



Highcliffe School

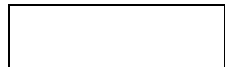


Highcliffe School Covid 19 Risk Assessment

June 2020



Covid 19 Risk Assessment – Highcliffe School



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| Activity | Staff working during Covid 19 outbreak for all KW and VG children and additional face to face support for years 10 & 12 [Mainstream, secondary, 6 th form] | | |
| Service Directorate or School | Highcliffe School | | |
| Department | | | |
| Assessed By | Senior Leadership Team | | |
| Assessment Date | 30/05/20 | Date Review Due | |

This is a live document and it must be continuously reviewed alongside the latest Covid-19 government guidance. It must also be read alongside existing risk assessments, operational guidance and health and safety arrangements for the Highcliffe School site.

It is beholden on all staff to read this document and flag any issues or omissions to Senior Leadership as soon as practical so action can be taken.

| Hazard/Task | Who might be harmed? | Existing control measures | What other controls are needed? | By when? | Person responsible |
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| Spread of Covid 19 Corona virus causing mild to severe illness and possibly fatalities | Children | Highcliffe Students in eligible year groups are strongly encouraged to attend the educational establishment (where there are no shielding concerns for the child or their household), to enable them to gain the educational and wellbeing benefits of doing so. Highcliffe School will through communication ask parents/carers to ensure they have read all the relevant guidance around Covid 19 as it pertains to their | Ensure all Parents and Students are aware of the Government Guidance on Symptoms and actions to be undertaken. | Parental communication before Students attend site | Senior Leadership Team |



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| | <p>household and their child's circumstances. They should inform the school if their child is classed in any of the categories below and speak to the school to agree arrangements.</p> <p>Children, young people and staff who have been classed as clinically extremely vulnerable due to pre-existing medical conditions have been advised to shield and are not expected to attend the educational setting and should continue to be supported to learn/work at home as much as possible. See further government guidance on home learning.</p> <p>Children living with someone who is clinically extremely vulnerable should only attend the setting if social distancing measures can be achieved and the child understands and is able to follow these instructions and measures are in place to facilitate this.</p> <p>Clinically vulnerable (but not clinically extremely vulnerable) people are those considered to be at a higher risk of severe illness from coronavirus. Parents should follow medical advice if their child is in this category.</p> <p>Children or young people should not attend if they have symptoms or are self-isolating due to symptoms in their household and the child and those in their household are encouraged to test if symptomatic.</p> <p>If a pupil becomes unwell in the setting with a new continuous cough, a high temperature or loss of taste or smell, arrangements should be made immediately for them to be taken to the medical room and assessed by the medical officer. Parents and carers to be advised to follow the national stay at home guidance and undertake testing. Any results of testing should be shared with school where parents agree. The onsite SLT member will</p> | <p>Parents should inform the school of any student that is within a designated category (including shielding). It is the parent's decision to send to school or not. If sending to school any actions they have been advised should be communicated to school. Communication should be sent out to all new groups of students as they attend the site for the first time.</p> | | |
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| | | <p>be informed and an assessment of additional actions will be made using national guidance.</p> <p>Highcliffe School is committed to following the Government guidance as set out in the following notifications issued to schools:</p> <p>ALL SCHOOLS GUIDANCE https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings</p> | | | |
| <p>Spread of Covid 19 Corona virus causing mild to severe illness and possibly fatalities</p> | <p>Staff</p> | <p>Highcliffe School values its staff and will work with each individual to assess whether they fall into any of the categories below and develop an agreed plan as to how they can support the educational platform to Highcliffe's Students.</p> <p>Staff who have been classed as clinically extremely vulnerable due to pre-existing medical conditions have been advised to shield and should not be attending the educational establishment but should continue to be supported to work at home as much as possible.</p> <p>Staff living with someone who is clinically extremely vulnerable should only attend the setting if social distancing measures can be achieved and stringently applied.</p> <p>Clinically vulnerable (but not clinically extremely vulnerable) people should discuss their individual situations with their employer and their GP or medical professional.</p> <p>Staff should not attend if they have symptoms or are self-isolating due to symptoms in their household as required</p> | <p>New guidance must be assessed as soon as available and any changes impacting staff understood and discussed with those impact to revise any agreement in place.</p> | <p>Before staff return to site for any plan not in place already</p> | <p>Senior Leadership Line Manager</p> |



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| | | <p>by national government guidance and are encouraged to test themselves and those in their household if symptomatic.</p> <p>If a member of staff becomes unwell in the workplace with a new continuous cough, a high temperature or loss of taste or smell, they should be immediately report to the medical Officer for assessment and advise, in addition the SLT member on site should be informed so any additional actions will be made using national guidance.</p> <p>.</p> <p>Highcliffe school is complying with all Government guidance including: https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</p> | | | |
| Visitors to site and parents dropping off pupils | Visitors, children staff | <p>Highcliffe School in this first phase of re-opening will not be allowing visitors on site without prior agreement.</p> <p>Any visitor will be advised to try and complete their request by phone or email first and physical attendance will be a last resort and agreed with Senior Staff</p> <p>Signage will be in place to inform people of any new movement arrangements, markings on pavements/outside areas for queueing and keeping to</p> | Visitors where possible should be restricted to out of student hours or to areas of the school with no students. In addition provision of gloves if handling objects etc where unavoidable will be provided. | Ongoing PEW to decide on when visitors allowed or SLT member if PEW unavailable | SLT |



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| | <p>the left-hand side of corridors/ staircases, designated entry or exits for drop-off or collections for example.</p> <p>Where possible parents/visitors/drivers should attend singly. When dropping off - Keyworker students should be by the Da Vinci vehicle entrance and students should come from that direction, Y10 Students should be dropped off by the main student entrance and Y12 students should park or arrive from the green direction. Walking or cycling encouraged, driving if necessary. Avoid public transport.</p> <p>Staggered start and finish times will be in place but parents/carers will be advised to remain offsite and maintain socially distancing on their and their child's routes to and from Highcliffe School.</p> <p>Visitors arranged by pre-appointment only, reinforced with signage. Employees tasked with receiving visitors should be trained in the control requirements – 2m distancing, hand-washing and sanitiser etc. Guidance on social distancing and hygiene should be explained to any visitor/. Request that visitors respect social distancing for the safety of themselves, pupils and staff</p> <p>Any items being used regularly by visitors should be cleaned frequently e.g. hand sanitiser, passes, etc. Where items cannot be easily or regularly cleaned, consideration should be given to temporarily removing them.</p> <p>Designated site entry and exit points will exist. Initially this will be for the Key Worker provision which will use the DaVinci vehicle gates and Jubilee Pedestrian gate, for Y10 this will be the main student gate and the Sixth form entrance in the Sheppard building and for Y12 it will be the visitors gate and then through SC1. Please note</p> | | | |
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| | | staff entering the main building should also enter now via SC1 to allow for handwashing. | | | |
| Supervision, safeguarding and resources | Children, Staff | Ensure that appropriate and adequate supervision is in place at all times. Maintain ratios where applicable. All in line with Government guidance on group sizes. | Staffing ratio across site will be higher than normal school opening routines. Where group sizes are dynamic (Key Worker) then the year groups most likely to grown over 15 will have additional staff and rooms in place. | Ongoing | SLT |
| Hand washing | | Highcliffe School has introduced a new entry system from after half term where entry to the school building will be via a dedicated rooms which has washing facilities. This will be the entry point for all staff and students every time they enter the building. Separate exit points will exist from the building and site for cohorts. Social distance guidance and signage will be in pace leading to these rooms to enable a queuing system. Display PHE signage on hand-washing and infection control. Hand washing facilities with soap and water in place in premises. Handwashing facilities (running water, soap and paper towels) will be available at every entry point. Please note that taps should be left running whilst you dry your hands and then use the paper towel to switch off the tap and then dispose of in the bins provided. Where this is not possible, hand sanitiser stations should be provided. | Monitor the effectiveness of the regime and adapt as required. | Ongoing | Director of Business & Finance and Site Manager |



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| | | <p>Staff and children aware of need to frequently wash and dry hands using correct method.</p> <p>Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach with display of the relevant signage. Good husbandry in place.</p> <p>Staff must ensure that all waste including hand towels and tissues are disposed of in the appropriate bin.</p> <p>Children are explained & reminded of the importance of effective hand washing.</p> <p>Soap and paper towel stock checked regularly and topped up as necessary. Ensure that adequate stock levels are maintained. Staff aware of how to report shortfalls etc.</p> <p>Hand sanitiser gel and wipes (for cleaning PCs, shared devices such as photocopiers and desks where any rotations are in place) available to and used by all staff and children where hand washing facilities are not readily available.</p> | | | |
| Toilets facilities | Staff and children | <p>Signs and posters (available from Public Health England) should be displayed to encourage awareness of good handwashing techniques and the need to increase the frequency of handwashing. Posters discouraging touching of the face should be displayed in addition to coughing or sneezing into a tissue.</p> <p>Access to toilets will be monitored and limited by staff to ensure that overcrowding does not occur. This will be monitored by duty staff at break times and by designated staff during lesson time.</p> | | Ongoing | Director of Business & Finance and Site Manager |



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| | | <p>Enhanced cleaning regimes for these areas will be in place. These areas should remain free from personal possessions.</p> <p>Santiser stations will be either in the toilets or nearby.</p> | | | |
| Cleaning and waste disposal | | <p>Highcliffe School has undertaken a full deep clean of the whole site prior to re-opening.</p> <p>Cleaning arrangement have been discussed with Two counties cleaning and a new regime agreed including use high standard cleaning products (detergents and bleach). These are stored and used correctly and remain inaccessible to pupils.</p> <p>Premises cleaning has been increased with additional cleaners on site from earlier in the day. This allows more frequent cleaning and disinfecting of objects and surfaces that are touched regularly such as door handles, light switches, handrails and lift switches, using appropriate cleaning products and methods. We have provided wipes for other frequently used items such as photocopiers, kettles, fridges etc.</p> <p>Use of wipes for regularly used equipment and disinfecting of surfaces that are touched regularly such as handles, on/off switches and controls using appropriate cleaning products and methods.</p> <p>Shared equipment such as PE equipment is appropriately wiped between group use (cleaning products have been made available).</p> <p>If a pupil or staff member develops Covid-19 symptoms whilst using premises or equipment they are cleaned thoroughly. Leave for 72 hours if possible before cleaning.</p> | New cleaning arrangements with monitored and adapted as required | Ongoing | Director of Business & Finance and Site Manager |



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| | | <p>Regular waste collection and disposal at the end of every day. Ensure correct waste streams are used (provide training and guidance as appropriate).</p> <p>Staff to escalate any cleaning concerns for action.</p> | | | |
| <p>Social Distancing, entering and exiting buildings and movement around the premises and classrooms</p> | | <p>Highcliffe School has taken the decision to zone the school keeping separate groups apart at all times. In addition this is supported by staggered start and end time, different entrances and no crossover at break times. Signage has been installed for the various implementation phases of re-opening.</p> <p>Social distancing in line with current guidance should be adhered to wherever possible and applies to all parts of the premises. If the social distancing guidelines cannot be followed, then a risk assessment must consider whether the activity needs to be carried out or if there are alternative means of working.</p> <p>Reduce movement has been made possible throughout the buildings by the zoning, single entry points with handwashing and dedicated facilities such as Toilets for each cohort of students</p> <p>Non-essential movement within the site is discouraged with the availability of telephone, MS Teams or email communication rather than face to face conversations. In addition radios will be available for emergencies.</p> <p>All staff who are able to should work from home. Video and conference calls can be used instead of face to face meetings.</p> <p>Number of staff in any work area reduced to comply with the 2 metre distancing requirement, such as 1 teacher, 1 TA.</p> | <p>Design of the social distancing around the site will be continually monitored and adapted where appropriate</p> | <p>Ongoing</p> | <p>Director of Business & Finance and Site Manager</p> |



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| | | <p>Minimise contact and mixing has been achieved by altering, as much as possible, the environment (such as classroom layout – keep to small groups, no more than 15 children) and timetables (such as staggered break times, hand-washing and toilet access).</p> <p>Desks to be spaced as far apart as space constraints permit.</p> <p>Dedicated outside space for each group has been identified and will be briefed to students and staff as required.</p> <p>Ensure all windows are open to allow ventilation as per Government guidance (take into account fire, security and safeguarding). Where classrooms are equipped with ceiling extraction fans (DaVinci) these should be activated on at least a low speed.</p> <p>Doors should be propped open when rooms are in use and closed when not in use. This will reduce the use of door handles/pads.</p> <p>Staff should wipe desks before and after use.</p> <p>Desk and corridor signage has also been marked to allow easy visual inspection of the correct distancing being maintained.</p> <p>Consistent rotas/timetables/cohorts to maintain the same staff and children where possible.</p> <p>Classes/Bubbles/Groups are designed to minimise mixing of students to help infection control. These will be sustained except where unavoidable due to option subjects etc. [exceptions to be agreed].</p> <p>Ensure that hand sanitisers are available at regular intervals.</p> | | | |
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| | | <p>Fire doors have magnetic locks and should be opened on these and all internal doors will be kept open to aid ventilation and reduce need for touching.</p> <p>Ensure that disabled access routes remain safe and accessible to those that require them.</p> <p>Lone working procedures reviewed where social distancing has reduced the number of staff on duty.</p> | | | |
| Travelling to and from work and work-related travel | | <p>We encourage staff to walk, cycle or travel alone in a vehicle. Ensure social distancing can be carried out effectively when entering, storing bicycle or parking – staff member to wait prior to exiting their vehicle or locking up bikes if someone is within 2m vicinity.</p> <p>Anyone carrying out visits are to follow the social distancing rules, including aiming to keep at least 2 metres away from other people at all times. Consider whether travel is necessary – can other means of communication be achieved [electronic, email, MS Teams, telephone].</p> <p>If the use of public transport is unavoidable allow additional time and check with operators beforehand on their arrangements. Wear a face covering if you need to use public transport. Maintain a two metre distance from others where possible and minimise the amount of time you spend close to other people. At the end of the journey wash your hands for at least 20 seconds or sanitise hands as soon as possible.</p> <p>If transport is shared with someone from outside of your household, whether for travelling to or from work or for work related travel, then share with the same individuals and a minimum number of people. Face away from each other may help reduce the risk of transmission. Vehicle</p> | Continue to work with Hampshire Council and Solent Coaches to see what further precautions can be developed to improve transport. | Ongoing | Director of Business & Finance and Operations Team |



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| | | <p>windows kept open to increase ventilation where possible. Do not use recirculated air conditioning.</p> <p>Staff are to wash their hands on entering a building (if hand washing facilities are available). Otherwise use hand sanitiser.</p> <p>If travel is unavoidable staff should travel independently to an area and work as a group to carry out service and then return independently. Maintain the same group where possible.</p> <p>Staff and pupils to use hand gel on entering and exiting vehicles.</p> <p>Surfaces which may have been touched such as handles should be cleaned regularly using gloves and standard cleaning products.</p> <p>Ensure that school minibuses are cleaned between each use by different groups.</p> <p>If a staff member or pupil develops Covid 19 symptoms whilst using a school vehicle, the vehicle is to be cleaned thoroughly, leaving for 72 hours if possible before cleaning.</p> <p>As per Hampshire Council guidance no more than four students should be on a minibuses with a driver at anytime (exception for one additional sibling). PPE is available for drivers to use.</p> <p>Reduce number of persons sharing vehicles to minimise contact.</p> <p>All trips before the summer have been cancelled.</p> | | | |
| Provision and administration of first aid | | Ensure adequate numbers of appropriately trained personnel (PFA, FAW, EFAW) on site whenever the | | Ongoing | Mat Downs |



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| | | <p>premises are occupied has been built into the staffing rotas.</p> <p>First aiders to be aware of the information from the Resuscitation Council (UK).</p> <p>https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/</p> <p>First aiders are to ensure that appropriate personal protective equipment is worn dealing with a casualty (see PPE section below)</p> | | | |
| <p>Personal protective equipment (PPE) and face coverings</p> | | <p>Wearing a face covering or mask in educational establishments has not been recommended by the government.</p> <p>The correct PPE for the tasks being carried out should be in accordance with site and COSHH guidance and risk assessments.</p> <p>Pupils whose care routinely already involves the use of PPE due to their care needs should continue to receive their care in the same way</p> <p>PPE for intimate care must continue to be worn.</p> <p>Additional PPE may be required for first aid administration.</p> <p>Catering staff and other roles who require PPE should continue as usual. Follow usual food safety and hygiene procedures and government guidance.</p> <p>The school has procured suitable PPE that is available to all staff that need it and medical officer will manage he issuing of this PPE plus has been provided information, instruction and training on how to correctly use and</p> | <p>Stock level and use of PPE will continue to be assessed</p> | <p>Ongoing</p> | <p>Medical Officer</p> |



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| | | <p>remove the PPE, as well as how to maintain and store PPE (if applicable).</p> <p>If a pupil or staff member becomes unwell with coronavirus symptoms while in the setting and requires direct personal care (within 2m) until such time as they can return home a fluid-resistant surgical face mask (FRSM Type IIR) should be worn by the supervising adult (this is kept by the medical officer who is trained in use of this and should be the only person to undertake this interaction). The individual if possible will be isolated in the medical room or behind closed door 2m from others, ventilated area if possible. Consider age dependent supervision that may be required. If direct contact is necessary then the medical officer will wear disposable gloves and apron and a FRSM should be worn by the carer if applicable. If there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn. The medical or other venue will then be deep cleaned before further use.</p> | | | |
| Clothing/Uniform | Staff and children | <p>Students will be asked to attend school in their own clothes rather than uniform. Where students are part of the key worker provision they are asked to wear sports footwear to allow them to participate in PE with no changing being required. This is to enable students to attend in different clothes regularly to reduce the requirement to wash uniform daily.</p> <p>Staff are asked to attend in clothes that they can change daily so they are able to attend in different clothes daily.</p> | Monitor | Ongoing | SLT |



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| <p>Handling of post, paperwork and deliveries</p> | | <p>All staff should avoid sending items via post where possible. Electronic formats are preferable. Try to reduce printing where possible.</p> <p>Staff must follow social distancing rules when handling post or paperwork and should particularly avoid touching their face or mouth.</p> <p>Paperwork should be kept to a minimum and avoid sharing of papers, pens etc.</p> <p>When dealing with high volumes of paperwork ensure that frequent effective handwashing or hand sanitisation is undertaken.</p> <p>Where possible, delivered items should not be sorted immediately after delivery. If possible, allow 24 hours for cardboard items and four days for paper. Minimise the number of people handling new items. Increase the cleaning frequency, particularly surfaces that have had direct contact with post items. If necessary gloves are available from the Medical Officer to open and handle post/paperwork.</p> | | | |
| <p>Adversely affected mental health</p> | <p>All staff, children and carers</p> | <p>The government has produced guidance for parents and carers on supporting children and young people's mental health during the pandemic.</p> <p>Highcliffe School subscribes to a confidential counselling service through Dorset Council or our Insurers Zurich which is open to all staff and details can be requested from the Heads PA.</p> <p>Many other free sources of help and support are available via the NHS and online in addition to council initiatives such as #TogetherWeCan.</p> | <p>Line managers to keep regular contact and make sure well being is part of their keeping in touch conversations</p> | <p>Ongoing</p> | <p>All line managers</p> |



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| | | <p>Managers are asked to maintain frequent contact with their teams and encourage staff to discuss any concerns.</p> <p>Home or agile working staff are encouraged to maintain contact with teams and support one another through use of Skype or other electronic communications, regular team calls or e-meetings.</p> | | | |
| Eating lunch and provision of school meals for eligible pupils | | <p>Staggered lunch breaks where possible. Cleaning of area between groups.</p> <p>Encourage (students and staff) own meals to be brought in that do not require refrigeration or heating: hot and cold drinks in flasks, bottled water and food in cooler lunch bags.</p> <p>If refrigeration or heating is necessary, any contacted surface should be wiped down by the user after each use. This may include taps, water dispensers, kettles, water boilers, fridge handles and microwave doors using suitable cleaning materials.</p> <p>Social areas are to be used within social distancing guidelines. Furniture may need to be reorganised to allow this.</p> <p>Efforts should be made to continue to provide free school meal equivalents for children who are eligible who remain at home e.g. food parcels, food vouchers or via the DfE voucher scheme or supermarket ecards.</p> <p>Staff should minimise the use of kitchen and social areas. Hands should be washed, or sanitiser used upon entry and departure, as well as before and after eating.</p> | Catering provision will continue to be monitored on an ongoing basis | Ongoing | Director of Business & Finance |
| Statutory Inspections, review of existing risk | All occupants | Ensure ongoing communication (and training where applicable) of revised risk assessments, processes, new procedures and arrangements to staff, pupils, parents, | | Ongoing | Director of Business & Finance and Site Manager |



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| <p>assessments and procedures and communications to staff, pupils and parents</p> | | <p>Trusts and Governors: COVID-19 RA, alternative layouts (classrooms, meals), PPE, fire evacuations, cleaning regimes and COSHH, child protection policy, safeguarding lead arrangements, protection of vulnerable children, welfare and mental health, etc.</p> <p>Ensure individual care plans and risk assessments are reviewed. Consider those individuals who may require additional support.</p> <p>Encourage feedback as to what is or is not working and concerns for consideration and implementation.</p> <p>Meetings and briefings to maintain social distancing. Consider smaller groups with key participants only.</p> <p>The school has been in contact on a regular basis with Dorset Council who provide our H&S advice</p> <p>The school having remained open has maintained all of it's services including regular testing of fire alarms, fire sensors, water (a full water audit has been undertaken) and mechanical inspection carried out as part of our contract with Zurich Insurance.</p> | | | |
| <p>Fire Procedures</p> | <p>Staff and Children</p> | <p>The existing fire evacuation procedures will continue for the Key Worker provision and will be kept under review for when additional staff and students return to school.</p> | <p>Reviewed as further staff and students return to school.</p> | <p>Ongoing</p> | <p>Director of Business & Finance and Site Manager</p> |



Classroom Staff Checklist

| Action | Tick |
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| Ensure all staff are aware of evacuation routes from teaching space. Ensure all exit routes are clear. | |
| Propp open door using door wedge when classroom in use to reduce use of door handles | |
| Ensure desks, tables and classroom equipment matches maximum group size of 15 and are positioned where tape indicates on floor. | |
| Familiarise yourself with risk assessment, rotas, timetables and expectations both pre and post opening. Raise questions or issues with SLT prior to opening to allow consultation on risk assessment and associated plans to be amended based on feedback. | |
| Familiarise yourself with the protocol for managing a case in the setting . | |
| Check group list, identify pupils with SEN, medical needs etc and familiarise yourself with health care plans if required. | |

Protocol for managing a case in the setting

| Who | What |
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| Classroom staff | Report suspected case to SLT duty staff. Arrange for child to be taken to medical room. Staff to remain 2m from the child. |
| Medical Officer | Student isolated in medical room (or meeting room if medical room in use). Parents called. Medical officer follows advice from professional bodies. |
| Parent | Collects from main reception |
| Site Staff/SLT/Cleaners | Deep clean classroom and remove any used equipment for 72 hours. Consider relocating students for 72 hours. |
| SLT | Explain to parent that they must get a COVID 19 test asap and report the result to school. Impacted group of children and staff to be told to self-isolate until test result is received. Inform parents of test result and next steps - either return to school or self-isolate for 7 days. |