settings guidance](#)

Summary of Key Information

Below provides a summary of key information to be considered in managing the return of all children to school in September

Children and resourcing	Total number	Shielding
Total number of children on school roll	305	305
Number of children with an EHCP	5	
Number of children on CP Plan	5	
Number of children on CIN Plan	4	
Number of children on Early Help Plan	0	
Number of children who were previously Persistently Absent pre COVID	58	
Number of children who are considered vulnerable	37	
Children with Risk Assessment/Positive handling plan	2	
Children with a medical Risk Assessment	5	
Children with an intimate care plan	2	
Children with a PEP	0	
Staff with a PEP	0	
Total number of teaching staff/Number shielding	12	0
Total Number of SLT/Number shielding	5	0
Total Number of support staff/Number shielding	20	0
Total number of administration support / Number shielding	4	0
Total number of catering staff / Number shielding	9	0
Total number of site staff / Number shielding	1	0
Total number of cleaning staff / Number shielding		0
Number of available entrances to school site	3	

Risk rating

		Likelihood of occurrence		
		Likely (3)	Possible (2)	Unlikely (1)
Likely impact	Extremely Harmful (3)	Unacceptable	Substantial	Moderate
	Harmful (2)	Substantial	Moderate	Acceptable
	Slightly Harmful (1)	Moderate	Acceptable	Acceptable

<p>Unacceptable Action must be taken immediately to reduce risk. External, professional advice should be sought to mitigate and alleviate the prescribed risks of harm</p>	<p>Substantial Further action should be taken immediately to reduce the risk of harm. Setting may wish to engage the services of external professionals.</p>	<p>Moderate If it is reasonably practicable to do so then additional controls should be put into place to further reduce the risk.</p>	<p>Trivial and Acceptable No action is required for the risk rating. All documents should be kept for future reference.</p>
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Area of concern: Policies and procedures

Consider all policies and procedures relevant to the day-to-day running of your school and whether an appendix should be added in the context of COVID-19. Ensure policies are revisited with staff and any additions and changes are highlighted.

Identified Risk	RAG	Control measures	RAG	Owner	Review date	Adaptations for Early Years	Additional resourcing required	Links to relevant policies
All staff aware of relevant policies, procedures and guidelines		Staff to read COVID risk assessment, Implementing protective measures in education and childcare settings, Key List actions, Coronavirus risk assessment, Emergency Plan, Guidance for full opening		SLT	Sep-20		Staff training	
		Planned training day before school re-opens to bring staff up to date with procedures to be implemented		SLT	Sep-20			
Shared with	Yes, N/A	Date shared	Policy, document or risk assessment links					
Governors								
SLT								
Teaching Staff								
Support staff								
All staff								
Parents								
Children (child friendly version)								
Website								

Staff arrival, children's arrival and numbers of entrances open (think about security and social distancing), visible guidance (lines on playgrounds, signs etc), start and finish times, movement around the school building

Identified Risk	RAG	Control measures	RAG	Owner	Review date	Adaptations for Early Years	Additional resourcing required
Staff, pupils, parents and visitors can enter the site safely and are about the social distance.		Staff enter school via the main entrance. When in school EYFS and Key Stage 1 staff will use staffroom and toilets at the top of school. Key Stage 2 staff will use the toilet and staff room in the portacabin.		SLT	Sep-20	EYFS parents to come in thorough the middle gate.	Signs
		Parents and pupils arriving into school will use a one way system.			Sep-20		
		Each year group enters into school using their own entrance.			Sep-20		
		Start and end times will be staggered. EYFS and KS1 will start at 8.45 am and finish at 3.00 pm. KS2 will start at 9.00 am and finish at 3.15 pm			Sep-20		
		Signs for the one way system and 2 metre distance lines have been marked around the school grounds.			Sep-20		
Shared with	Yes, N/A	Date shared	Policy, document or risk assessment links				
Governors							
SLT							
Teaching Staff							
Support staff							
All staff							
Parents							
Children (child friendly version)							
Website							

Area of concern: Electrical supply, systems and equipment

If all or part of your site has been closed, ensure you revisit all policies and procedures in relation to supply, systems and equipment. Some equipment may need to be moved or removed to reduce risks in relation to infection control. Consider safe storage of items moved.

Identified Risk	RAG	Control measures	RAG	Owner	Review date	Adaptations for Early Years
Equipment safety		Site Manager has been on site throughout lockdown and has continually assessed risks of electrical supply/systems and equipment - all inspections have been carried out throughout lockdown and will continue		SLT	Sep-20	
Removal of equipment to reduce risks in relation to infection control		Wipe down equipment and remove to a safe area - room to be then deep cleaned		SLT	Sep-20	

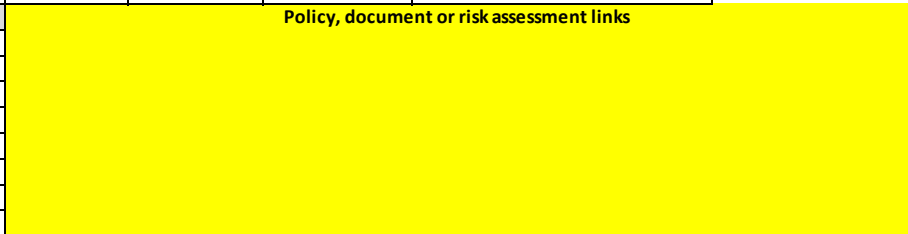
Shared with	Yes, N/A	Date shared	Policy, document or risk assessment links
Governors			
SLT			
Teaching Staff			
Support staff			
All staff			
Parents			
Children (child friendly version)			
Website			

Area of concern: Heating and ventilation

Consider use of heating and air conditioning systems and seek guidance on potential risks of use and infection control. Consider Government guidance on ventilation across all areas of the school where children and staff will be.

Identified Risk	RAG	Control measures	RAG	Owner	Review date	Adaptations for Early Years
Heating & Air Checks		Site Manager has been on site throughout lockdown and has continually assessed risks of heating/air conditioning systems - all are serviced up to date and will continue.		SLT	Sep-20	
Legionella Checks up to date		Check with Site/Business Manager - all serviced up to date and will continue		SLT	Sep-20	
Ventilation and minamisation of risk		Site Manager to check all windows and open at the start of each day and to be monitored throughout the day by staff.		SLT	Sep-20	

Shared with	Yes, N/A	Date shared
Governors		
SLT		
Teaching Staff		
Support staff		
All staff		
Parents		
Children (child friendly version)		
Website		



Area of Concern: Fire safety

Consider fire procedures including evacuation. Provide guidance to staff on decisions around what becomes the greater risk in the ability to socially distance during revacuation if there is a risk of fire. Ensure a fire evacuation procedure is planned, explained and practiced soon after the whole school returns

Identified Risk	RAG	Control measures	RAG	Owner	Review date	Adaptations for Early Years
Fire		Social distancing measures should be adhered to where possible. If there is a fire, it is imperative that all policies and procedures linked to the Fire safety stay in place and are followed. See Appendix 'Fire risk assesment'. The Fire Drill Procedures are in each room and staff should make themselves aware of the guidelines and their nearest fire exit.		SLT	Sep-20	
Shared with	Yes, N/A	Date shared	Policy, document or risk assessment links			
Governors						
SLT						
Teaching Staff						
Support staff						
All staff						
Parents						
Children (child friendly version)						
Website						

Area of concern: Invacuation and lockdown

Consider procedures around invacuation and lockdown. Provide guidance to staff on decisions around what becomes the greater risk in the ability to socially distance during these situations. Provide guidance to children and visitors.

Identified Risk	RAG	Control measures	RAG	Owner	Review date	Adaptations for Early Years
Staff and pupils have to follow invacuation and lockdown proceduces, meaning they are isolated in a classroom together for an extended length of time.		Social distancing measures should be adhered to where possible. If the school goes into lockdown or invacuation, it is imperative that all policies and procedures linked to the Emergency Plan stay in place and are followed. See Appendix 'Emergency Plan		SLT	Sep-20	N/A
Shared with	Yes, N/A	Date shared	Policy, document or risk assessment links			
Governors						
SLT						
Teaching Staff						
Support staff						
All staff						
Parents						
Children (child friendly version)						
Website						

Use Government guidance in respect of cleaning to reduce risk of infection spread. Revisit relevant policies and consideration of additional training for staff.

Identified Risk	RAG	Control measures	RAG	Owner	Review date	Adaptations for Early Years
The risk of infection spreading amongst staff, pupils and parents due to cleaning guidance not being followed.		Ensure all staff are trained using the Government guidance 'Implementing protective measures in education and childcare settings' and Key Action List section 'Protective measures and hygiene' See appendix		SLT/ Site management	Sep-20	All toys in EYFS to be cleaned down at the end of each day.
		Enhanced cleaning schedule			Sep-20	
		All classrooms to be cleaned down at lunch time and mid afternoon, aswell as at the end of the day			Sep-20	
		High traffic areas to be identified and cleaning lists to be added to classrooms			Sep-20	
		All staff are to be trained and responsible for enhanced cleaning			Sep-20	
		Additional supplies to be ordered			Sep-20	
		Pupils and staff to wash hands on entry, break, lunch, afternoon break and home time			Sep-20	
		Each phase will use own toilet block			Sep-20	
		Site manager to use a fogger to disinfect all rooms at the end of every day			Sep-20	
		Cleaners to work at a team and move through classrooms together, checking all rooms are cleaned thoroughly			Sep-20	

Shared with	Yes, N/A	Date shared	Policy, document or risk assessment links
Governors			
SLT			
Teaching Staff			
Support staff			
All staff			
Parents			
Children (child friendly version)			
Website			

Area of concern: Infection control

Should be considered in conjunction with all other relevant risk assessment and policies such as cleaning and social distancing.

Identified Risk	RAG	Control measures	RAG	Owner	Review date	Adaptations for Early Years
Infection spreads between staff, pupils and parents due to poor hygiene practise and ability to social distance.		Ensure all staff are trained using the Government guidance 'Implementing protective measures in education and childcare settings' Key Action List section 'Protective measures and hygiene' and Coronavirus risk assessment 'Spread of infection' See appendix		SLT/ Site management	Sep-20	Reception parents to use middle gate and queue with 2m social distancing to drop children at the door.
		Enhanced cleaning schedule				
		All classrooms to be cleaned down at lunch time and mid afternoon as well as at the end of the day				
		High traffic areas to be identified and cleaning lists to be added to classrooms				
		All staff are to be trained and responsible for enhanced cleaning				
		Additional supplies to be ordered				
		Pupils and staff to wash hands on entry, break, lunch, afternoon break and home time				
		Each phase will use own toilet block				
		Staff will use 2 staffrooms and 2 toilet blocks				
		One way system 2 m apart into top gate around back of school (anticlockwise) drop children at 4 opening points				
		EYFS and KS1 will start at 8.45 and finish at 3.00. KS2 will start at 9.00 and finish at 3.15				
		Break and lunch times to be staggered				
		Lunch staggered over two hours- 4 half hour slots of 3 groups.				
		Break times staggered over 1 hour 4 X15 min slots for three groups				
		Three one way systems working across all phases				
		Yr 5/6 Elder to Bonsia and outside				
		Yr 3/4 ash to Willow and outside and round				
		Yr 2/3 Blossom to Ash and outside				
		Playground space to be divided into three areas				
		Staff area to be used in year group bubbles. Area to be cleaned down after each bubbles use.				
		Lunch will be eaten in the hall. It will be split into 2 zones. Each zone will be cleaned down after each bubble has used it.				
		Signage for 2m distancing and one way sytem to be added to all corridors				

Shared with			Policy, document or risk assessment links			
Governors						
SLT						
Teaching Staff						
Support staff						
All staff						
Parents						
Children (child friendly version)						
Website						

Area of concern: Social Distancing

Consider what measures need to be taken to implement this across the school day. For example, staggered social times, children and staff working in 'pods', one way systems, entrances and exits.

Identified Risk	RAG	Control measures	RAG	Owner	Review date	Adaptations for Early Years	Additional resourcing required
Infection spreads between staff, children and parents due to social distancing measures not being followed		Read, Adhered to and implemented Government guidance on 'Implementing protective measures in education and childcare settings' See appendix		SLT/ Site management	Sep-20	EYFS to stay in classes and have monitored toilet use	Cleaning resources
		One way system for collection and drop off. Parents to stay 2 m apart. Runs in top gate around back of school (anticlockwise) drop and pupils are dropped off at 4 opening points				Reception parents to use middle gate and queue with 2m social distancing to drop children at the door.	Singage
		EYFS and KS1 start at 8.45 and finish at 3.00. KS2 start at 9.00 and finish at 3.15.					Staff training
		Lunch will be eaten in the hall. The tables and chairs will have to be cleaned down after each bubble ahs used it.					
		Break and lunch times to be staggered					
		Lunch staggered over two hours 4 X45 min slots of 3 groups.					
		Break times staggered over 1 hour 4 X15 min slots for three groups					
		Three one way systems working across all phases					
		Yr 5/6 Elder to Bonsia and outside					
		Yr 3/4 ash to Willow and outside and round					
		Yr 2/3 Blossom to Ash and outside					
		Playground space to be divided into two areas					
		Staff area to be used in year group bubbles. Areas to be cleaned down after each bubbles use.					
		Signage for 2m distancing and one way sytem to be added all corridors					
Shared with	Yes, N/A	Date shared	Policy, document or risk assessment links				
Governors							
SLT							
Teaching Staff							
Support staff							
All staff							
Parents							
Children (child friendly version)							
Website							

Area of concern: Pupil Wellbeing

Consider current policies and procedures. Up to date resources specifically designed for COVID-19. Staff training/guidance on emerging themes around pupil wellbeing.

Identified Risk	RAG	Control measures	RAG	Owner	Review date	Adaptations for Early Years	Additional resourcing required	
A pupil falls ill on site		Ensure all staff are trained using the Government guidance 'Guidance for full opening- schools' Key Action List sections 'Protective measures and hygiene & Pupil Wellbeing' and Coronavirus risk assessment. See appendix		SLT	Sep-20	N/A	Staff training, PPE equipment, cleaning resources	
		Put pupil in isolation with a member of staff. PPE equipment will be provided and will be kept in a central place for each Key Stage. See Appendix Coronavirus risk assessment 'Ill health'						
		All pupil and staff within this groups will be sent home to isolate until test results have come back						
		All areas of school where the pupil has been will be cleaned before being used again.						
Increased numbers for pupils needing support in relation to wellbeing		Staff training day to cover addition action when spotting and supporting pupils wellbeing. For example, mental health, pastoral or wider well being support and bereavement support.		SLT/IL	May-20	N/A		
		Staff to quickly identify pupil needs and use CPOMS to record and Identify support.						
		Inclusion Leader to work with local authority to secure services for additional support and early help where possible.						

Shared with	Yes, N/A	Date shared	Policy, document or risk assessment links
Governors			
SLT			
Teaching Staff			
Support staff			
All staff			
Parents			
Children (child friendly version)			
Website			

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Area of concern: Staff Wellbeing

Consider current policies and procedures. Up to date resources specifically designed for COVID-19. Additional support for staff who are shielding. School leaders, supervision and support.

Identified Risk	RAG	Control measures	RAG	Owner	Review date	Adaptations for Early Years	Additional resourcing required
All staff need to be trained in changes to schools policies and procedures	Red	All staff to attend training Tuesday 1st September	Yellow	SLT	Sep-20		
Staff fall ill in school	Red	Ensure all staff are trained using the Government guidance 'Guidance for full opening - schools' Key Action List sections 'Protective measures and hygiene & Staff' and Coronavirus risk assessment. See appendix	Yellow	SLT	Sep-20	N/A	Staff training, cleaning equipment, PPE equipment
	Red	Staff member and pupil group to be sent home to isolate, until test results have come back.	Yellow				
	Red	All areas of school where the staff member has been will be cleaned before being used again.	Yellow				
Staff work load and expectations	Yellow	PPA to be on Friday PM for all teaching staff	Green	SLT	Sep-20	N/A	
	Yellow	Flexible working hours due to possible childcare issues.	Green				
Shared with	Yes, N/A	Date shared	Policy, document or risk assessment links				
Governors							
SLT							
Teaching Staff							
Support staff							
All staff							
Parents							
Children (child friendly version)							
Website							

Area of concern: Parent and family Wellbeing

Consider virtual communication. Communicating with parents about how they can seek support differently (used to come into school office/drop off points).

Identified Risk	RAG	Control measures	RAG	Owner	Review date	Adaptations for Early Years	Additional resourcing required
Lack of communication to parents		All school communication is sent out using school PING.		SLT/ Class teacher/ Admin/ IL	Sep-20	N/A	
		Children who do not return to school in Septemebr will be contacted by IL. School will work with these families to get the children back to school ASAP					
		Families that can not be contacted are to be reported to IL. This will be followed up with a home visit.					
		Families that do not have access to PING will be contacted by the school office or IL by phone and notify of school changes.					
Parents needing to come into school office		Items needing to be left or collected for pupils are to be placed in a box outside of the school office.		SLT, admin team	Sep-20	N/A	
		All payments to school will now be through ParentPay			Sep-20		
		2m markings to be added outside of the office and aprents will only be alowed into the office 1 at a time.			Sep-20		
Shared with	Yes, N/A	Date shared	Policy, document or risk assessment links				
Governors							
SLT							
Teaching Staff							
Support staff							
All staff							
Parents							
Children (child friendly version)							
Website							

Area of concern: Access to learning

Children on site and children off site, SEN and vulnerable children. Meeting learning needs, plans for learning, curriculum access.

Identified Risk	RAG	Control measures	RAG	Owner	Review date	Adaptations for Early Years	Additional resourcing required
Pupils accessing full curriculum learning on site		Pupils will be taught in their usual classes. Each phase will become a bubble allowing staff to move between groups and for children to be set for Maths and Phonics.		SLT/ Class teacher	Sep-20	Children will have a 2 week transition into school.	
Shared with	Yes, N/A	Date shared	Policy, document or risk assessment links				
Governors							
SLT							
Teaching Staff							
Support staff							
All staff							
Parents							
Children (child friendly version)							
Website							

Area of concern: Safeguarding

Responsibilities in respect of safeguarding haven't changed, referral routes should remain the same.

Consider heightened risks to children in the context of COVID-19.

Inform any changes of provision arrangements to Social Workers to allow for a reassessment of risk.

Identified Risk	RAG	Control measures	RAG	Owner	Review date	Adaptations for Early Years	Additional resourcing required
Pupil wellbeing may be of higher risk due to not attending school		IL to carryout home visit of all vulnerable pupils over the Summer holidays. Class teacher and all staff to look for signs of abuse and report immediately to IL. All staff to have completed new safeguarding training before Septemebr		SLT, Class teachers, IL	Sep-20		OnLine Safeguarding training
Shared with	Yes, N/A	Date shared	Policy, document or risk assessment links				
Governors							
SLT							
Teaching Staff							
Support staff							
All staff							
Parents							
Children (child friendly version)							
Website							

Area of concern: Communication

How does communication need to change? Parents/children without IT access.

Identified Risk	RAG	Control measures	RAG	Owner	Review date	Adaptations for Early Years	Additional resourcing required
Lack of communication to parents	Amber	All school communication is sent out using school PING.	Green	SLT/ Class teacher/ Admin/ IL	Sep-20	N/A	
		Families that do not have access to PING will be contacted by the school office or IL by phone and notify of school changes.	Green				
Parents having full information around risk to infection	Amber	Parents need to be informed of the R value in Bradford in insure they can make an informed decision.	Green				
Shared with	Yes, N/A	Date shared	Policy, document or risk assessment links				
Governors							
SLT							
Teaching Staff							
Support staff							
All staff							
Parents							
Children (child friendly version)							
Website							

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Area of concern: Visitors on site

Managements of planned and unplanned visits to site.

Identified Risk	RAG	Control measures	RAG	Owner	Review date	Adaptations for Early Years	Additional resourcing required
Visitor to site do not adhere to COVID-19 risk assessment	Amber	Visitors must be inducted once they arriving on site. Site manager, SBM, SLT to run through new procedures with before they can start work.	Green	SLT	Sep-20		

Shared with	Yes, N/A	Date shared	Policy, document or risk assessment links
Governors			[Redacted]
SLT			
Teaching Staff			
Support staff			
All staff			
Parents			
Children (child friendly version)			
Website			

Area of concern: Travel to school

Consider advice to families: Walk to school where possible, households who don't live together shouldn't travel together in private vehicles, mitigation of risk, refer to system of controls.

Identified Risk	RAG	Control measures	RAG	Owner	Review date	Adaptations for Early Years	Additional resourcing required
Families choose understand the concerns around travel and are informed of how to reduce risks of infection.	Red	School will ensure families are aware of the government guidance on traveling to school. This will be sent out to parents in a COVID 19 handbook	Amber	SLT	Sep-20		

Shared with	Yes, N/A	Date shared	Policy, document or risk assessment links
Governors			
SLT			
Teaching Staff			
Support staff			
All staff			
Parents			
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Website			

The system of controls: Protective measures

The System of controls **must** be followed to support prevention and response for schools

Having assessed their risk, schools must work through the below system of controls, adopting measures in a way that addresses the risk identified in their assessment, works for their school, and allows them to deliver a broad and balanced curriculum for their pupils, including full educational and care support for those pupils who have SEND.

If schools follow the guidance set out here they will effectively reduce risks in their school and create an inherently safer environment.

Prevention:

- 1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school
- 2) clean hands thoroughly more often than usual
- 3) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- 4) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
- 5) minimise contact between individuals and maintain social distancing wherever possible
- 6) where necessary, wear appropriate personal protective equipment (PPE)

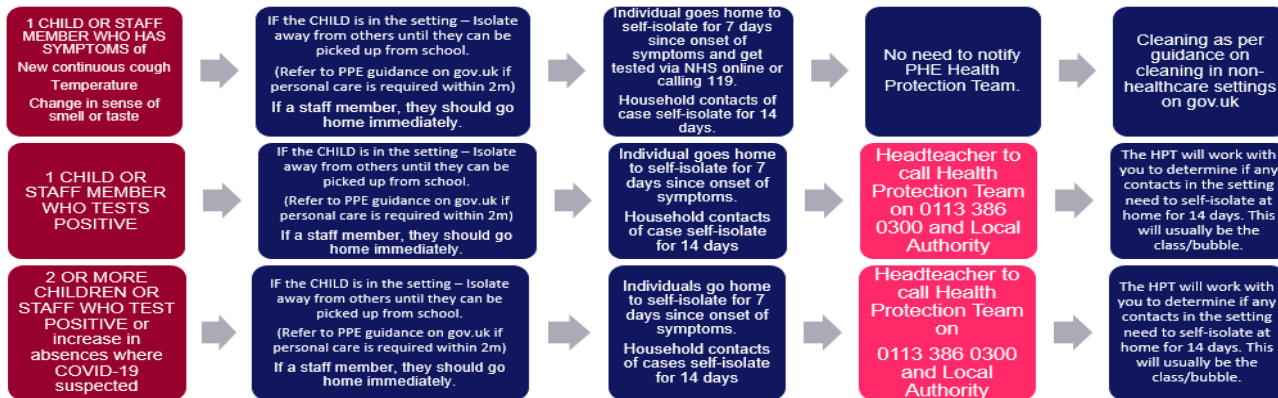
- **Numbers 1 to 4 must be in place in all schools, all the time.**
- **Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances.**

Response to any infection:

- 7) engage with the NHS Test and Trace process
- 8) manage confirmed cases of coronavirus (COVID-19) amongst the school community
- 9) contain any outbreak by following local health protection team advice

What to do if you have a case of COVID-19 in your school

See your School Pack for more information. Guidance is available at: <https://www.gov.uk/coronavirus/education-and-childcare>



Other important control measures to reduce risk to other children and staff include: minimising contact with those who are unwell, handwashing, respiratory hygiene, cleaning, minimising mixing and contact by altering the environment and daily schedules.

Information required when you call the Local Authority and Health Protection Team

1. The name and address of the educational establishment .
2. The name and phone number of the head teacher.
3. The number of children, teachers and other staff members that have confirmed coronavirus (i.e. confirmed cases have tested positive for coronavirus).
4. The number of children, teachers and other staff members that have been sent home to isolate.
5. If you plan to close, or have already closed the school.

USEFUL CONTACTS**CONTACT DETAILS FOR LA**

Name	Role	Email	Phone number
Danielle Wilson	Interim Strategic Manager, Education Safeguarding	danielle.wilson@bradford.gov.uk	07967 772544
Emma Hamer	Strategic Manager, Intelligence and Sufficiency	emma.hamer@bradford.gov.uk	7582102545
Jane Hall	Strategic Manager, SEND Transformation & Compliance	jane.hall@bradford.gov.uk	07971 577232
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OTHER USEFUL CONTACT DETAILS

Health Protection Team		0113 3860300	
Local Authority			
Occupational Safety Team		occupational.safety@bradford.gov.uk	01274 431007
Children's Initial Contact Point		childrens.Enquiries@bradford.gov.uk	01274 435600
Emergency Duty Team		childrens.Enquiries@bradford.gov.uk	01274 431010
Educational Psychology Team		ruth.dennis@bradford.gov.uk	01274 439444
Education Safeguarding Team		EdSafeTeam@bradford.gov.uk	01274 437043
FM school meals enquires		chris.morton@bradford.gov.uk	01274 433565
PPE supply		www.gov.uk/guidancelocal-resilience-forums-contact-details#england	
DFE COVID Support for schools			0800 0468687
Edenred		https://www.edenred.co.uk/reward-recipients/Free-School-Meal-Vouchers/	
Testing log in for Headteachers		portalservicedesk@dhsc.gov.uk	

STAFF TESTING REFERRAL FOR SYMPTOMATIC STAFF/FAMILY ONLY - FOR REFERRALS TO NATIONAL TESTING CENTRES PLEASE REFER TO SUPPORTING GUIDANCE

Date of Referral	Is person to be tested within first 1-4 days of symptoms? Yes/No <i>(If no worker is not eligible for test)</i>	Service Manager Name	Bradford Council Service Area or Commissioned Service Provider Name	Person to be tested Forename	Person to be tested Surname	Staff Member or Family Member with symptoms?	If Family/Household Member - Name of Key Worker & Job Title	Job Title of person to be tested	DOB of person to be tested	Car Registration on the day of Attendance <i>(if no vehicle provide home address in column O)</i>	Mobile Number of person to be tested	E-mail address of person to be tested	Comments e.g. Home address if no vehicle
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If you are collecting data from a family/household member of the key worker you must ensure that you provide the person with an overview of this statement. You can read them this verbally over the phone you have requested this data. This process must be followed to ensure we remain GDPR compliant "The Care has given notice under Regulation 3(4) of the Health Service Control of Patient Information Regulations 2002 to process and share necessary health and social care data for the COVID-19 pandemic. This will involve the name, address etc.) of individuals including in many cases sensitive, 'special category' personal data such as health information. Data protection law does not stand in the way of the provision of healthcare and the management of it. We will take important considerations into account specifically for Coronavirus (COVID-19) when handling personal data, particularly health and other sensitive data. These measures will be proportionate and processed for specific circumstances we would need to share information lawfully, without consent, if it is in the public or vital interest."

**Notes for completing the referral form*

It is really important that all details on the referral form are completed and all fields should be considered necessary and critical to running the process as efficiently as possible and any missing information may result in delays in testing.

It is also really important that the fields are completed correctly with the correct contact information for the person being tested, including their phone number. Where you are submitting a family/household member for the test you must provide their details, including their key worker name and job title

If your key worker or family/household member **does not have access to a household vehicle** and requires transport to the test, please put "no vehicle" in field that asks for vehicle details and enter address details in comments box at the last of the form. If the person to be tested is a **child under 18 and over 5 years** old you must provide the CONTACT details of the person performing the test on the child.

The **date that symptoms first presented** is critical to the management of this process. Staff who will be over 65 years old at the test centre will NOT be tested and will be referred back to the Council

If the key worker is beyond the first 4 days of symptoms at the time of making the referral they will not be eligible for the test

If the key worker does not currently have any symptoms then they are classed as "Asymptomatic" and further testing is not required for such referrals