

Educational Setting	Cambourne Village College
Activity / Task	COVID-19 Risk Management Assessment for new national lockdown measures in from 5 November
Revised & Date	Elizabeth Taylor, Cambourne Village College 10 December 2020
Review Date	Review January 2021
Actioning Personnel Key	<p>JB- Julie Barker- School Nurse PB - Philippa Boyns- Deputy Principal EM – Emily Moody- Deputy Principal ET- Elizabeth Taylor, Assistant Principal with responsibility for Health and Safety SM- Susanne Mallet- Assistant Principal LB- Leigh Bellis- Assistant Principal CP- Chris Piekuta- Campus Manager KW- Kevin Wray- former Campus Manager DP- Dominique Payne- Librarian LH- Lesley Harvey- SENCO</p>
Circulated to	Health and Safety Committee, SLG Team. A copy is available for all staff via the CATalogue: https://catrustorg.sharepoint.com/sites/CAM-Policies/ and for parents/community on the school website.

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Bringing disease onto school site;Transmission of Disease	All present on school site through transmission of disease.	Parents, staff and pupils are all familiar with symptoms of disease and aware that no one with any symptoms of either high temperature, new continuous cough, or loss or change to sense of taste or smell must attend site. All such cases to seek testing and isolate until confirmed safe to return to school.	All of school community.	Ongoing	

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Prevention of transmission of disease	All present on school site through transmission of disease.	<p>Management of suspected case:</p> <p>If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', i.e. self-isolate for at least 10 days from onset of symptoms and arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.</p>	JB/PB	Before opening and on-going	On-going
		<p>We have been provided with a small number of home testing kits that can be given directly to parents/carers collecting a child who has developed symptoms at school, or staff who have developed symptoms at school, where they think providing one will significantly increase the likelihood of them getting tested. Advice will be provided alongside these kits.</p>			
		<p>Any members of staff who have helped someone with symptoms and any pupils who have been in close contact, do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test & Trace.</p>			
		<p>Staff are now invited to take a lateral flow test for Covid-19, as provided by the Cam Academy Trust, on a Sunday evening and to report the results by Monday morning, as an additional control measure.</p>	ET	On-going	
		<p>A centralised log is kept of anyone with symptoms, distributed at the start of each day to highlight those who should not be on site. Staff are encouraged to update the Synoptic app to report health daily, especially if experiencing symptoms.</p>			
		<p>Step by step information is provided to parents if a case/ symptoms arises.</p>	All staff	On-going	
		<p>Staff with symptoms are expected to cooperate with NHS Test and Trace systems.</p>			
		Seating plans must be used in order to aid the NHS Track and Test process.			
		Everyone must wash their hands thoroughly for 20 seconds with soap and running water or			

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		use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household disinfectant after they have left to reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance.			
Contingency planning for a further outbreak	Members of school if an outbreak occurs	<p>The College continues to update the mandatory DfE return of pupil attendance during the pandemic.</p> <p>In the event of a local outbreak, the NHS Business Services Authority, working to agreed PHE and DfE guidance, or local authority may advise a school or number of schools to close temporarily to help control transmission. Schools will need a contingency plan for this eventuality.</p> <p>We will:</p> <ol style="list-style-type: none"> 1- Revert to online learning. All lessons should be published via Teams, to facilitate learning beyond the classroom. 2- Reinstate key worker scheme. Risk Assessment for this is in place-see LINK <p>Where pupils may be self-isolating, standardised packs of work will be produced for core subjects in each year group.</p>	SM/LB HoDs/PSAs	Ongoing	
Preventing transmission through good hand hygiene	All site uses	<p>Pupils clean their hands regularly, including when they arrive at school, return from breaks/toilet, change rooms, before and after eating. The school has a large supply of soap and access to warm water for washing hands. Hand hygiene and cough/sneeze protocols insisted upon. Posters displayed around school.</p> <p>iPads have front screen message reminding people to use the hand sanitiser before signing in. New screen erected in foyer for transmission of information.</p> <p>Additional tamper-proof automatic hand sanitiser station tested for suitability for additional units on entry to canteen. Where possible, staff distribute sanitiser upon entry of dining areas. As much as possible, supervision of pupil sanitiser use given ingestion risks. Reminders via tutor time presentations, and to staff.</p> <p>Sanitiser, wipes and tissues in every classroom. Hand-dryers recommissioned further to current guidance.</p> <p>Pupils encouraged to bring a high-alcohol sanitiser to school to have on their person.</p>	CP/PB CP Class teachers Tutors	Reviewed regularly	In place and on-going

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Prevention of disease during pupil travel to and from school	Any pupil	<p>Cambourne pupils encouraged to cycle, scoot and walk to school.</p> <p>Pupils leave school at staggered intervals to avoid overcrowding of College concourse, bike sheds and pathways</p> <p>Hardwick and Cambourne Primary's arrangements have been discussed and do not coincide with our timings.</p> <p>Those who have to travel by car advised in writing to be dropped off near Swansley lane, and pupil to walk remaining distance.</p> <p>One-way passage around open air bike sheds/additional staff present to supervise their use.</p> <p>Pupils to access social areas via walkway near school field; wait in fresh air to enter building.</p>	<p>CC/PB</p> <p>PB</p> <p>ET</p> <p>Duty staff</p> <p>PB</p>	<p>On-going</p> <p>In place</p>	<p>Done and on-going</p>
Social distancing in school.	All on site	<p>Expectations and measures in place for rigorous social distancing; adults to maintain 2 metre distance from children and each other as much as possible, or a minimum of 1m+, where this cannot be achieved.</p> <p>Consistent year group 'bubbles' reduce the risk of transmission by limiting the number of pupils and staff in contact with each other to only those within the group. Groups are kept apart and movement around the school site kept to a minimum.</p> <p>Procedures: One-way flow of students updated in corridors and stairwells, reducing passing of students. Site corridor blocked off for access to music block.</p> <p>Pupil movement around school reduced by assigning to individual rooms, moving between rooms only where specialist spaces are needed. This will be predominantly for KS4. Staff movement between groups to deliver specialist teaching of full range of curriculum subjects. Pupils remain in their seats and do not approach teacher to ask a question.</p> <p>Staff supervision of pupils within and outside classrooms and during movement times, including as pupils leave building. Staff on duty to stay in place until all pupils have left (as opposed to leaving 2 mins early)</p> <p>Large gatherings e.g. assemblies, will not be permitted but will take place remotely in tutor rooms.</p>	<p>PB/EM</p> <p>EM/HoDs/ET</p>	<p>Reviewed regularly</p>	<p>In place and on-going</p>

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		<p>Stringent procedures communicated clearly to all pupils and reinforced regularly. Vulnerable staff, who may be anxious in this situation, are not expected to do corridor supervision but may do so if they are happy to, observing social distancing.</p> <p>Every member of staff has been allocated a personal workspace.</p> <p>Teachers given training/guidance during training day on use of specialist rooms.</p> <p>Pupil groupings for lessons are consistent where possible, to minimise mixing and contacts within the strict year-group bubble. Within this, seating plans are kept consistent across the lessons where a group is taught, as much as is possible given different permutations of roomings. In Year 7, pupils are taught in tutor groups, except for Maths, DT and PE, and, after Christmas, Science. In Year 8, as for Year 7 with the additional exception of MFL and English. In Year 9, as for Year 8 except that rather than being taught in tutor groups, pupils are taught in teaching groups.</p> <p>Where possible, practical work avoided at KS3 for first term. Specialist rooms (e.g. science, DT) free for KS4 use. Practical activities using specialist rooms or facilities to be fully risk-assessed. RA in place where practical activities require additional control measures.</p> <p>Floor markings are laid in internal communal areas / practical classrooms.</p> <p>Pupils accessing areas such as Centre/Link/BR during lessons to be carefully managed under the principle of reducing numbers and by marking out designated areas for year group areas. Clubs/extracurricular activities only permitted for single year groups.</p> <p>All staff provided with visors as supplementary protection. Pupils needing support to be seated at the end of rows.</p> <p>Staff (except those in 'vulnerable groups') are generally expected to escort their class to their social area at the end of day and encourage them to leave the site quickly.</p> <p>Provision of extra-curricular recreational clubs, held outside of normal school hours, is in line with government guidance.</p>	<p>PB</p> <p>PB/Tutors</p> <p>ET/PB PB/EM/HoD S</p> <p>CP</p> <p>LH</p> <p>Teaching staff</p>		

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<p>Management of Areas and Equipment</p>	<p>All members of school community.</p>	<p>Class furniture rearranged/removed where necessary to ensure free movement. Classroom tables set as far back as possible to give teacher space for 2m social distancing. Pupils seated side by side and facing forwards, rather than face to face or side on where possible. Soft furnishings removed. Manual handling implications of this considered.</p> <p>Most corridor doors are on hold-open mechanism. Doors propped open to reduce handles being touched (currently permitted by fire regulations). External doors propped open whilst weather permits. These may be closed during lesson time, but reopened at change of lesson. Natural and mechanical ventilation in use; air conditioning is now permitted.</p> <p>Staff desktops in classrooms removed; staff to use their own laptop to connect to whiteboard.</p> <p>Individual and frequently used equipment, (e.g. pencils and pens), are not to be shared between pupils or with teacher. Pupils encouraged to bring their own equipment. Scissors and glue allocated to year group.</p> <p>Classroom-based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces. Cleaning products/wipes made available in classrooms for teacher use if they wish to.</p> <p>Teachers are permitted to clean items between year group use. Resources shared within classes and bubbles (sports, art, music and science equipment) to be cleaned frequently and meticulously. Resources shared across bubbles must be rested for 48 hours (72 hours for plastics).</p> <p>Management of equipment made clear to staff during training day. When items need to be handed out, sanitiser is used and movement is fleeting. Pupils should keep these- more copies purchased if needed. Pupils' iPads to be fully charged every evening and they should bring their own headphones to school. When pupil work is collected by teacher, it is quarantined before and after assessment; wherever possible, assessment conducted via Teams.</p> <p>COVID-19 COSHH regulations consulted for workshop and laboratory use.</p> <p>Use of library limited to designated year group bubbles. Masks to be worn and hands</p>	<p>PB/EM</p> <p>CP</p> <p>HoDs</p> <p>Science/DT FG</p>	<p>Reviewed regularly.</p>	<p>In place</p>

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		<p>sanitised before books are touched. Returned books rested for 72 hours before re-shelving.</p> <p>Toilets and bottle-filling points are segregated by year group. Pupils encouraged to bring enough water for the day.</p> <p>Use of changing rooms permitted. Cleaned between year groups. Teaching of PE and other practical subjects very carefully managed. For PE, weather permitting, lessons to be outside. On days when students have PE, they will be required to attend in their PE Kits.</p> <p>Teachers should instruct pupils not to leave any bags or personal possessions around school, except those kept in lockers.</p> <p>Private Instrumental lessons to be risk-assessed separately.</p> <p>Pupils accessing areas such as Centre/Link/BR to be carefully managed.</p>	<p>PB</p> <p>HC</p> <p>Tutors</p> <p>GP</p> <p>LH/PB</p>		
Prevention of transmission at break/lunch times	All users of the site	<p>Face coverings will be mandatory in communal areas of secondary schools and colleges. They are not recommended in classrooms. Pupils supervised with removal of masks when queuing for lunch facilities. Santiser distributed following mask removal.</p> <p>Breaks to be taken outside, weather permitting, accessed through end of corridor doors. Dining hall/new hall each divided, to accommodate 2 year groups, one space per year group for eating.</p> <p>Additional duties to be put in place. More duty staff to be present around school. Designated use of hard courts and outside spaces by year group. Rota applied where possible and communicated to staff and students.</p> <p>Catering fully risk-assessed by Pabulum. Risk Assessments provided and Covid compliant. Pabulum Risk Assessments published on school website.</p> <p>Additional marquees to extend space during breaks/dining.</p>	<p>PB</p> <p>CC</p> <p>CC/ET</p> <p>CC/PB</p>	On-going monitoring	In place
Cleaning	All present on school site through	<p>Frequent and rigorous cleaning procedures are in place, particularly in communal areas and at touch points including:</p> <p>On-going: taps and washing facilities, toilet flush and seats, door handles and push plates,</p>	CP/ET	Enhanced cleaning already in	In place

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	<p>transmission of disease.</p> <p>Skin conditions exacerbated due to more frequent exposure to cleaning chemicals.</p> <p>Asthmatics due to dust collected in shut-off wings</p>	<p>handrails on staircases and corridors, lift and hoist controls, machinery and equipment controls, keyboards, photocopiers, telephones and other office equipment, classroom desks and chairs. Disposable cleaning cloths and mops used where possible (or sterilised in Milton after each use if not)</p> <p>A rolling 28 day 'misting' cycle with Zoono antiviral sanitiser is in place, which claims to be effective as an antiviral for the duration of time (this is currently awaiting nationally verified certification). This is applied to all classroom/teacher desks and other high-touch areas. COSHH risk assessment for cleaning/caretaker activities has identified the correct process and PPE to be worn (disposable gloves, aprons etc)</p> <p>Cleaning to take place throughout day, cleaners to do 'laps' of the building or designated to a wing each/ 2 wings each. Cleaning planned between any change of bubble in an area or room.</p> <p>Clear-desk policy communicated to staff to assist cleaning.</p> <p>If area heavily contaminated, cleaners to wear mouth/nose protection and follow additional guidance issued by DfE. Training given in correct use of a mask/visor.</p>	<p>CP</p> <p>CP</p> <p>PB</p> <p>CP</p>	<p>action</p> <p>Application on a monthly basis</p>	
Access/Egress of school building	Transmission of disease- all user of the site	<p>Corridor usage marked to maximise social distancing.</p> <p>Where possible, fire doors propped open to reduce the need for touching</p> <p>Wipes and sanitiser available in reception for visitors</p> <p>Increased cleaning of handles and touch plates.</p> <p>Priority given to disabled users and those identified as having health-related issues.</p> <p>Movement around school/one-way system instigated to avoid face to face passing. Rota for corridor supervision devised. Signage/floor markings in place.</p> <p>Guidance given to parents on drop off and pick up arrangements. Parents/visitors not to be allowed to congregate in small reception but to wait outside where possible</p> <p>Visitors to school to attend via invitation only. Visitor Protocol written.</p> <p>Staff can now sign in and out by scanning a QR code on name badges to negate touching screen.</p>	<p>ET/PB</p> <p>CP</p> <p>LB</p>	Prior to re-opening	In place

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		<p>Ensure all emergency escape routes / doors are fully operational and kept clear. Review Fire Safety Policy with regards evacuation areas and how this can be achieved with whole school. Drill organised.</p> <p>Reminders to staff and pupils that if the fire alarm is activated that they must still observe social distancing when at the evacuation point.</p>		term	
First Aid	Pupils School nurse/first-aiders	<p>First aid cover for all staff and students is provided by the School Nurse and School Medical Assistant, or in their absence, by appropriately trained first aiders. Access to first aid facilities is maintained and the school suitably stocked with first aid equipment. Staff or pupils with medical needs have been assessed and relevant risk assessments/consents are in place. Staff have been trained in the use of medications and increased level of control applied, to include the use of PPE if required.</p> <p>First Aid policy reviewed to include consideration of the risk of infection of Covid-19. Procedure for dealing with Covid 19 patients clearly communicated. Wearing of fluid resistant surgical masks when needed. Expiry dates for First Aid certificates kept under review. Higher threshold for sending pupils to medical room communicated to staff to avoid overcrowding in medical room.</p>	JB JB/PB	In place prior to re-opening	In place
Waste	Users of the site through Transmission of disease	<p>Relocate waste bins to key strategic positions both in school buildings and in external areas in order that waste materials can be managed safely</p> <p>Bins emptied daily. Staff to ensure they wear protective gloves and or wash hands immediately after carrying out this activity.</p> <p>Where there is a suspected case of COVID-19, used PPE must be stored safely for 72 hours before being disposed of with waste</p>	CP to ensure PPE available and monitored	In place prior to re-opening	

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Staff/Pupils within the shielded group	Transmission of disease to vulnerable staff/ family members	Any member of staff or pupil identified by their doctor as Clinically Extremely Vulnerable will have a revised risk assessment undertaken, and will be permitted to work from home when local or national guidance is applied. Remote learning will be provided for any pupil in this category. Risk assessment for other vulnerable groups should include how social distancing will be maintained in a Covid-19 safe workplace. e.g. diabetics, those who are pregnant . This should identify any suitable control measures that must be in place before returning to work/school. JB to help define whom this impacts.	JB/PB	Prior to re-opening On-going	Staff survey complete Done
SEN Students	SEN departmental staff and students	SEND Risk assessment sent around to staff Continual review of SEND students	LH	On-going	
Visitors/ Contractors	Users of the site through Transmission of disease	All contractors must provide a suitable and sufficient risk assessment for the activities they carry out which must include covid-19 . All planned/reactive maintenance to be undertaken outside of school hours unless emergency. Clear guidance for visitors on hygiene set up/ record of their visit/ contact number for NHS Test and Trace protocol. Guest speakers etc to the school will be permitted, provided they work within a year group bubble. A separate RA for community use of the school is in place. All community sports groups and competition between different schools are currently suspended. Contractors to be questioned whether they have any symptoms of Cov-19, and refused entry to site if so. Contractor pack given- contains our RA and extra appendix with protocols needed to avoid infection of Covid-19. Contact number taken on signing in and person seeing must be taken on sign in app Parents only on site when strictly necessary, by appointment only and preferably limited to a single person. Planned parental meetings should happen virtually. This is likewise the case for multi-agency meetings. Parents only on site when strictly necessary, by appointment only and preferably limited to a single person. Parents should wear masks at all times on site, and staff are advised to wear a mask or visor for the meeting.	CP, Reception staff All staff LB	On-going	Protocol in place

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		<p>Parent consultations will continue in a virtual format.</p> <p>Professionals supporting the work of staff and students may continue to attend school where phone-calls or Teams meetings are not appropriate. Visitors will need to be issued with a copy of the COVID-19 Visitors Protocol upon arrival and required to observe all its protocols.</p>			
Property Compliance	All members of the school community	<p>The school has ensured that relevant property statutory compliance checks have been completed and records updated.</p> <p>Daily and weekly compliance checks are in place. All serious property concerns have been raised with the school's Property Management Adviser and appropriate steps are in place to ensure the safety of all building occupants.</p> <p>Following recent inspection a Fire Safety plan has been drawn up and continues to be actioned and reviewed.</p> <p>Full hand-over given to new Campus Manager.</p>	<p>ET/KW (previous)</p> <p>CP</p> <p>ET/KW/CP</p>	In place	Reviewed on an on-going basis
Accident reporting Covid-19 incidents	Staff members	<p>The Health & Safety Executive have recently updated the Reporting of Injuries, Diseases and Dangerous Occurrences regulations (RIDDOR) to include the requirement to report possible or actual exposure to the Covid-19 virus as a result of, or in connection with, a work activity. For further advice and guidance you should contact your competent Health & Safety Adviser. A new protocol for accidents at work has been implemented in order to enhance communication and speed up any remedial actions that might be required.</p>	JB/CP, overseen by ET	Protocol reviewed and adjusted in Autumn term	On-going
Admin support staff	Administrative Staff	<p>Staff shift rota to be in place so as to keep social distances and allow school office to function. The reception is a designated work area and therefore staff in general should not be accessing it. A small number of support staff who share small offices will be designated as staff 'bubbles'.</p>	PB	September	Ongoing
Behaviour	All members of the school community	<p>Staff/Pupil behaviour and cooperation will be the key to implementing all of the controls.</p> <p>School will carry out inductions to inform staff and pupils of the changes. Addendum to Pupil Discipline and Behaviour Policy approved by Governors on ongoing basis.</p> <p>For single lesson change-overs, before exiting room, teacher settle students with silent reading or other appropriate task, to maintain orderly behaviour for next teacher.</p>	PB	Protocols in place prior to reopening	On-going

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Transmission through staff travel	School staff	All staff to avoid using public transport for journeys to and from school if at all possible. Lift sharing is strongly discouraged except by members of same household. Where lift-sharing has to happen, all occupants of car must wear masks and keep vehicle well ventilated.	Travelling staff	All school journeys	Ongoing

Useful Guidance

The Government Guidance for implementing protective measures in educational and childcare settings can be found [here](#)

The NASUWT has also produced a useful checklist for reopening of schools which can be found [here](#).

CLEAPSS [Guide to doing practical work in a partially reopened school Science](#)

CLEAPSS [Guidance for science departments returning to school after an extended period of closure](#)

Conducting a SEND risk assessment during the coronavirus outbreak guidance can be found [here](#)

COVID-19: guidance on supporting children and young people's mental health and wellbeing can be found [here](#)

General staff and pupil advice on limiting the spread of coronavirus in the Educational Setting

Government advice is clear PPE, including facemasks should be taken into account where employees could be put at risk. The use of such PPE does not replace or reduce the need to follow the government guidance in relation to hygiene practices

Frequently clean and disinfect objects and surfaces that are touched regularly, using your recommended cleaning products.

- Wash your hands with soap and water often – do this for at least 20 seconds.
- Use hand sanitiser gel if soap and water are not available.
- Staff and Pupils should wash their hands as soon as they get to school and when they arrive home, after they blow their nose, cough or sneeze, before they eat or handle food.
- Cover mouth and nose with a tissue or a sleeve (not hands) when you cough or sneeze.
- Put used tissues in the bin immediately and wash your hands afterwards.

Handwashing techniques advice can be found [here](#)

Engage with the NHS test and trace

Schools must ensure they understand the NHS Test and Trace process and how to contact their local [Public Health England health protection team](#). Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to:

- [book a test](#) if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit
- provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test & Trace
- [self-isolate](#) if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)

Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test

Manage confirmed cases of COVID 19 amongst the school community

Through the NHS Business Services Authority, a dedicated team of advisors will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.

Based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means:

- direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)
- proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual
- travelling in a small vehicle, like a car, with an infected person

We recommend schools keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups.

Schools do not need to ask pupils to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome.