

Downlands Community School

Risk assessment for operating under Step 4 of the lockdown easing

1st September 2021

The definitive advice for schools remains the following government guidance:

[Prime Minister's announcement on Step 4 of roadmap](#)

[Government's COVID-19 response summer 2021](#)

[Schools COVID-19 operational guidance under Step 4](#)

Downlands school receives daily emails and guidance from the DFE, which are then relayed to other colleagues by the headteacher.

This document covers:

- Plans operational from Monday 1st September 2021 and into the school year
- Systems and practice for all pupils/staff/parents/visitors
- Managing medical issues
- Communication
- Residual Risk Matrix (Appendix 1)
- Drop off and pick up diagrams for September 2021 (Appendix 2)

This document was placed on the school website on Wednesday 1st September

	Specific Actions	Residual risks	Lead responsible and completed date
Premises			
Site management	<p>How can we be sure that basic utilities are safe and working? On-going safety procedures will be maintained, including Legionella tests Weekly testing/checklists are continuing including weekly flushing of inactive water outlets and Legionella tests. The pasteurization system will remain active throughout the Spring/Summer period.</p> <p>How will normal emergency fire evacuation procedures be affected Additional door jams have been purchased and auto hold mechanisms to be activated so that unimpeded flow can be achieved. This unimpeded flow is set up by the site manager at the start of each day. Procedures for kicking away door jams have been added to updated fire safety drills.</p> <p>How can water fountains be made safe? Site manager will maintain coverings on all water fountains with bin bags. Children and parents will be advised to bring clearly named water bottle. Site manager will continue to ensure adequate air flow in all teaching rooms and corridors at the start of the day though the opening of windows may be scaled back when temperatures drop.</p> <p>Can the lift be used? The site manager has overseen recent routine checks with regards to the lift. Two children currently have levels of disability which may require them to use the lift and they will be accompanied by their key worker or 1:1 TA only. Toucan fluid will be on hand (near steps) to clean keys afterwards. Disabled adults using the lift will be unaccompanied.</p> <p>How can we maintain security? The gated entry points will be padlocked by the site manager shortly after drop-off times. The front door (key code entry) to the school should be closed at all times. The main entrance doors should be set to automatic to reduce manhandling of door handle.</p>	<p>Low (3) – weekly checks need to be maintained in order for malfunction to be detected speedily.</p> <p>Low (3) – initial uncertainty over drills will be eased after first drill (repeated each term)</p> <p>Low (1). Relies upon parents naming water bottles and providing for pupils. Low risk of pupils inadvertently using wrong bottle.</p> <p>Low (1). Very infrequent use of lift, which is not fully enclosed allowing for ventilation.</p> <p>Low (1). School is situated on a secure garrison camp. All handles are included in frequent use cleaning instructions.</p>	<p>RGr</p> <p>JRi/RGr</p> <p>RGr</p> <p>RGr to ensure that Toucan fluid near steps is replenished weekly – on going</p> <p>RGr to set front doors to automatic each day. Office staff</p>

	<p>How will the school prepare for contractors and deliveries? All visitors to the school must sign in using our electronic system for track and trace purposes. All site visitors will be asked to prove either double vaccine status or an LFD negative test. Alternatively, they will be asked to wear a mask whilst indoors on site.</p> <p>How will the school ensure that all teaching spaces are adequately ventilated? The school will use CO₂ sensors provided by the government, in addition to the protocols about adequate ventilation described elsewhere.</p>	<p>Low(4). Based on the medical evidence (DFE overview of scientific advice) that adults are more susceptible to the disease and that the severity of the disease is greater with age. Residual risk around adults not observing social distancing and or personal hygiene.</p> <p>Low (3) – the school can achieve good ventilation in all spaces with windows and external doors available in all classrooms.</p>	<p>to ensure that key code door is closed at all times.</p> <p>RGr to inform contractors and suppliers at the point of need. Plus signage in reception.</p>
Other premises matters	<p>Which PPE should be routinely maintained? Toucan fluid sprays (in all teaching areas) should be replenished weekly by teachers and TAs from fresh supplies made available in staffroom. All teaching areas to have a nose blowing station and pedal bin. Teachers to ensure that tissues are replenished. All teaching areas to have hand sanitiser bottle. All colleagues to be equipped with sanitiser bottle lanyard. Teachers responsible for replenishing by contacting office. Site manager/admin team to maintain 4 COVID-19 cleaning kits (KS2/KS1/Dandelions/Medical isolation room), each containing: yellow bin bags, labels; mops with disposable mop heads; blue roll; Bioguard cleaning fluid; aprons; gloves; face masks; face shields.</p> <p>How can we ensure that there is enough hand soap and paper towels? Apply current systems which are working. Site manager to ensure regular checks on soap and towel supplies in all toilets and that cleaning regimes are working.</p> <p>What signage should be maintained? Social distancing signage has now been removed but hygiene signage is maintained. Toilets to have clear hand washing reminders,</p> <p>What other considerations for main reception and parent meetings? All adults encouraged to wear face masks in reception. Hand sanitiser to be available to all visitors entering the school. All visitors must sanitise their hands before entering the building.</p>	<p>Low (4). Toucan systems up and running. Raised risk due to winter months and need for catch it, bin it, kill it. Though use of COVID-19 cleaning kits will be infrequent, they are critically important to prevent the risk of cross infection in the event of a positive COVID-19 test.</p> <p>Low (2). Based on the small likelihood that a proven system may fail</p> <p>Low (2). Signage forms part of a multi-layered education strategy, which includes the 'protect the pack' mentality which will provide regular reminders to pupils and staff about hygiene, cleanliness and distancing.</p> <p>Low(4). Based on the medical evidence (DFE overview of scientific advice) that adults are more susceptible to the disease and that the severity of</p>	<p>Tissue pedal bins are in place (actioned) Teachers and site manager to check other PPE routinely. First Aid Leads to maintain PPE in kits</p> <p>RGr - ongoing</p> <p>Site manager has removed old signage 31/8/21 Pack teachers and adults to maintain orderly and safe upkeep of teaching rooms including hygiene signage.</p>

	<p>All necessary staff/parent contact to be undertaken by phone call or video conferencing where possible. Any necessary face-to-face meetings between parents/visitors and staff in school will need to be via appointment to ensure an adequate venue is available. Face masks will not be required during pre-arranged meetings. Reception staff to only open glass partition 10 cm and ask visitors to stand where indicated on the floor.</p> <p>How will new cleaning regimes be maintained? Full cleaning rotas to be maintained with consideration given to extra hours where necessary. Site manager to advise team on cleaning advice presented in DFE Cleaning Guidance (refresh training given in late May) Site manager to ensure that detergent and disinfectant (or combined) cleaning fluids are available to cleaners at all times and that due warnings are given in the event of a COVID-19 alert in a given area. Full cleaning rotas maintained to continue.</p> <p>Mark A Foxwell m.a.foxwell@dorsetcc.gov.uk Can advise on specific issues.</p>	<p>the disease is greater with age. Residual risk around adults not observing social distancing around drop off and pick up points.</p> <p>Low(4) To help prevent the spread of the coronavirus (COVID-19), a range of approaches and actions should be employed: cleaning frequently touched surfaces often using standard products, such as detergents and bleach</p>	<p>Office team to ensure new systems are in place by 2/9/21</p> <p>RGr to communicate on-going requirements</p>
Staff Management	<p>What extra training will be put in place? Training update on 2/9/21. Virtual meeting to be recorded). To revisit key principles. All staff have undertaken the Prevent COVID-19 e-learning unit and generate certificate: Online training for COVID-19</p> <p>How will staff hygiene/cleanliness be encouraged? All staff instructed to clean hands as soon as they enter building with sanitiser or soap and water. New pedal bin installed in staff room. Admin team to order detergent products for shared phone use. Staff hand sanitiser to be in place for all teaching areas. To be replaced at point of need. Plus lanyard sanitiser bottles made available</p> <p>How will the staff room use be managed? Normal staffroom use allowed as an important protective factor in staff mental health. Staff not engaging in LFD tests to avoid staffroom for communal activities.</p> <p>How will parent consultations be managed?</p>	<p>Low(4). Based on the medical evidence (DFE overview of scientific advice) that adults are more susceptible to the disease and that the severity of the disease is greater with age.</p>	<p>Risk management strategies explored during 2/9/21 training Risk management reviewed in weekly briefings</p>

	<p>Face-to-face parent consultations indoors by appointment only. Use phone consults or video conferencing where possible. A separate plan for twice yearly main parent consultations will be drawn up.</p> <p>How will the school protect vulnerable staff? HT has already consulted all staff regarding potential medical vulnerabilities. The school will be mindful of its responsibilities to those staff members who may be more vulnerable, drawing up individual risk assessments by mutual consent.</p> <p>Will supply teachers be considered? The school will comply with the DFE guidance on use of supply teachers. All individuals asked to work in school will receive guidance on the school's risk assessment. The school will use Teaching Personnel as its provider, if necessary, following the usual safeguarding precautions.</p> <p>How will staff mental health be supported? Restarting of social events planned. Adult mental health first aider instated and staff mental health policy to be developed. 'Flash out Fridays' to ensure that all adults are heard and have a voice. Coaching used to check on professional development, but as a method for supervision also.</p> <p>Adult mental health support offered from NEU: NEU advice for adult mental health in relation to Coronavirus SLT are aware of NEU guidance on NEU guidance for staff mental health and well being during Coronavirus Referrals to 'Schools' UK' stress counselling at the point of need.</p>	<p>Medium (6). Based on the medical evidence (DFE overview of scientific advice) that adults are more susceptible to the disease and that the severity of the disease is greater with age. Residual risk around adults not observing social distancing whilst on school grounds. Also, that there may be undiagnosed medical vulnerabilities in the adults working in the building</p> <p>Low(4). Based on the medical evidence (DFE overview of scientific advice) that adults are more susceptible to the disease and that the severity of the disease is greater with age.</p>	<p>JRi to liaise with Teaching Personnel at the point of need</p>
<p>Organising classrooms and learning spaces</p>	<p>How will classrooms be set up?</p> <p>All classes must stick to a seating plan. Seating for classes - facing the front where possible. Seated spaces for adults at adequate distances. All unnecessary furniture removed from classrooms. Use of classroom equipment to revert to normal. Check window openings to maintain natural draught. A couple of windows to be opened at the start of each day and closed at the end, dependent on outside temperature. In low temperatures, the following measures should also be used as appropriate:</p> <ul style="list-style-type: none"> • opening high level windows in preference to low level to reduce draughts 	<p>Low (2). Based on the small likelihood that some children will forget hygiene expectations but coupled with science below:</p> <p><i>"The exact rates of infectivity and transmission of children is not fully known yet; this is a novel virus and the scientific understanding is developing all the time. However, the current understanding is that there is a high degree of confidence that the severity of disease in children is lower than in adults. • There is also moderate to high degree of confidence that</i></p>	<p>Pack teachers and adults w/b 1/9/21</p>

	<ul style="list-style-type: none"> increasing the ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused) providing flexibility to allow additional, suitable indoor clothing. For more information see School uniform rearranging furniture where possible to avoid direct drafts <p>Ensure supply of tissues in class and nose blowing signage near tissues and bin/bagged using new pedal bins. Hand washing and tissue use posters used in classrooms. Sink, hand soap and paper towels available for handwashing in each classroom. In situ detergent based products made available (TOUCAN available inexhaustibly from Garrison). All classrooms provided with hand sanitiser for staff use.</p> <p>How will intervention spaces be set up? Doors to be wedged open in smaller rooms and/or windows open if possible. All rooms to be equipped with tissues, gel and bins, signage, as per classroom.</p>	<p><i>the susceptibility to clinical disease of younger children (up to age 11 to 13) is lower than for adults.”</i> DFE overview of scientific advice</p>	
<p>Managing pupils</p>	<p>How will new behaviour and safety code be instilled with pupils early on? All class teachers and TAs engaged in communicating expectations for safe behaviour and continued enhanced hand and respiratory hygiene.</p> <ul style="list-style-type: none"> Hand washing [Review the e-bug PHE resources.] <ul style="list-style-type: none"> - On arrival - Before and after each breaktime/lunchtime - Before and after each PE activity - Before leaving school - After all use of the toilet - After blowing nose <p>*Suggest that class teachers ask some children to wash hands in toilets and some in classrooms to ease burden</p> <ul style="list-style-type: none"> Catch it, Bin it, Kill it – tissue station <p>How will the school react to non-compliant or disrespectful behaviour which threatens the ‘protect the pack’ mentality?</p> <ol style="list-style-type: none"> Prevention is better than cure - build good hygiene mentality and establish expectations on each child’s first day, communicate with parents beforehand via initial letter. Discussion with teacher; Educational consequence with SLT and ELSA; Meeting/video conference or phone call with parent and HT. <p><i>New therapeutic behaviour policy in place (Dorset Steps Approach)</i></p> <p>How will the school accommodate returning clinically vulnerable pupils?</p>	<p>Low (2). Based on the small likelihood that some children will forget ‘protect the pack methodology’</p>	<p>HT to write to all parents on 1/9/21</p> <p>Pack teachers and adults w/b 1/9/21</p>

	School contacted parents from 22/2/21 to enquire as to any new medical instructions from individual doctors and consultants and amended risk assessments where appropriate. Any CEV children are advised to return to school from 1/4/21 unless taking immunosuppressing drugs.	Medium (6). Based on the individual vulnerabilities of children who were previously shielded.	
Systems and practice once open to all pupils			
Cleaning within classrooms	<p>How can enhanced cleaning be carried out during the school day? In situ cleaning to be enabled by all staff for regularly used hard surfaces such as hand rails and necessary door handles, work stations and communal play areas. Safe detergents and cloths (Toucan fluid provided by Garrison free of charge. Extra spray bottles needed. Blue roll needed for wiping up. Use stop/go red/green signage to indicate that areas have or have/not been cleaned).</p> <p>Toucan fluid and blue roll available near the stairs for in-situ cleaning at top and bottom of stairs handrails.</p>	<p>Low (2). Based on a high likelihood that children will breach social distancing.</p> <p>“To help prevent the spread of the coronavirus, a range of approaches and actions should be employed:</p> <ul style="list-style-type: none"> - Cleaning hands more often than usual - Cleaning frequently touched surfaces - Minimising contact” <p>DFE overview of scientific advice</p>	Class teachers ongoing from 7/9/20
Start and ends of the day	<p>How will we ensure minimal mixing at the start and end of the day?</p> <p>Parents will not be permitted to enter the building (excluding reception area) without an appointment made via the school office.</p> <p>Details for new drop off and pick up arrangements to be detailed to parents in HT letter on 1/9/21.</p>	<p>Low(4). Based on the medical evidence (DFE overview of scientific advice) that adults are more susceptible to the disease and that the severity of the disease is greater with age. Residual risk around adults not observing social distancing around drop off and pick up points.</p>	All staff available from 8:35 to welcome children at specific points and to supervise their leaving at 3:00pm
Travel to and from school	<p>What advice will be given to parents/pupils about travelling to school?</p> <ul style="list-style-type: none"> • Where possible, walking cycling to school is advisable to the vast majority of parents and pupils who live on camp. • Y3/4 and Y5/6 must walk independently from school gates/drives on College road. • Year 5/6 children encouraged to walk further if they need to be dropped off by car. ie not to use College road. • Parents of FS1/FS2/Y1/2 who have to use a car, must choose a safe space on college road to park, not immediately outside the school or using staff parking areas. 	<p>Low(4). Based on the medical evidence (DFE overview of scientific advice) that adults are more susceptible to the disease and that the severity of the disease is greater with age. Residual risk around adults not observing social distancing whilst on school grounds.</p>	Staff on duty at the start and end of the day to monitor. Plus advice from Garrison Liaison Officer

Toileting	<p>What are the considerations for toilets? Reminders in place about hygiene (Protect the pack). Only one boy or girl allowed in the toilet during lesson time. Class teachers/TAs to regularly clean external door handles to toilets with in-situ cleaning products.</p>	<p>Low (2). Based on a high likelihood that children will breach social distancing and the possibility that children may forget good hygiene</p>	<p>Class teachers to advise pupils re. effective hygiene on a regular basis.</p>
School uniform	<p>Will children need to wear school uniform? It will be expected that all children (FS2 – Y6) wear full school uniform. Uniforms do not need to be cleaned any more than usual, nor do they need to be cleaned using methods which are different from normal.</p> <p>Pupils will revert to normal changing arrangements on days when they have PE – ie changing in school rather than wearing PE kit to school.</p>	<p>Low (2). Based on the DFE guidance</p> <p>“To help prevent the spread of the coronavirus, a range of approaches and actions should be employed:</p> <ul style="list-style-type: none"> - Cleaning hands more often than usual - Cleaning frequently touched surfaces - Minimising contact” <p>This DFE guidance does not prohibit the wearing of school uniform.</p>	<p>Class teachers and phase leads to monitor standards – ongoing</p>
Extended provision	<p>Will before- and after school be available? In line with the commencement of Step 4 of the roadmap, before and after school club will operate as normal, with enhanced hygiene protocols including:</p> <ul style="list-style-type: none"> - Children attending before and after school club to wash hands upon arrival. Also, before/after eating food and before/after physical activity. - In situ cleaning with toucan fluid should be maintained, alongside side regular cleaning at the end of the day. 	<p>Low (3). Based on a high likelihood that children will breach social distancing and be less disciplined in this more relaxed environment.</p> <p>“To help prevent the spread of the coronavirus, a range of approaches and actions should be employed:</p> <ul style="list-style-type: none"> - Cleaning hands more often than usual - Cleaning frequently touched surfaces - Minimising contact” 	<p>Key workers ongoing monitoring and input to weekly briefing.</p>
Remote Learning	<p>How will home learning be used? Please refer to separate guidance available here.</p>		<p>JRi - ongoing</p>
Medical issues			
COVID-19 symptoms displayed by children on school:	<p>How will staff be protected in the event of children presenting with COVID-19 associated symptoms? COVID-19 PPE kits available in each pack room and medical isolation and normal medical room: face mask; apron; gloves.</p>		

<ul style="list-style-type: none"> - Continuous cough - High Temperature - Loss of smell or taste 	<p>Face shields available in four places: KS1 corridor (staff toilet); KS2 corridor (music room); Medical isolation room (chair outside); Dandelions (corridor outside library). Face shields to be cleaned and disinfected after each use. Staff given the option of going home to shower/get changed if necessary, after attending to a pupil sickness incident.</p> <p>How will other children be protected in the event of children presenting with COVID-19 associated symptoms? Child accompanied to medical isolation room by adult observing strict social distancing (wearing PPE) from pack (SEND room - window opened first and cup of water placed in room before child enters). In severe cases, classes are moved to empty classroom (Library/Pine/Music room/Hall) in school. Original classroom quarantined for deep clean. Notify the site manager immediately.</p> <p>How will a child presenting with symptoms be cared for? Child accompanied to a medical isolation room (or outside – weather permitting) by adult (wearing PPE). Attending adult wears (face shield as appropriate), mask, apron and gloves and waits outside with walkie talkie. Children can use adjoining toilets if needed (Y3/4 to use 5/6 toilets). Phonecall home is made immediately for isolation. Parents and child leave building around Sycamore corner - not through school. Parents advised to seek COVID-19 test using this site or received a home testing kit from the school.</p> <p>What if a staff member develops COVID-19 symptoms in school? They will be asked to go home immediately and book a COVID-19 test. In the first instance, internal cover will be used to supervise the class.</p>	<p>Medium (6) based on risk of infection and time taken to identify symptoms and act promptly.</p>	<p>Class teachers to report to HT or phase leader as part of ongoing practice</p>
<p>Consulting the public health protection teams</p>	<p>What will happen if a child receives a positive COVID-19 test? The child will be asked to self- isolate following the guidelines and cooperating with track and trace. The school will follow new guidelines on whether close contacts need to isolate: <i>Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply:</i> -they are fully vaccinated -they are below the age of 18 years and 6 months -they have taken part in or are currently part of an approved COVID-19 vaccine trial -they are not able to get vaccinated for medical reasons Instead, they will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test. We would encourage all individuals to take a PCR test if advised to do so.</p>	<p>Medium (6) based on risk of infection and time taken to received COVID-19 test and possibly receive additional guidance from PHE.</p>	

	<p>The headteacher will consult the Local Public Health Protection Teams as soon as possible. Settings will continue to have a role in working with health protection teams in the case of a local outbreak. If there is a substantial increase in the number of positive cases in a setting (see Stepping measures up and down section for more information).</p> <p>What will happen if a staff member receives a positive COVID-19 test? The staff member will be asked to self- isolate following the guidelines and cooperating with track and trace. The headteacher will consult the Local Public Health Protection Teams as soon as possible. Settings will continue to have a role in working with health protection teams in the case of a local outbreak. If there is a substantial increase in the number of positive cases in a setting (see Stepping measures up and down section for more information).</p>		
Intimate care precautions	<p>What about nappy changing or regular intimate care? If intimate care is needed but the child does not show COVID-19 symptoms. Follow normal intimate care policy. Policy addendum issued. Face masks may be worn.</p> <p>How will contaminated waste be cleared up? Waste products to be double bagged (use yellow bin liners?) and date labelled. Waste products to be stored in shed outside a/s club. Disposed as part of normal waste removal after 72 hours or at the point that COVID-19 test return is positive. Inform site manager.</p>	<p>Low (4). Based on the medical evidence (DFE overview of scientific advice) that adults are more susceptible to the disease and that the severity of the disease is greater with age. Residual risk around the spread of disease from asymptomatic children, during intimate care. Face masks are an option as discussed on training day.</p> <p>Low (2). Based on guidance given around use of PPE and clear systems for disposing potentially hazardous waste</p>	<p>Key workers and ongoing from 7/9/20</p> <p>All staff and site manager – ongoing</p>
Normal first aid and medical conditions	<p>c) How will 'normal' first aid be administered safely? COVID-19 PPE made available, but not recommended for cuts and grazes. Normal first aid room to be used for cuts, grazes and impact injuries etc. Any cold-like, sickness, tummy upsets, rash-like symptoms without COVID-19 main symptoms will result in a phone conversation with parents. For administering medicines during this time, please refer to this policy addendum. For managing medical conditions at this time, please refer to this policy addendum.</p>	<p>Low (3). Based on the closer proximity of administering medical care without wearing masks</p>	<p>First aid lead and all staff to review during weekly briefings</p>
Communication			

Communication with parents	<p>How will the school communicate with parents? 1st detailed letter about return to school sent to all parents on 1/9/21</p> <p>Then, weekly newsletters which include a review of ongoing safe practice. Plus reminders through learning platform (Seesaw).</p>	Low (1). Good communication already established, supported by Garrison liaison officer. Any misunderstandings in communication to be addressed through learning platforms/ phone call and weekly newsletter	Class teacher, phase lead, admin staff
Communication with staff	<p>How will staff be made aware of this new risk assessment? All staff given first sight of new risk assessment on 2/9/21.</p> <p>DC recommended Prevent COVID-19 e training has already been achieved for all staff.</p>	Low (2). Use of large conference space on the military base to increase distancing and use of video	JRi to plan and deliver on 2/9/21
Communicate early with contractors and suppliers that will need to prepare to support your plans for opening for example, cleaning, catering, food supplies, hygiene suppliers	<p>How will the school communicate with suppliers and contractors? The site manager has already met with the in-house cleaning team. This training will be re-emphasised during the summer deep clean</p> <p>The school has been regular contact with Food Links since the decision was made to restart hot school meals from September.</p> <p>Existing arrangements for waste collections continue and the site manager is in regular contact with contractors such as window cleaners, grounds maintenance and engineers.</p>	Low (1). Established systems that have been continuing through partial reopening. Good local links.	Site manager and admin team - ongoing
LFD Home testing for staff			
Storage and issuing of tests	<p>DFE guidance available here.</p> <p>The tests will be stored securely in school at room temperature. It will be the responsibility of the Coordinator/Registration assistant to issue tests at set times during the week: this will take into account part time arrangements and start times. A rota will be issued informing staff of when colleagues should collect their test kits (x 2) from the Coordinator/Registration assistant, observing social distancing in the process. All tests must be signed for (staff to bring their own pen). Tests are only meant for the named staff member to whom it is issued.</p>		
Training and communicating with staff	Mr Rielly has lead Zoom training about LFD home testing, using DFE/NHS resources, on 21/1/21. Colleagues have been issued with the latest 'instructions for use' handbook v1.3.2 as well as watching an instructional video. The attendance and/or watching of this video will be compulsory for all staff and all colleagues will need to sign to say that they have watched the Zoom recording and read the instruction booklet, even for those not wishing to give consent.		
Testing expectations	All staff consenting to testing will be asked to take to tests per week: Monday morning and Thursday morning. Ideally, this will be in the morning, but it maybe on the evening before if circumstances dictate.		

	<p>Consenting colleagues should not come into school if they have received a Positive or void test:</p> <ul style="list-style-type: none"> - Those with a positive test should log their result online and notify the school as soon as possible. They should also book a PCR test, informing the school and test and trace of the outcome of the PCR test, before possibly continuing isolation period. - Those with a void test should repeat the test with their 2nd kit of possible. Otherwise, they should notify the school who will endeavour to get a 2nd kit delivered, or request a PCR test as applicable <p>Consenting adults with a negative test result should still observe all risk management precautions to prevent infection: enhanced hygiene measures and ventilation requirements. However, they will be able to come into school as normal.</p> <p>Consenting staff who have received a vaccine should still accept weekly tests.</p> <p>Any problems with the testing process (Missing parts/medical issues such as nose bleeds) should be reported via website or 119 as applicable.</p>		
Consent	All staff will have received a letter following training on Thursday 21 January 2021. They will be asked to respond to an LFD testing consent letter. Responses will be stored on a school held register, following GDPR guidance. Colleagues can choose to give or withdraw consent at any subsequent point .		
Report and record keeping	Consenting colleagues will be required to record the outcomes of their tests online with NHS secure site. They will also be asked to share all test outcomes with the Coordinator/Registration assistant. The school will keep these records (using suggested template) securely according to GDPR.		
Precautions for teachers choosing not to get tested	Staff not consenting to take twice weekly tests will be asked to talk about their concerns with Mr Rielly. They will also be asked not to use communal spaces such as the staff room, office and rainbow room. They may also be asked to wear face coverings at all times during tier 5/4 situations.		
Outbreak management plans			
<i>Downlands Community School would consider stepping-up protective measures as a last resort, for a time limited period and on the advice of local public health protection teams or</i>			

<i>national guidance. The following aspects of previous risk management practices should be considered in this scenario:</i>			
1.Remote education	The school would follow its existing policy on remote learning to allow for the continuation of education in the event of a group of pupils and staff needing to isolate.		
2.Mixing	The school would revert to previous practices whereby phase groups become bubbles and follow separate timetables for play and lunch times and control measures around transitions also. It would also consider alternative, more controlled systems for arrival and departure from school.		
3.Face coverings	The school would revert to previous practices whereby certain adults are were required to wear masks due to their inability to maintain 2m distancing consistently and their need to move between bubbles		

Appendix 1: Residual Risk Matrix

↑ L I K E L I H O O D ↓	← IMPACT →			
	Very High (4)	4	8	12
High (3)	3	6	9	12
Medium (2)	2	4	6	8
Low (1)	1	2	3	4
	Low (1)	Medium (2)	High (3)	Very High (4)

Risk Score	Rating
0 – 3	Low
4 – 6	Medium
6 – 9	High
10 – 16	Very High

Appendix 2: Routes to and from school





