



COVID-19 School Response Plan

Introduction

This COVID-19 Response Plan is designed to support the staff and Board of Governors in putting measures in place that will reduce the spread of COVID-19 in BIS.

The COVID-19 Response Plan details the policies and practices necessary for a school to meet the Government's 'Return to Work Safely Protocol', for reopening and to prevent the spread of COVID-19 in the school environment. The plan incorporates current advice about measures to reduce the spread of COVID-19 in the community issued by the local authority, the World Health Organisation, the Centre for Disease Control and Prevention and the UK Department of Education.

It is important that the resumption of school-based teaching and learning and the reopening of school facilities comply with the protocol to minimise the risk to students, staff and others. As the advice issued by the local authority continues to evolve, this protocol and the measures management and staff need to address may also change.

The response plan will support the sustainable reopening of our school where the overriding objective is to protect the health of staff and students while promoting the educational and development needs of the students in the school.

In line with the Return to Work Safely Protocol, the key to a safe and continued return to work, and reopening of our schools requires strong communication and a shared collaborative approach between the Governors, staff, students and parents.

This document aims to provide details of:

- COVID-19 School Policy
- Planning and Preparing for Return to School
- Return to Work Safely and Lead Worker Representative(s)
- Safety Statement and Risk Assessment
- General Advice to Prevent the Spread of the Virus
- Procedure for Returning to Work (RTW)
- Control Measures
- Dealing with a Suspected Case of COVID-19
- Staff Duties
- COVID-19 Related Absence Management
- Employee Assistance and Wellbeing Programme

The assistance and cooperation of all staff, students, parents/guardians, contractors and visitors is critical to the success of the plan. Every effort is made to ensure the accuracy of the information provided in this document. However, should errors or omissions be identified, please notify us so that appropriate measures can be taken to rectify same.



BIS COVID-19 Policy

This COVID-19 policy outlines our commitment as a school to implement the plan and help prevent the spread of the virus. The policy will be signed and dated by the Director of Education and Board of Governors and brought to the attention of staff, students, parents and others.

COVID 19 Policy Statement

BIS is committed to providing a safe and healthy workplace for all our staff and a safe learning environment for all our students. To ensure that, we have developed the following COVID-19 Response Plan. The Board of Governors and all school staff are responsible for the implementation of this plan and a combined effort will help contain the spread of the virus.

We will:

- continue to monitor our COVID-19 response and amend this plan in consultation with our staff
- provide up to date information to our staff and students on the Public Health advice issued by the local authority
- display information on the signs and symptoms of COVID-19 and correct hand-washing techniques
- agree with staff, a worker representative who is easily identifiable to carry out the role outlined in this plan in relation to summer provision
- inform all staff and students of essential hygiene and respiratory etiquette and physical distancing requirements
- adapt the school to facilitate physical distancing as appropriate in line with the guidance from the local authority
- keep a contact log to help with contact tracing
- ensure staff and students engage with the induction / familiarisation briefing provided by the local authority
- implement the agreed procedures to be followed in the event of someone showing symptoms of COVID-19 while at school
- provide instructions for staff and students to follow if they develop signs and symptoms of COVID-19 during school time
- implement cleaning in line with local authority advice

All school staff will be consulted on an ongoing basis and feedback is encouraged on any concerns, issues or suggestions. This can be done through the Lead Worker Representatives in Primary school- Mrs Beverley Cojbasic and Secondary school- Mr Stephen Rose.

Planning and Preparing for Return to School

The Directors aim to facilitate the resumption of school based teaching and learning and the return to the workplace of staff. The return to the work must be done safely and in strict adherence to the advice and instructions of public health authorities and the Government. Details for the reopening of the school facility and the applicable controls are outlined in this document.

School Buildings

Before re-opening schools in the new school year, BIS will check the following:

- Does the water system need flushing at outlets following low usage to prevent Legionella disease;



- Has school equipment and mechanical ventilation been checked for signs of deterioration or damage before being used again;
- Have bin collections and other essential services resumed.

Signage

Schools will display signage outlining the signs and symptoms of COVID-19 and good hand and respiratory hygiene. The posters and display will be in prominent areas such as offices, corridors, staffroom area, classrooms and toilets.

Procedure for Returning to Work (RTW)

In order to return to the workplace, staff must complete a Return to Work (RTW) form, which is available electronically or from the Staff room. A hard copy is attached also at Appendix 1.

A RTW form should only be completed at least 3 days prior to any proposed date of return to the workplace.

On receipt of the completed form the Head of School will provide: details of the Induction Training for completion by staff prior to the return to the workplace and details of any additional health and safety measures in place in the school to facilitate the staff member's return to the school facility.

Note: Induction Training for staff will be developed by the school office in consultation with Director of Education and Head of School and made available to all staff.

Return to Work Safely and Lead Worker Representative

Responsibility for the development and implementation of the COVID-19 Response Plan and the associated control measures lies primarily with the Directors and the Senior management team. The Return to Work Safely protocol provides for an agreed procedure between management and staff to appoint a Lead Worker Representative to carry out a specific role.

Note: The process for appointment of the Lead Worker representative is agreed centrally between the Directors. That process, once agreed, will be circulated to all staff in advance of the re-opening of schools.

The role of the Lead worker representative is to ensure that COVID-19 measures are adhered to in the workplace as follows:

- Work collaboratively with the staff to ensure, so far as is reasonably practicable, the safety, health and welfare of employees in relation to COVID-19.
- Promote good hygiene practices such as washing hands regularly and maintaining good respiratory etiquette along with maintaining social distancing in accordance with public health advice.
- Assist with the implementation of measures to suppress COVID-19 in the workplace.
- Monitor adherence to measures put in place to prevent the spread of COVID-19.
- Consult with colleagues on matters relating to COVID-19 in the workplace.
- Make representations on behalf of their colleagues on matters relating to COVID-19 in the workplace. If a staff member has any concerns or observations in relation to the COVID-19 Response Plan and control measures or the adherence to such control measures by staff,



parents/guardians, contractors or visitors, he/she should contact the lead worker(s) who will engage with the Director of Education/Directors.

Name of Lead Worker representative(s)
Beverley Cojbasic Stephen Rose

All staff, parents/guardians, contractors and visitors have a responsibility both as individuals and collectively to have due regard for their own health and safety and that of others and to assist with the implementation of the COVID-19 Response Plan and associated control measures.

Safety Statement and Risk Assessment

COVID-19 represents a hazard in the context of health and safety in the school environment. A template risk assessment to identify the control measures required to mitigate the risk of COVID-19 in school settings is attached at Appendix 2.

BIS reviewed our emergency procedures involving, fire safety, first aid, accidents and dangerous occurrences to consider any new risks that arise due to the school's COVID-19 Response Plan. Any changes to the schools existing emergency procedures are documented.

BIS also reviewed the existing risk assessments to consider any new risks that arise due to the school's COVID-19 Response Plan. Any changes to the school's current risk assessments is documented.

General Advice to Prevent the Spread of the Virus

In order to prevent the spread of COVID-19 it is important to know and recognise the symptoms. They are:

- temperature,
- cough,
- shortness of breath or breathing difficulties,
- loss of smell, of taste or distortion of taste fever,
- headache,
- sore throat,
- fatigue,
- nausea/vomiting,
- diarrhoea

The best way to prevent the spread of COVID-19 in a school is to minimise the risk of introduction of the disease into the school setting in the first place. This can be achieved through the following measures:

- Promote awareness of COVID-19 and its symptoms amongst staff, students, parents and visitors.
- Advise staff and parents of students who have symptoms of COVID-19 or other acute infectious diseases not to attend school, to phone their GP and follow the local authority guidance on self-isolation.
- Advise staff and parents of students who have been identified by the local authority as contact of a person with COVID19 not to attend schools and to follow the advice on restriction of movement.
- Ensure that staff and students know what to do if they develop symptoms at school.
- Everyone entering the school building is required to perform hand hygiene with hand sanitiser.



- Visitors to school during the day should be by prior arrangement and should be received at a specific contact point.

Staff, students and visitors should at all times adhere to the up to date advice and instructions of the public health authorities in relation to protecting oneself and others against the risk posed by the COVID-19 virus.

Updated advice from the local authority is available on its website – <https://covid19.rs/>

The advice will continue to be updated in line with public health advice generally and will inform the development of more detailed guidance for schools by the local authority.

Managing the risk of spread of COVID-19

Wash your hands frequently: Regular hand washing with soap and water is effective for the removal of COVID-19.

Hand Hygiene and Hand Sanitisers: Hand hygiene can also be achieved by the use of a hand sanitiser (when hands are clean). Hand sanitisers are more readily deployed in school settings to avoid disruption to teaching and learning and to avoid congestion of staff and students waiting to use hand washing facilities. They will be available at entry and exit points and in each classroom.

Avoid touching eyes, nose and mouth: Why? Hands touch many surfaces and can pick up viruses. Once contaminated, hands can transfer the virus to your eyes, nose or mouth.

Physical distancing: Physical distancing is recommended to reduce the spread of infection in the workplace. Guidance on the physical distancing requirements will be informed by public health advice for schools.

Practice respiratory hygiene: Make sure you, and the people around you, follow good respiratory hygiene. This means covering your mouth and nose with a tissue or your bent elbow when you cough or sneeze. Then dispose of the used tissue immediately. By following good respiratory hygiene, you protect the people around you from viruses such as cold, flu and COVID-19. Good hygiene practices and washing your hands properly and regularly can help stop the spread of the virus. It is, therefore, crucial that all staff adhere to this advice and adopt the following practices as strictly as possible.

Do

- Wash your hands properly and often
- Cover your mouth and nose with a tissue or your sleeve when you cough and sneeze
- Put used tissues into a bin and wash your hands
- Clean and disinfect frequently touched objects and surfaces.

Do Not

- Touch your eyes, nose or mouth if your hands are not clean
- Share objects that touch your mouth – for example, bottles, cups, cutlery, etc.

People at very high risk (extremely vulnerable)

Current public health guidelines have identified groups who are defined as being at very high risk, which include people who:

- are over 70 years of age - even if they're fit and well
- have had an organ transplant
- are undergoing active chemotherapy for cancer
- are having radical radiotherapy for lung cancer



- have cancers of the blood or bone marrow such as leukaemia, lymphoma or myeloma who are at any stage of treatment
- are having immunotherapy or other continuing antibody treatments for cancer
- are having other targeted cancer treatments which can affect the immune system, such as protein kinase inhibitors or PARP inhibitors
- have had bone marrow or stem cell transplants in the last 6 months, or who are still taking immunosuppression drugs
- severe respiratory conditions including cystic fibrosis, severe asthma, pulmonary fibrosis, lung fibrosis, interstitial lung disease and severe COPD
- have a condition that means you have a very high risk of getting infections (such as SCID, homozygous sickle cell)
- are taking medicine that makes you much more likely to get infections (such as high doses of steroids or immunosuppression therapies)
- have a serious heart condition and
- are pregnant.

Staff who are in this group should self-declare on the Return to Work form if they believe that they are at very high risk. Details of the leave arrangements that will apply will be updated by the Directors.

Control Measures

A range of essential control measures have been implemented to reduce the risk of the spread of COVID-19 virus and to protect the safety, health and welfare of staff, students, parents/guardians and visitors as far as possible within the school. These control measures are outlined in this document. The control measures shall continue to be reviewed and updated as required on an ongoing basis. It is critical that staff, students, parents/guardians and visitors are aware of, and adhere to, the control measures outlined and that they fully cooperate with all health and safety requirements.

The following control measures have been put in place:

Return to Work Form: Staff will be required to complete a RTW form at least 3 days prior to any return to the school facility. The purpose of the RTW form is to get confirmation from staff that, to the best of his/her knowledge, he/she has no symptoms of COVID-19 and is not self-isolating or cocooning or awaiting the results of a COVID-19 test.

Induction Training: All staff will undertake and complete COVID-19 Induction Training prior to returning to the school building. The aim of such training is to ensure that staff have full knowledge and understanding of the following:

- Latest up to-date advice and guidance on public health
- COVID-19 symptoms
- What to do if a staff member or student develops symptoms of COVID-19 while at school
- Outline of the COVID-19 response plan

Staff will be kept fully informed of the control measures in place in the school and their duties and responsibilities in preventing the spread of COVID-19 and with any changes to the control measures or guidance available from the public health authorities.

If a staff member is unsure about any aspect of the COVID-19 Response Plan, the associated control measures, or his/her duties, he/she should immediately seek guidance from the Head of School.



Hygiene and Respiratory Etiquette: It is crucial that all staff, students, parents/guardians, contractors and visitors are familiar with, and adopt, good hand and respiratory hygiene practices. Guidance documentation and Information posters will be available at various locations within the school facility. Information posters will be prominently displayed at appropriate locations within the school facility including offices, corridors, staffroom area, classrooms and toilet areas. Such are intended to inform but also remind everyone about the importance of hygiene in preventing the spread of COVID-19 virus and protecting health and safety. Handwashing facilities and/or hand sanitisers will be available at multiple locations within the school facility and should be available in each classroom.

Cleaning: Arrangements for more regular and thorough cleaning of areas and surfaces within the school will be made. Regular and thorough cleaning of communal areas and frequently touched surfaces shall be conducted, in particular, door handles, handrails, table-tops, play equipment, toys, electronic devices (such as phones). Cleaning will be performed regularly and even when facilities or surfaces are not visibly dirty.

All staff will have access to cleaning products and will be required to maintain cleanliness of their own work area. Under no circumstances should these cleaning materials be removed from the building. Staff should thoroughly clean and disinfect their work area before and after use each day.

There will be regular collection of used waste disposal bags from offices and other areas within the school facility.

Shower facilities shall not be available for use by staff or students due to the increased risk associated with communal shower facilities and areas. This shall be reviewed in line with government guidance.

Staff must use and clean their own equipment and utensils (cup, cutlery, plate etc.).

Access to the school building /contact log: Access to the school facility will be in line with agreed school procedures. Arrangement for necessary visitors such as contractors and parents/guardians will be restricted to essential purposes and limited to those who have obtained prior approval from the Head of School.

The prompt identification and isolation of potentially infectious individuals is a crucial step in restricting the spread of the virus and protecting the health and safety of the individuals themselves and other staff, contractors and visitors at the workplace. A detailed sign in/sign out log of those entering the school facilities should be maintained. The school should maintain a log of visitors, staff and students contacts. In addition, see visitor contact log at Appendix 3.

First Aid/emergency procedure: The standard First Aid/Emergency procedure shall continue to apply in BIS. In an emergency or in case of a serious incident, call for an ambulance or the fire brigade on 194 or 193. Contact the Head of School or nearest first aider giving details of location and type of medical incident.

Entry to the school Sanitising Protocol:

- All students and staff will be sanitised on entry to the School at the sanitation points
- A Temperature check and screening will be done prior to students or staff entering the building. No admission to be allowed until the check and sanitation has been carried out.
- Access to the school site will be restricted to essential people only. All staff must wear photo ID badges to allow for rapid identification. Parents to be informed prior to the start of term of restricted access to the school site.



- School timetable to be arranged to allow for a controlled access to the school. Due to the implementation of checks prior to entry a staggered start will be arranged where possible.
- Each name must be ticked off when the student receives the mask – class lists will be provided. A list of all visitors entering the school site will also be recorded.
- Completed class lists should be handed to the school office.
- Staff at the sanitation points will be required to wear masks at ALL times
- The non-contact thermometers must be sanitised after the students have arrived each morning, ready for use the next day

School Day:

- All students and staff to wear their masks whilst in class and outside in the quads or during breaks (exception can only be made for JP and Pre-Prep students who may find the wearing of a mask upsetting.) Failure to comply with instructions to wear mask correctly will result in the immediate removal of the student and isolation from the class. If students persist in refusing to comply with instructions to wear the mask, parents will be called, and students will be sent home.
- Students who are experiencing breathing difficulties while wearing a mask will be allowed to wear a visor instead. They will also be required to bring a medical statement with an explanation as to why they should be wearing a visor rather than a mask.
- Masks must always be worn correctly, (covering both nose and mouth.) Failure to wear correctly will be treated as not wearing a mask and acted on accordingly, (see previous point.)
- To reduce contact during the school day students will be based in specific classes and staff will rotate for lessons. Exceptions to this are to be at the discretion of the Head of school and may include PE, ICT, students who have optional subjects.
- Physical Education lessons will be allowed during the period of the outbreak. All the safety measures will be followed and PE teachers will organise individually based PE activities and non-contact sports for students.
- All classes to be arranged with the required distance between each desk where possible. Where not possible the maximum possible distance will be implemented.
- Arrangements for lunch and snack to be made for students to eat in classes. Food to be delivered to classes at set times. Breaks to be staggered where possible to reduce the contact of students outside.
- All assemblies are cancelled for the duration.
- All extra-curricular activities to be reviewed and assessed as to their viability. Only outside activities and those that can maintain a 2 m distance will go ahead.
- Students must sanitise their hands when walking into class especially after bathroom visits or breaks.
- Any used dirty tissues must be flushed down the toilet and not disposed of in the dustbins.
- Students are encouraged to bring at least one spare mask to School daily and carry a sanitary bag for a soiled mask. Any mask that is dropped on the floor is wet or soiled and must be changed.
- No sharing of masks is allowed.
- Spare masks will be available at the security desks only if needed.
- Classes will be deep- cleaned at the end of each day.
- There will be a roll of paper provided in each class - students are required to wipe down their desks with sanitiser regularly and at the end of each day.
- These paper towels can be disposed of in the regular bin provided.



- The parents/guardians who come to pick up their children from Primary/Secondary school are obliged to wear masks/visor.

Sick Bays

- The sick bays will be off limits to the students as they may not leave their zones
- If there is a student who may be injured or needs attention, please find a First Aider who will come to the student with a First Aid bag
- Any student who is “sick” or has a fever will be taken to an allocated isolation room, parents informed and student will be sent home
- The medics will be called if there is an emergency requiring their assistance

Dealing with a Suspected Case of COVID-19

Staff or students should not attend school if displaying any symptoms of COVID-19. The following outlines how BIS will deal with a suspected case that may arise during the course of work.

A designated isolation area is identified within the school building. The possibility of having more than one person displaying signs of COVID-19 should be considered and a contingency plan for dealing with additional cases put in place. The designated isolation area should be behind a closed door and away from other staff and students.

If a staff member/student displays symptoms of COVID-19 while at work in BIS the following are the procedures to be implemented:

- If the person with the suspected case is a student, the parents/guardians should be contacted immediately
- Isolate the person and have a procedure in place to accompany the individual to the designated isolation area via the isolation route, keeping at least 2 metres away from the symptomatic person and also making sure that others maintain a distance of at least 2 metres from the symptomatic person at all times
- He/she should wear a mask if in a common area with other people or while exiting the premises
- Assess whether the individual who is displaying symptoms can immediately be directed to go home/be brought home by parents.
- Facilitate the person presenting with symptoms remaining in isolation if they cannot immediately go home. The individual should avoid touching people, surfaces and objects. Advice should be given to the person presenting with symptoms to cover their mouth and nose with the disposable tissue provided when they cough or sneeze and put the tissue in the waste bag provided
- If the person is well enough to go home, arrange for them to be transported home by a family member, as soon as possible and advise them to inform their general practitioner by phone of their symptoms. Public transport of any kind should not be used
- If they are too unwell to go home or advice is required, contact 194 and inform them that the sick person is a COVID-19 suspect
- Carry out an assessment of the incident which will form part of determining follow-up actions and recovery
- Arrange for appropriate cleaning of the isolation area and work areas involved
- The local authority will inform any staff/parents who have come into close contact with a diagnosed case via the contact tracing process. The instructions should be followed and staff confidentiality is essential at all times.



Dealing with a Suspected/Confirmed Case of COVID-19

If the student/close family member/staff member have been tested positive for COVID-19 symptoms, the person needs to remain in a 14-day isolation, during which time the school will provide online teaching for the student if they feel well enough to follow the classes. The student/staff member can re-enter the school only once they have provided a negative PCR test upon return.

If a student has suspected COVID-19 symptoms, the shortest period in which a student can return to school is two weeks, unless they provide details of a valid medical test confirming they did not have COVID-19.

Return to School After Travelling

If the student and their family have been travelling and are returning to Serbia, they are instructed to follow the safety measures and regulations of the Serbian Government. It is recommended that they have a negative PCR test (not older than 48h) and present it to the school upon return.

Student Absence

Any medical absence from school, longer than 3 days, will have to be supported by a doctor's note or negative PCR test, and the school will continue to strongly insist on this.

Authorised shorter absences (1-3 days) will have to be supported by parents/guardians written note to the School Office via email (info@bis.edu.rs) or by parent's/guardian's phone call to the School Office.

Staff Duties

Staff have a statutory obligation to take reasonable care for their own health and safety and that of their colleagues and other parties. In order to facilitate a safe return to work, these duties include, but are not limited to, the following:

- Adhere to the School COVID-19 Response Plan and the control measures outlined. The cooperation and assistance of all staff is essential to reduce the risk of spread of COVID-19 and to protect health and safety as far as possible within the school. All staff have a key role to play.
- Coordinate and work with their colleagues to ensure that physical distancing is maintained.
- Make themselves aware of the symptoms of COVID-19 and monitor their own wellbeing.
- Self-isolate at home and contact their GP promptly for further advice if they display any symptoms of COVID-19.
- Not return or attend school if they have symptoms of COVID-19 under any circumstances.
- If they develop any symptoms of COVID-19 whilst within the school facility, they should adhere to the procedure outlined above.
- Complete the RTW form before they return to work.
- Must inform the Head of School if there are any other circumstances relating to COVID-19, not included in the form, which may need to be disclosed to facilitate their safe return to the workplace.
- Must complete COVID-19 Induction Training and any other training required prior to their return to school.
- Must be aware of, and adhere to, good hygiene and respiratory etiquette practices.
- Keep informed of the updated advice of the public health authorities and comply with same.
- Staff are required to provide work at least two weeks in advance in case of testing positive with COVID-19. It is essential that we minimise the disruption to student's education where possible.



COVID-19 Related Absence Management

The management of a COVID-19 related absence will be managed in line with agreed procedures with Directors.

Provision of online classes

Secondary students

Parents/guardians who wish for their child to study at home online may do so providing their request is put forward to the School Office 24 hours in advance via email (info@bis.edu.rs) Online classes are provided only for absences that are longer than 5 school days and in the following cases:

- In case of isolation/quarantine due to the Covid-19
- In case of illness

If students show signs of COVID-19 and have to self-isolate, they may join the online classes if medical confirmation is provided. Otherwise, students will not be permitted to join the online lessons. Any exceptions must be agreed with the Head of School.

The shortest period in which a student can transfer from regular to online education and back, is one week.

Primary students

Parents/guardians who wish for their child to study at home online may do so. Online classes are provided for absences and in the following cases:

- In case of isolation/quarantine due to the Covid-19
- In case of illness
- As a health precaution

Return to regular in-school classes following online classes

If the student has already obtained permission to study online and they wish to re-attend school, they will have to provide doctor's note and inform the school at least one working day prior to their return via email (info@bis.edu.rs).

Employee Assistance and Wellbeing Programme

The Directors aim to protect and support the health and wellbeing of all staff (physical, mental, spiritual etc.) both at work, whether in the school facility or at home and outside of work. The Directors are mindful that the support and promotion of staff health and wellbeing is particularly important in the current context where the COVID-19 pandemic has caused considerable challenges for, and disruption to, people's personal, family and social lives as well as their work arrangements. The Directors aims to foster a culture and work environment that support healthy behaviours and staff wellbeing and shall continue to make health and wellbeing tools and guidance available to staff as well as organising suitable support programmes, initiatives and events. These are challenging times for everyone. Should a staff member experience any stress or anxiety in respect of work or work arrangements, he/she should feel free to speak to the Director of Education.

Policy Review

This policy is reviewed annually.

Reviewed July 2021



Appendix 1-Pre-Return to Work Questionnaire COVID-19

Pre-Return to Work Questionnaire COVID-19

This questionnaire must be completed by staff at least 3 days in advance of returning to work. If the answer is Yes to any of the below questions, you are advised to seek medical advice before returning to work.

Name: _____

Job: _____

Date: _____

	Questions	YES	NO
1.	Do you have symptoms of cough, fever, high temperature, sore throat, runny nose, breathlessness or flu like symptoms now or in the past 14 days?		
2.	Have you been diagnosed with confirmed or suspected COVID-19 infection in the last 14 days?		
3.	Have you been advised by the local authority that you are you a close contact of a person who is a confirmed or suspected case of COVID-19 in the past 14 days?		
4.	Have you been advised by a doctor to self-isolate at this time?		
5.	Have you been advised by a doctor to cocoon at this time?		
6.	Have you been advised by your doctor that you are in the very high risk group? If yes, please liaise with your doctor and Principal re return to work.		

I confirm, to the best of my knowledge that I have no symptoms of COVID-19, am not self-isolating or awaiting results of a COVID-19 test.

Please note: The organisation is collecting this sensitive personal data for the purposes of maintaining safety within the workplace in light of the COVID-19 pandemic. The legal basis for collecting this data is based on vital public health interests and maintaining occupational health and will be held securely in line with our retention policy.

Signed: _____



Appendix 2- COVID-19 Risk Template (List identifies COVID-19 as the hazard and outlines control measures required to deal with this risk)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H=high M=medium L=low	Controls	Is this control in place?	Action/To do list/ Outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date when action completed
COVID-19	N	Illness	H	School COVID19 Response Plan in place in line with local authority guidance Return to Work Safely Protocol and public health advice	Yes	Follow public health guidance	SMT	On-going
					Yes	Complete School COVID-19 Policy Statement	SMT	17.08.2020.
						Return to Work Forms received and reviewed	Jelena during INSET	
						Undertake Induction Training	Head of Primary/Secondary during INSET	
						Maintain log of staff, student and visitors	Security guards throughout the school year	

If there is one or more High Risk (H) actions needed, then the risk of injury could be high and immediate action should be taken.

Medium Risk (M) actions should be dealt with as soon as possible.

Low Risk (L) actions should be dealt with as soon as practicable.

Risk Assessment carried out by:

Date: / /



Appendix 3-School Contact Tracing Log for Visitors

Name of School: _____

Address of School: _____

Contact Person in School for queries: _____

Contact Phone Number/email address for queries: _____

Name of Visitor	Time of Entry to school	Time of Exit from school	Reason for Visit (Contractor, Parent, Other)	If contractor name of company and address	Contact details of visitor	Date of Visit	Who the visitor met (separate line required for each person the visitor met)	Length of time spent with each person in the school