

	Department: Hennock Community Primary School		Academy Risk Assessment		RAA01	
	Name and Address of Academy: Hennock Primary School, Hennock, nr Bovey Tracey, TQ13 9QB 01626 833233					
Person(s)/Group at Risk All children, all staff and parents returning to school in September 2020 This risk assessment has been amended due to the government announcing National Lockdown, commencing from Thursday 5th 2020			Initial Assessment Review <input checked="" type="checkbox"/> Following Incident <input type="checkbox"/>			
Activity/Task/Process/Equipment School life			Date of Assessment 03.11.20 Assessor(s) Vic Pooler Academy Head			
Significant Hazard and possible Outcomes/injuries	Control Measures in Place		Are any additional measures or actions required? (if yes put on the Action Plan)			
			Yes		No	
Is government advice being regularly accessed, assessed, recorded and applied?	<ul style="list-style-type: none"> DfE advice is checked daily; office signed up to government updates. Risk assessment is a live document and will be changed according to latest guidance. New date will be applied and RA will be sent to all staff after any alteration, as well as latest copies put on staff room noticeboard and office noticeboard. Changes are reviewed by senior leadership (sent to CEO via Teams) Trustees interrogate risk assessments 				X	
H&S	<ul style="list-style-type: none"> All health and safety compliance checks have been undertaken before opening: Health and safety check undertaken of the premises/facilities and building compliance, especially after school has been closed, e.g. <ul style="list-style-type: none"> Water treatments incl legionella Fire alarm testing Repairs PAT testing Fridges and freezers Boiler/ heating servicing 				X	

	• Internet service		
Staff Training: using and monitoring new practices to reduce risk of COVID19 transmission	<ul style="list-style-type: none"> • Training of all staff via briefing prior to start of term – to include contents of this RA, First aid RA, Fire policy & procedures, use of PPE, location of designated space for suspected cases. • Use of PPE: Donning & Doffing guidance given to all staff & discussed at debrief; copies in office, staff room and isolation room (hall) • Academy Heads /senior teachers to monitor arrangements throughout the day and make remedial actions where needed. • Ensure there are opportunities for all staff to raise concerns / make suggestions~ via briefings • New staff trained on this risk assessment on induction • Risk assessment emailed to staff after each time there is an update and hard copy put into the staff room. 		X
Cleaning	<ul style="list-style-type: none"> • Deep clean has taken place during summer holidays • An enhanced, thorough, daily cleaning schedule has been agreed between business manager/contract cleaners • Daily schedule during school hours agreed with staff to maintain cleaning and keep school tidy, organised and free of clutter. TA led. • Removed soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) • All surfaces (tables, cupboard tops/counters, windowsill and desks) are clear to allow cleaning to take place. • Adequate cleaning supplies in place and longer-term arrangement for continual supply is in place (ordered by contracted cleaners). Ensure frequent ordering of key handwashing equipment (soap and gel) • Staff cleaning between bubbles when areas used by more than one group of children • Ensure lidded bins for tissues are emptied throughout the day. Follow guidance on disposal of waste ~ lunch time staff to empty bins 		x
PARENTS	<ul style="list-style-type: none"> • No additional adults (ie parents) allowed access to school building to 		X

<p>Drop off/pick up transport Maintaining social distancing site security infection controls</p>	<p>reduce infection transmission under any circumstances.</p> <ul style="list-style-type: none"> • No visitors or meetings to take place in school without express permission from VP. • All parents to wear masks when dropping off pupils. Parents to be informed via email, reminder and Facebook. Staff to wear masks when speaking to parents at the gates from 5th November. <p>Approach for pupils to arrive at school:</p> <ul style="list-style-type: none"> • No pupils use DCC travel arrangements; all commute via car, walking or bicycle. Encourage to walk via letter and reminders. • Parents made aware of social distancing measures in newsletters and reminders. Adequate signage to remind, particularly at pinch point (stairs & gate). • Parents, children and staff will be asked to engage with education resources such as e-bug and PHE schools resources found on the following link. This will be in letters sent prior to 1st June https://e-bug.eu/ <p>START OF DAY</p> <ul style="list-style-type: none"> • Breakfast club open from 7:45. Parents to knock on hall door, step back and handover child/ren. They must not enter the hall. Clear signage to communicate this. Breakfast club set up 2 tables – 1 for children in each school bubble – Willows / Birch & Ash. • Drop off for all parents between 8:45 and 9:00am – punctuality reminded frequently! ○ All parents to wear masks. ○ Parents encouraged to drop off at gate if children are old enough. ○ If not, parents to take children to front door and send into school. Parents are also asked to wait in car / car park if they notice that school looks busy to allow for staggering. 		<p>Providing parents follow guidance</p>
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	<ul style="list-style-type: none"> ○ Children will go straight in to school, wash hands and enter class. ○ Staff member to monitor corridor so children go swiftly to class. ○ Pre-school parents to take children to normal pre-school entrance. Pinch point at the school gate and steps (pre-school) <p>END OF DAY</p> <ul style="list-style-type: none"> • Collection time set to between 3:05 – 3:20pm <ul style="list-style-type: none"> ○ All parents to wear masks. ○ Parents in Saplings and Willows to collect from back playground (open from 3:00pm onwards) ○ Parents in Birch and Ash to collect children from front playground (those with younger siblings to collect them first) ○ Staff will send children home as soon as parent or adult-collecting is seen to avoid crowding. ○ Parents reminded frequently via social media and notice board to obey social distancing, not to gather at pinch points and leave the site once children are collection. • After School Club open until 6. Parents collecting to wear a mask, to knock on hall door, step back and wait. Children will be sent to them. Parents are not to enter the hall. Signage to convey this. After School Club set up 2 tables – 1 for children in each school ‘bubble’ – Willows / Birch & Ash • No other clubs to run in Autumn half term 2. • In the event of a child becoming ill / C19 symptomatic parents need to be immediately contactable and able to collect child. Parents will be informed of this in the letter (further details in next steps around the processes for suspected cases) • For any face-to-face contact with parents e.g. at school fence after school, 		
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	<p>staff should wear a mask & so should parents. Any meetings (parents consultations, chats etc) must be held either via Ms Teams or on the telephone. Do not arrange to meet parents in person.</p> <p>HOME / SCHOOL resources:</p> <ul style="list-style-type: none"> Children will be told not to bring in pens/pencils/rulers/rubber etc. School will provide for children. Books can go home but need to be wiped/left for 48 hrs on return – a book box will be kept in each classroom and returned to library every Monday. 		
First aid, illness, intimate care & PPE	<p>Approach to suspected COVID-19 cases during the day (triggers point: high temperature or staff noticing a new continuous cough or children reporting change or loss in taste and smell)</p> <p>Flowchart is available to follow in: office, staff room and isolation room (hall) and on this risk assessment as Appendix A. Details are as follows: Staff member attached to class will take action:</p> <ol style="list-style-type: none"> 1. Send children with an adult to the first aid area in hall & immediately in Vic/Susan (or Jason in Vic's absence) 2. Office to inform parents for urgent collection. 3. Meanwhile, child to sit on chair under window, staff to ensure ventilation by opening window and wear full PPE until collection (doffing and donning information, flowchart and PPE box in kitchenette in hall). If hall is in use, children will need to exit hall, taking lunch with them to classrooms. 4. On parent's arrival, child and any siblings to go home. 5. Parents to arrange to Covid-19 testing as soon as possible & head/office/senior staff to keep in touch with family. 6. Online learning to be set for child(ren) if they are well enough until return to school following either a) a negative test result or b) the end of the 10 or 14 day isolation period. <p>Approach to confirmed COVID-19 cases:</p>		X

Follow the 'Covid-19 early outbreak management flowchart' (in office on board) as well as Trust's flowchart.



COVID-19 early outbreak management



Primary, secondary and special schools, and alternative provision for schools

Who should use this information?

Leadership and management of primary, secondary and special schools, and alternative provision for schools. This information provides key steps to quickly identify and contain any potential COVID-19 outbreak. If you are concerned about other possible health issues then you should follow your existing processes.

For England only.

What you should do to manage a possible outbreak

Step 1

Identify

When you are informed of a possible or confirmed case of COVID-19 by NHS Test & Trace, staff or a parent or carer of a pupil within the last 14 days, go to **step 2**.

Step 2

Report

Immediately contact your local Public Health England Health Protection Team (PHE HPT) for help and advice. Refer to www.gov.uk/health-protection-team for contact details.

Every one of us plays a vital role in stopping the spread of COVID-19. Early engagement with your local PHE HPT is key to minimise any possible wider outbreak in your community. See **page 2** for information you may be asked to provide. Do not worry if you are unable to answer all the questions, your local PHE HPT will help guide you through the process.

If the advice from the local PHE HPT is to partially or fully close the building, resulting in the setting not being fully open to all pupils/students, then you should notify the Department for Education via the Education Setting Status form. Refer to '[School attendance: guidance for schools](#)' or search the title on GOV.UK for details.

Step 3

Respond

Your local PHE HPT will work with you to assess the risks and advise you of what actions to take.

Depending on the outcome, your local PHE HPT and Local Authority may establish an Outbreak Control Team to help support you to manage the situation. See **page 2** for types of action that could be put in place.



Check now and write the number of your local PHE HPT here:

Approach to other first aid incidents:

- Staff to wear PPE (aprons, gloves, mask) to perform first aid. This should take place outdoors or in the corridor outside usual first aid room (not in first aid room) or hall.

Approach to intimate care:

General guidelines to protect the spread of COVID-19:

There are important actions that everyone should take at all times to help protect the spread of COVID-19. Refer to [guidance for full opening: schools](#) or search the title on GOV.UK for more advice. This explains how you must carry out a COVID-19 risk assessment for your school and sets out the system of controls to reduce risk in your setting.

The information contained on this card is specifically in relation to an outbreak, and should not replace discussions with Department of Education, health and safety and infection steps you already take, or have implemented as a result of consulting the 'guidance for full opening: schools'.

Information your local PHE HPT may request from you:

Details of your organisation

- name of school/provider
- key contact details: name, phone number, email
- location (including postcode and Local Authority)
- number of staff, pupils, capacity

Details of the cases

- contact details of the people affected
- record of pupils and staff in each group
- when the individual(s) became unwell or a test was undertaken
- when they were last present in the setting
- nature of the roles/job undertaken by any staff affected
- known links between the individual(s) with COVID-19 (in or out of the setting)
- number of people with which the individual(s) had close contact
- nature of the environment (for example layout and nature of the building)
- details of control measures
- has there been any contact with other agencies? for example Local Authority, Health and Safety Executive (HSE), Health and Therapeutic Services

Types of actions you may need to put in place include:



Enhanced hygiene, hand washing and cleaning regimes, and use of personal protective equipment (PPE).



Increased staff/pupils/parents/carers' awareness of and adherence to the system of controls.



Temporary partial closure to a setting or building.

To access more information refer to the guidance below or search the titles on GOV.UK:

- [guidance for contacts of people with confirmed coronavirus \(COVID-19\) infection who do not live with the person](#)
- [COVID-19: cleaning in non-healthcare settings](#)
- [coronavirus \(COVID-19\): safer travel guidance for passengers](#)
- [supporting children and young people with SEND as schools and colleges prepare for wider opening](#)
- [safe working in education, childcare and children's social care](#)
- [coronavirus: travel guidance for educational settings](#)
- [guidance for full opening: special schools and other specialist settings](#)

Last updated: 25/8/2020

	<ul style="list-style-type: none"> Staff to wear PPE (aprons, gloves, mask) to perform intimate care. Use main building or hall toilets (not first aid room) with doors and windows open. <p>PPE:</p> <ul style="list-style-type: none"> PPE is available for all staff should they need it: gloves. PPE: masks, gloves and aprons is available to staff who administer first aid. PPE: masks, gloves, visor and aprons is available to staff who may need to care for an ill child whilst waiting for parents to come and pick up. Poster on how to don and doff PPE in staff room, isolation room (hall) and office https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures 		
Use of shared areas Toilets Playground Hall Outdoor classroom Garden	<p>TOILETS</p> <ul style="list-style-type: none"> Use toilets in main building during lesson time – strictly 1 child at a time & Willows children to be monitored by Teacher/TA. All children will have lessons in handwashing to ensure they are fully aware of how to maintain best hygiene <p>PLAYGROUND & OUTDOOR AREAS</p> <ul style="list-style-type: none"> Break time are staggered and children have full use of playground, except EYFS area: <ul style="list-style-type: none"> Saplings and Willows – 10:45 Birch & Ash – 11:00 Lunch time staggered. <ul style="list-style-type: none"> Saplings and Willows – 12pm to eat then play from 12:30 – 1pm Birch & Ash – 12:30pm to eat, then play in playground from 1:00 – 1:30pm. Outdoor climbing equipment to be sanitised between uses by different groups by TA on duty. Timetable available in office, staffroom & individual time tables for TAs 		X

	<p>covering.</p> <p>Use of natural learning spaces off school site to be planned for with Covid-19 related risks added to our outdoor learning risk assessment.</p> <p>HALL</p> <ul style="list-style-type: none"> Lunch will take place in the hall. Staggered lunchtime will ensure groups remain distanced from each other with only one group eating at a time. Staff to serve, rather than children going to hatch. Thorough cleaning will take place between lunch sittings. Hall in use for breakfast and after school club. <p>BREACHES</p> <ul style="list-style-type: none"> Approach to potential breaches of social distancing in place, including in the case of repeat or deliberate breaches: Follow positive behaviour policy and consider the following as appropriate: <ul style="list-style-type: none"> Handwashing Cleaning Conversations with parents Removal of child from group Regular reminders given; posters in all classrooms + work spaces. Risks assessments around students who might struggle to follow expectations 		
Use of shared resources/areas	<ul style="list-style-type: none"> Staggered break times, lunch times and end of day will support social distancing between groups within school and individuals when parents arrive at the end of the day. Children will be encouraged to maintain distance between themselves and their peers but we recognise that this will be a challenge. Play equipment can be used and will be appropriately cleaned between groups of children using it. Any shared resources will be cleaned prior to use by another group or left for 48 hours (non-plastics) or 72 hours (plastics) – a dated label to be left 		X

	<p>on any shared resources used if they are to be left, e.g. science or art equipment.</p> <ul style="list-style-type: none"> • Staff will timetable regular cleaning of shared resources during the day. Suggest break & lunch times & end of day as suitable points. • PE – staff member teaching PE in charge of organising equipment to be sanitised after use. <p>EYFS: Sterilising tablets/steam cleaning / dishwashing on a high setting / antibacterial wipes will be used to soak and sterilise play equipment once a week. Staff will factor this into their end of day routine.</p> <p>Children in EYFS may resume play with sand and water but this must be done outside, and handwashing must take place before and after use.</p>		
Classroom organisation and infection controls	<p>Resources:</p> <ul style="list-style-type: none"> • Individual stationery to be given to each child in all classes. • Classrooms are arranged with desks facing the front of the classroom. • Handwashing and cleaning stations in each class. Gel dispenser outside of each classroom. <p>Groups & timings:</p> <ul style="list-style-type: none"> • Children are in the same groups at all times each day, and different groups are not mixed during the day, or on subsequent days. This will reduce transmission risk. • Groupings <ul style="list-style-type: none"> ○ 1. Ash class (Year 4/5/6) & Birch (Year 2/3/). ○ 2. Willows and Saplings (pre-school, EYFS and Year 1) • Children will use the same classroom throughout the day, with a thorough cleaning of the rooms at the end of the day. • Carefully arranged and staggered timetables are in place for breaks, lunch, natural learning, PE and end of day collection 		X

	Infection control: <ul style="list-style-type: none"> • Hand sanitiser or handwashing station available in each class • Children will be told to clean their hands on arrival at school, before and after break and eating, and after sneezing or coughing – staff will monitor this. • Staff will encourage children not to touch their mouth, eyes and nose • Staff will ensure children use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it') • All classroom will be well ventilated using natural ventilation (opening windows & prop doors open to the outside areas). As the weather gets colder, windows still need to be open slightly to allow a fresh flow of air to circulate. • Children will wear PE kits to school on Wednesdays to minimise disruption and amount of resources brought into schools. 		
Kitchen	<ul style="list-style-type: none"> • School kitchens must comply with the Guidance for food businesses on coronavirus (COVID-19) 		X
STAFF Infection controls PPE use Cleaning Staff Wellbeing Managing workload	<ul style="list-style-type: none"> • Staffing numbers required have been determined including support staff and office/admin staff. • Staff will be allocated to a set group and the same teacher(s) and TA are, as far as possible, with this one group during the day and on subsequent days. All staff clear on working arrangements. • Staff are encouraged to make use of education resources such as e-bug and PHE schools resources found on the following link. https://e-bug.eu/eng_home.aspx?cc=eng&ss=1&t=Welcome%20to%20e-Bug to ensure clear messages are given to children about social distancing and hygiene • PPE is available for all staff should they need it: masks, gloves and aprons. • Staff may wear masks in shared areas (staff room etc) if they wish. 		X

	<p>Masks are not to be worn in the classroom when working with children.</p> <ul style="list-style-type: none"> • Staff may also set up a 'zone' at the front of the class or desk that is exclusive to them, if they wish. • Staff will timetable regular cleaning of hard surfaces that children are touching, such as toys, books, desks, chairs, doors, sinks & light switches. Suggest break & lunch times as suitable points during the day. • Staff room: lunch/break space for staff in Preschool / Willows bubble • Library: lunch break space for staff in Birch / Ash bubble • Office glass window to remain closed at all times to protect office staff. <p>WELLBEING</p> <ul style="list-style-type: none"> • Academy Head to have schedule of talking to individual staff to allow for open and honest dialogue around their concerns. • Vulnerable staff members to have individual risk assessment where required. • IIH will signpost staff to supervision if required. Sarah C available for AH support and other staff. • Whole school approach to adapting curriculum (S/M/L term) is in place. A renewed timetable is in place allowing for a refined curriculum. • If a member of staff falls ill arrangements for accessing testing, if and when necessary, are in place. • Staff are clear on returning to work guidance. Signed list kept in office to ensure staff have read and understood risk assessment & training delivering during INSET day (4/9/20) 		
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	<p>STAFF BUBBLES</p> <table><tr><td>Saplings & Willows</td><td>Birch & Ash</td><td>Office</td><td>ASC</td><td>Kitchen</td><td>PE</td><td>IIH</td></tr><tr><td>Liv Becki Bryony Michelle Eve</td><td>Jason Sarah Jo Christine Vic*</td><td>Susan Marian <i>*Vic not in the bubble because of separate office space</i></td><td>Lizzie</td><td>Linda Amanda</td><td>Tayler</td><td>Nikki</td></tr></table>	Saplings & Willows	Birch & Ash	Office	ASC	Kitchen	PE	IIH	Liv Becki Bryony Michelle Eve	Jason Sarah Jo Christine Vic*	Susan Marian <i>*Vic not in the bubble because of separate office space</i>	Lizzie	Linda Amanda	Tayler	Nikki		
Saplings & Willows	Birch & Ash	Office	ASC	Kitchen	PE	IIH											
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Deliveries / outside agencies & other visitors	<ul style="list-style-type: none">• No additional adults will be allowed access to school building to reduce infection transmission, unless agreed by VP.• Administrator has communicated with our suppliers to check they are following appropriate social distancing and hygiene measures• Sign in form must be completed by any visitors in school for test & Trace purposes.• Any visitors to school must wear masks.• QR code for Test and Trace will be in place in foyer for those using the Test and Trace app.		x														
Peripatetic teaching	<ul style="list-style-type: none">• Drumming to take place in the hall. One pupil to have a lesson at a time.• Drumming teacher to stay 2m apart from the pupil.• Drumsticks to be sanitised between each lesson.		x														

Inclusion hub specific measures for visiting groups to Hennock when using the Netton	<ul style="list-style-type: none"> • PPE stock for Netton & forest school kit. • Children and adults on courses register in an inclusion hub register (take mobile number of adult for Test and Trace) – Nikki to also keep this as fire register. • Netton-based courses will register at the foyer & meet Nikki in Netton – they will go to the Netton via the side gate (no entry to the main building) & garden is then the IIH the inclusion hub ‘zone’ for these times. • Children who need the toilet to go to the hall & no accompanying adults to enter main school building. • Children and adults on courses leave via side gate. • Nikki R to sanitise equipment if it is to be used again that week. Otherwise, equipment will remain un-used for 48h + 		X
Safeguarding all pupils	<ul style="list-style-type: none"> • Our behaviour policies have been updated to reflect the new rules and routines necessary to reduce risk in our setting. This has been communicated to staff. • Risk assessments in place and welfare checks being undertaken. Staff will continue to monitor and maintain contact with vulnerable pupils not attending school. • Teaching staff linked to a TA to support each other and children. • Safeguarding lead info is available to all staff: Hennock: DSL: Vic Pooler 01626 833233 Mob 07903 345945 DDSL: Olivia Gentie Mob: 07914 058909 <p>Should the above be unavailable for any reason, please contact one of the other DSL’s within our Trust:- Bearnese – Dan Turner 01626 353980 Broadhempston: 01803 812689 Cheriton Bishop – Alex Waterman 01647 24817 Diptford – Lizzie Lethbridge 01548 821352 Drakes - Pete Halford 01395 443871</p>		X

	Ilsington – Sam McCarthy-Patmore 01364 661208 Harbertonford – Anne Burns 01803 732352 Landscope – Jill Ryder 01803 762656 Moretonhampstead – Will Benthall 01647 440482 Otterton - Pete Halford 01395 568326 Stoke Gabriel – Alice Eeles 01803 782469 Tedburn St Mary – Andy Keay 01647 61338 Widecombe – Des Stoke 01364 621261 Yeoford – Alex Waterman 01363 84234 Devon County Council Local Authority Designated Officer (LADO) can be reached on 01392 384964.		
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Assessor's Recommendations - Additional Control Measures or Actions

List Actions / Additional Control Measures	Date action to be carried out	Person Responsible
Shared with all staff on 4/9/20 during INSET	4/9/20	Vic Pooler
Reviewed following check by CEO	15/9/20	
Reviewed following change in bubbles commencing 19/10/20	15/10/20	
Reviewed following government national lockdown announcement commencing 5/11/20	03/11/2020	



Signed: the Principal/Head of Department:

Date 03.11.2020

The outcome of this assessment should be shared with the relevant staff
A copy of the completed assessment to be kept on file and copied to the Health & Safety Co-ordinator

Appendix A: Link Academy Trust flow Chart for suspected cases of Covid-19

Actions if someone becomes ill with suspected Covid 19 in the schools setting

If anyone in an education or childcare setting 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 the [COVID-19: guidance for households with possible coronavirus \(COVID-19\) infection guidance](#).**

STEP 1. Immediately phone the parents or emergency contact- to explain the child must be collected. Ring the CEO- Landscope House 01803762113 or Mob 07956833569

STEP 2. Move the child to the designated isolation room within the school- close the doors to isolate and ensure no one can enter the room. They should be at least 2 m away from anyone. Open windows for as much ventilation as possible. An adult should supervise at all times

If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.

STEP 3. PPE should be worn by staff caring for the child while they await collection and a distance of 2 metres should be maintained if possible but not for a very young child or a child with complex needs. See poster: Guide to donning and doffing standard Personal Protective Equipment (PPE)

STEP 4. Anyone coming into contact with a child that is unwell should wash their hands thoroughly for 20 seconds after any contact with this person. If a member of staff has helped someone with symptoms, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive

STEP 5. The person collecting the child should be advised to self-isolate for 7 days and arrange to have a test to see if they have Covid 19. They can do this by visiting NHS.UK or contact NHS 119 via telephone. Parents will be given a pre-prepared letter to explain what they need to do next and be expected to leave the site immediately. The fellow household members of any infected person should self-isolate for 14 days.

STEP 6. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. See the [COVID-19: cleaning of non-healthcare settings guidance](#).

STEP 7. Ensure the family get a test for Covid and stress this is really important to avoid wasting valuable learning time in school as otherwise the child and family MUST remain isolated for 14 days.

STEP 8. Await the outcome of the test.

STEP 9. Send letters out to parents and carers of children in the same Bubble as the child if the case is confirmed as positive. Contact CEO immediately as it will then require liaison with Public Health England etc