

CV-19 Risk assessment for PHSG

Contents

Return to school Update with key messages:	2
Summary: RISK ASSESSMENT for Secondary school lockdown period in Term 3 (05/01/2021)	1
System of controls (Taken from the above advice)	2
INDIVIDUAL RISKS AND CONTROL MEASURES	4
Risk Rating Matrix (Physical)	23
Risk Rating Matrix (Emotional)	24
ADDITIONAL INFORMATION AND SIGN-OFF	25
APPENDICES	26
Appendix 1: School Workforce	26
Appendix 2: Subject specific guidance	27
Appendix 3: Response to Infection	28
Appendix 4: CV Checklist 28092020	1
Appendix 5: Mass asymptomatic testing: schools and colleges (Lateral Flow Tests)	3
Appendix 6: Use of the NHS Test & Trace App	4
Appendix 7: TSAT Levels of Control	1
Appendix 8: Updates	1

Return to school Update with key messages:

Going to school, college and university

From 8 March, all pupils should attend school. Secondary pupils will be offered testing from 8 March.

Taken from:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/963509/Schools_coronavirus_operational_guidance.pdf

Summary: RISK ASSESSMENT for Secondary school lockdown period in Term 3 (05/01/2021)

Subject of Assessment	Secondary school return 08/03/2021	Assessment Date	01/03/2021
Location	Plymouth High School for Girls		
Assessor	James Fenlon	Review Date	Weekly by SLT

Information: This risk assessment is to be read through completely. Note that this must be a dynamic risk assessment and changes may be made through an ad-hoc basis due to changes in Government advice; any possible cases of CV-19 etc

Link to Government advice:

Overall Collection: <https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19>

Guidance for full opening:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/963509/Schools_coronavirus_operational_guidance.pdf

Safer travel guidance for passengers: <https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>

Safe working in education: <https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>

Cleaning in non-healthcare settings: <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

Guidance for First Responders: <https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov>

SYSTEM OF CONTROLS (TAKEN FROM THE ABOVE ADVICE)

In all education, childcare and social care settings, preventing the spread of coronavirus involves dealing with direct transmission (for instance, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces). A range of approaches and actions should be employed to do this. These can be seen as a system of controls that, when implemented, creates an inherently safer system, where the risk of transmission of infection is substantially reduced. These include:

Prevention	
Minimise contact with individuals who are unwell	All schools all of the time
Where recommended, use of face coverings in schools.	
Cleaning hands more thoroughly and more often than usual	
Good respiratory hygiene (catch it - bin it - kill it")	
Enhanced cleaning, including cleaning of frequently touched surfaces	
Always keeping occupied spaces well ventilated	
Minimise contact between individuals and maintain social distancing. How contacts are reduced will depend on the school's circumstances and will (as much as possible) include: grouping children together avoiding contact between groups arranging classrooms with forward facing desks staff maintaining distance from pupils and other staff as much as possible	Must be properly considered and schools must put in place measures that suit their circumstances. These measures should also not be seen as 'all or nothing' options as partial implementation will bring benefits
Where necessary, wear appropriate PPE.	Specific circumstances as required by the risk assessment
Promote and engage in asymptomatic testing, where available	All schools all of the time

Response to infection	
Engage with NHS Test and Trace	Must be followed in every case where they are relevant
Manage confirmed cases of corona virus	
Contain any outbreak by following local health protection team advice	

INDIVIDUAL RISKS AND CONTROL MEASURES

Ref	The column below highlights key areas of risk	Control Measures	Risk Level	Additional school specific control measures to reduce risk	Residual Risk Level
1	General Social Distancing Principle for groups in Secondary school	<p>Overall Principle:</p> <p>Within the classroom, best endeavours approach to maintaining some social distancing .</p>	High	<p>Students in year 7 and 8 assigned rooms excluding practical subjects and these rooms form the bubble.</p> <p>Outside and indoor recreation space assigned for each designed year group.</p> <p>Signs up to indicate which rooms students can use.</p>	Medium
2	Pupil / Adult with symptoms before start of school	<p>Pupils/staff who show symptoms should not attend site but should follow Government guidance to isolate at home.</p> <p>Should phone into school to inform this.</p> <p>Should follow Trust/Government position on testing and self isolation.</p>	High	No further actions required	High
3	Basic classroom set up (standard classroom)	<p>Change classroom layout where possible to ensure pupils sit side-by-side and facing forward.</p> <p>Soft furnishing can remain in spaces where they will only be used by one consistent group but removed/taped off if not.</p>	High	<p>Students will be sitting side by side according to the seating plan and not in groups facing each other.</p> <p>All classes clean the work space on leaving and all rooms are cleaned at the end of the day.</p>	Medium

		<p>Remove unnecessary items from classrooms and store where possible.</p> <p>Where possible (temperature dependent) open windows and ensure good ventilation (See separate ventilation control measure)</p> <p>Cleaning kit (spray and blue paper towel) available for staff to quickly clean areas.</p> <p>Where possible prop open doors to enable better ventilation and avoid frequent use of door handles. Following the wider opening of schools to more pupils and staff, fire doors must be closed and not wedged open – Facilities staff will remove wedges where this is found to be occurring.</p> <p>For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared.</p> <p>Hand sanitiser station at each classroom for pupils to use on entry and exit</p> <p>Pupils should have an identifiable workspace that should be cleaned by the pupil themselves with a disinfectant wipe (located on the table) before and after the lesson. All classes have a seating plan.</p> <p>Classroom based resources, such as books and games, can be used and shared within the group; these should be cleaned regularly, along with all frequently touched surfaces. Alternatively, they could be ‘quarantined’ for 72 hours to prevent spread of infection.</p> <p>Resources that are shared between classes, such as sports, art and science equipment should be cleaned frequently and meticulously and always between groups, or rotated to allow them to be left unused and out of reach for a period of 72 hours between use by different groups.</p> <p>It is the TSAT preference that the quarantine period of 72 hours is the best method to use for such shared equipment as it is difficult to ensure that equipment can be meticulously cleaned. (see CLEAPSS guidance for more information – link in appendix 2).</p> <p>Ensure that there is a “safe space” for teachers at the front of the room – this could be marked with safety/hazard tape. Pupils should be reminded not to enter this safe space. Staff should be reminded not to have close contact with pupils.</p>			
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4	Handwashing	<p>Wash hands thoroughly with water and soap for 20 seconds at regular intervals – and at key moments in the school day (on arrival, before lunchtime etc) (or use alcohol based sanitiser around the site)</p> <p>Sanitiser stations outside every classroom. Alcohol based throughout, except for areas where could potentially lead to additional hazard (science labs, food technology classrooms) where a non-alcoholic which claims to kill 99.9% of bacteria and viruses.</p> <p>Frequent reminders to staff and students to sanitise on entry and exit to classrooms.</p> <p>Signage to reinforce this message throughout site</p> <p>Adequate supplies of soap in toilets.</p> <p>Alcohol based sanitiser in Reception</p> <p>Wash hands at appropriate and regular times (arrival, before and after lunch etc)</p>	High	No further actions required	High
5	Good respiratory hygiene	<p>Pupils reminded of good hygiene</p> <p>Lidded bins emptied regularly-additional lidded bins to be placed in key locations</p> <p>Signage in all classrooms (Catch it, Bin It, Kill It)</p>	High	Lidded bins required Signs need to go into all classrooms action for facilities.	High

6	<p>Cleaning</p>	<p>Disinfectant spray bottle and blue paper towel available in each room</p> <p>Frequently touched surfaces to be cleaned often (door handles, items used by multiple children between each use)</p> <p>For some items (e.g. photocopiers and printers), additional items may be provided but note that wipes should not be used on photocopier touch screens.</p> <p>Where possible, reduce the use of shared items (e.g. laptops)</p> <p>Where possible, reduce difficult to clean items (e.g. soft furnishings) in classrooms and throughout school areas such as reception</p> <p>TFac staff will be explicitly asked to support the cleaning through the school sites – in particular, frequently touched items.</p> <p>Regional Facilities Manager to monitor stock levels of cleaning supplies for each site. To inform Head of Estates if it becomes difficult to source stock (Government assistance available)</p> <p>See Government link on cleaning listed in introduction of this document.</p>	High	<p>More disinfectants needed near photocopiers in all locations.</p> <p>Hand sanitiser and sign needed near all copiers. Facilities to arrange.</p>	High
7	<p>Ventilation</p>	<p>Ventilation is very important to limit the spread of the virus. Key message:</p> <p>Ensure that there is fresh air available at regular points for classrooms, offices and circulation areas. This could be done by opening windows all day or (if temperature is an issue) ensuring that there are regular changes of air by opening windows throughout the day at key points –lesson changeover, lunchtimes, after school etc.</p> <p>Doors can be propped open if they are not fire doors.</p>	High	<p>Windows and doors of used classrooms and offices opened regularly to allow for adequate ventilation.</p> <p>Annexe classrooms need the windows checked at least one to open in each classroom - facilities.</p> <p>Students and staff can wear coats and/or extra layers if they are cold.</p>	Medium

8	Corridors and stairwells	<p>Some suggested control measures are:</p> <p>People passing in corridors is considered a low risk activity</p> <p>One way system where possible-emphasise stairwells in old buildings can be narrow and this might be the best way to minimise social contact</p> <p>Limit all use of stairlifts and lifts where possible.</p> <p>Signage on floors (hazard tape) to indicate social distancing convention</p> <p>Staff to explicitly be told to monitor transition to ensure pupils are walking calmly and quietly to lessons.</p> <p>No shouting or running around inside.</p>	Medium	<p>Zonal areas created for year group bubbles to use at break and lunchtime.</p> <p>1 way system in place to limit passing face to face in a corridor.</p> <p>Hand sanitiser station near lifts - facilities.</p> <p>Lunches delivered to zonal areas to prevent bubbles mixing.</p> <p>All students leave by the nearest available exit wearing face coverings.</p> <p>Nominated staff to monitor the exit points and to remind students about face coverings and maintaining social distancing.</p>	Low
9	Reception and Visitors	<p>Main messages:</p> <ol style="list-style-type: none"> 1) Ask all potential visitors to consider if they need to come into reception or can the matter be dealt with remotely? 2) Signage to make clear that if you have symptoms, you should be at home and must not enter the school. <p>Limit number of people entering reception - marks on floor</p> <p>Clear message to parents-phone / email best method of contact</p> <p>Only limited numbers of visitors allowed in reception at one time.</p> <p>Hand sanitiser dispensers available on entry</p>	High	<p>Markings on the floor in reception - facilities.</p> <p>Marking on the floor in reception. Facilities to action</p>	High

		<p>Communication to regular delivery as to procedure in place (no signature required for many companies now)</p> <p>Encourage good ventilation with windows open and doors propped open (as long as they are not fire doors or necessary for security)</p> <p>Ensure that a log of all visitors to schools is kept with dates, times and contact details to assist in "Test & Trace" if required.</p>			
10	Toilets - Pupils	<p>TFac staff to monitor stock levels of soap etc</p> <p>Clear signage on washing of hands</p> <p>Encourage good ventilation with windows open and doors propped open (as long as they are not fire doors)</p>	High	Business manager to monitor levels	Medium
11	Toilets – Staff	<p>TFac staff to monitor stock levels of soap etc</p> <p>Clear signage on washing of hands</p> <p>Disinfectant spray, paper towels and disinfectant wipes available for staff to clean their own toilet area</p> <p>Encourage good ventilation with windows open</p>	High	No further actions required	High

12	Behaviour	<p>Clear behaviour policy in place (visible signage on doors/classrooms and reception)</p> <p>Behaviour policy is posted on website.</p> <p>Behaviour policy to include clear consequences-again with full communication to all relevant parties.</p>	Medium	No further actions required	Medium
13	Outdoor spaces	<p>Year groups to have assigned spaces within the school grounds to ensure that they do not mix with other year groups.</p> <p>Outdoor equipment not to be used unless provision for cleaning between each group of users is available</p> <p>Can use external spray paint or physical barriers to emphasise areas in use-school based decision.</p>	Low	Courts and seating areas assigned to specific bubbles. Please see zonal areas document on the website.	Low
14	Hall Spaces	<p>Hall spaces should only be used by one group at a time where possible.</p> <p>Schools should avoid large meetings</p> <p>Use effective timetabling to ensure groups mixing is limited</p> <p>Hall spaces to be cleaned between each group use.</p> <p>Encourage good ventilation with windows open and doors propped open (as long as they are not fire doors)</p>	Medium	<p>No further actions required.</p> <p>TFac team to ensure that the Halls are cleaned between each year group use.</p>	Medium

15	Other Spaces (libraries) Shared (e.g. libraries)	<p>Encourage good ventilation with windows open and doors propped open (as long as they are not fire doors)</p>	Medium	<p>Where large shared spaces are used, disinfectant is used to clean touched surfaces and the rooms are ventilated during and after use.</p>	Low
16	Offices	<p>Follow level 2 grid of controls for meetings</p> <p>Assign members of staff an individual workstation / office so that keyboards / tables are not being shared.</p> <p>Where printers and photocopiers are shared, ensure there is hand sanitiser available.</p> <p>Avoid the use of face to face arrangements-try to rearrange desks to enable staff to be side by side.</p> <p>Encourage good ventilation with windows open and doors propped open (as long as they are not fire doors)</p>	Medium	<p>Meetings held, but colleagues sit at least 2m apart and the rooms are well ventilated.</p>	Low
17	Staffroom – please note that staff-staff contact is believed to be a major chance of spreading infection, in particular at staff meetings / breaktimes etc	<p>Staff will not be using the main staffroom during this period. Control measures below for Dept areas. Remove extraneous furniture to enable better social distancing between staff. Reminder that social distancing should be 2 metres where possible.</p> <p>Additional signage reminding staff to wash their hands</p> <p>TFac to ensure there is washing up liquid available and cleaning materials at start and end of day</p> <p>Staff reminded to clean their own cups/plates etc</p> <p>Encourage good ventilation with windows open and doors propped open (as long as they are not fire doors)</p>	Medium	<p>Hard surfaces cleaned with disinfectant after use.</p> <p>Staff room has been converted to a bubble specific space and not used by staff.</p>	Low

18	<p>Transport : Please note that the wider Government guidance has a large section on transport and you are encouraged to read it in full. It will be different for each school in the Trust</p>	<p>Public Transport</p> <p>Pupils should be encouraged to follow the Government’s advice on transport: https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers Encourage parents, children, young people and staff to walk or cycle to their education setting where possible.</p> <p>Dedicated School Transport</p> <p>Where this is used, it should be used following the same system of controls as stated on earlier in this risk assessment but further local control measures may be in place, for example:</p> <ul style="list-style-type: none"> ● pupils in ‘bubble’ groups where possible, hand sanitiser used before / after boarding ● use of hand sanitiser on boarding/disembarking ● additional vehicle cleaning ● organised queuing and boarding ● spacing out within the vehicle ● Face coverings should be worn whilst travelling in the vehicle. 	Medium	No further actions required	Medium
19	<p>Parental drop off and pick up</p>	<p>Possible control measures that the school may use:</p> <p>Ensure that there is a bin near entrances so that old face coverings worn by pupils can be discarded into it.</p> <p>Arrange additional staff to do gate / playground duty</p> <p>Pupils should go straight to their tutor base</p> <p>Use multiple entrances to prevent pupils “bunching up”</p> <p>Frequent communication to parents on appropriate social distancing</p> <p>Pupils to be reminded to sanitise hands on entrance / exit to school</p>	Medium	<p>Students arrive in a staggered nature naturally, they wash hands on arrival and then go straight to the room assigned to them.</p> <p>Staggered end of day procedures.</p>	Low
20	<p>Breaktimes / Lunchtimes / Catering arrangements</p>	<p>Possible control measures that the school may use:</p> <p>Food is delivered for years 9 and above. Year 7 and 8 collected from zonal areas in the dining room</p> <p>SLT to be assigned for lunch duty.</p>	Medium	Zonal areas used by students to keep bubbles apart.	Low

		<p>Pupils should wash hands before and after lunch</p> <p>Staff on hand to clean any tables that will be used by multiple groups.</p>			
21	<p>Subject Specific Arrangements</p> <p>Music</p> <p>Link to further information from Musicians Association provided in Appendix 2</p>	<p>Pupils to wash hands before and after handling any instruments.</p> <p>Maximum number of pupils singing should be 15 – no singing in ensembles, choirs or assemblies.</p> <p>Limit use of brass and woodwind instruments.</p>	Medium	No further actions required	Medium
22	<p>Subject Specific Arrangements</p> <p>Science</p> <p>Link to further information from CLEAPSS provided in Appendix 2</p>	<p>Limit use of shared equipment between groups.</p> <p>Where equipment is needed by another group, use a 72 hour quarantine period following CLEAPSS advice.</p> <p>Further guidance available in CLEAPSS documents</p>	Medium	No further actions required	Medium
23	<p>Subject Specific Arrangements</p> <p>PE</p> <p>See link to guidance from Association</p>	<p>Prioritise outdoor sport</p> <p>Avoid contact sport</p> <p>Limit use of shared equipment between groups.</p>	Medium	No further actions required	Medium

	Physical Education in Appendix 2	Where equipment is needed by another group, use a 72 hour quarantine period or meticulous cleaning. Control measure put in place in the changing rooms to minimise risk (clear plastic screening between changing stations)			
24	Subject Specific Arrangements Art/DT/Catering See link to Guidance from Cleapss on DT/Catering/Art in Appendix 2	Limit use of shared equipment between groups. Where equipment is needed by another group, use a 72 hour quarantine period following CLEAPSS advice. Consider use of teacher led demonstrations where equipment is limited. Further guidance available in CLEAPSS documents	Medium	No further actions required	Medium
25	Subject Specific Arrangements Computing	Timetable effectively set up so that groups can be separated from using IT spaces at the same time (i.e. 1 in, 1 out with time for a member of staff to clean). Provide a disinfectant spray and paper towels or disinfectant wipes to wipe down keyboards between family group use Where IT suites have rows of pupils facing each other, it may be a sensible precaution to install Perspex safety screens.	Low	TFac to put up clear screens between work stations that face each other.	Low
26	Subject Specific Arrangements Drama / Performing Arts / Dance See link to Government guidance on performing arts in Appendix 2	Encourage social distancing whilst performing / practising including avoiding being face to face at short distances. Limit activities that can create aerosol (e.g. shouting, chanting, singing along) Increase ventilation in performing spaces where possible	Medium	No further actions required	Medium

27	PPE	<p>We will always follow the latest Government advice on what PPE is required at schools for staff, students and other stakeholders.</p> <p>Staff and visitors must wear face coverings within communal areas whilst at school unless there is a medical exemption. They should also wear face coverings in classrooms, where social distancing cannot be maintained.</p> <p>Pupils should wear face coverings whilst in classrooms, and other internal areas of the school where social distancing cannot be maintained.</p> <p>Face visors shouldn't be used</p> <p>Gloves should not be worn as they detract from the central message of handwashing.</p>	Medium	No further actions required	Medium
28	First Aid	<p>School should identify an individual to be responsible for first aid (provision, equipment and facilities)</p> <p>Accident reporting procedures to remain unchanged</p> <p>The minimum number of first aiders must be on site at all times.</p> <p>Low risk first aid equipment (e.g. box of plasters, sick bowls) should be made available in commonly accessible areas, out of reach of pupils.</p> <p>PPE to be available for first aiders: fluid-resistant surgical mask, disposable gloves, disposable apron and fluid-resistant surgical face mask. If there is a risk of splashing then suitable eye protection should also be worn. This equipment should be kept apart from standard first aid equipment and only used when a suspected CV-19 case following Government guidelines</p> <p>Further information on first aid including CPR is available on:</p> <p>https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov</p>	High	BUS Manager to check on the H&S first aid numbers required.	High

29	<p>Pupil / staff shows Covid 19 symptoms whilst at school</p>	<p>Follow Government advice:</p> <p>If anyone becomes unwell with a new, continuous cough, a high temperature or loss of smell/taste in an education or childcare setting, they must be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance.</p> <p>If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.</p> <p>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.</p> <p>PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).</p> <p>In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.</p> <p>If a member of staff has helped someone who was unwell with a new, continuous cough, a high temperature or loss of smell/taste, 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 (see ‘What happens if there is a confirmed case of coronavirus in a setting?’ below). They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. 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.</p> <p>“home testing kits” to be supplied by Government for schools to issue. Preliminary guidance from JFN is that these kits should only be handed to parents of pupils with a prospective case of Covid-19 or to members of staff.</p>	High	No further actions required	High
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30	Actions following a confirmed case	<p>When a child, young person or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to self-isolate for 10 days (see details above). Their fellow household members should self-isolate for 10 days.</p> <p>Once the symptomatic person has left site, please ensure that the relevant Director of Education and James Fenlon (Head of Estates) are informed to coordinate follow up with Public Health England if required.</p> <p>Where the child, young person or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation.</p> <p>Where the child, young person or staff member tests positive, the close contacts can undergo 7 days of lateral flow tests to ensure they are not carrying the virus and can continue to attend the educational setting. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.</p> <p>See further details in Appendix 3 of "Response to Infection"</p>	Medium	No further actions required	Medium
31	Meetings (Small 2-3 people) with pupils	All meetings to be remote where possible (follow level 2 grid of controls)	Medium	No further actions required	Medium
32	Meetings (Small 2-3 people) between staff	All meetings to be remote where possible (follow level 2 grid of controls)	Medium	No further actions required	Medium
33	Meetings (Small 2 - 3 people) with external bodies	All meetings to be remote where possible (follow level 2 grid of controls)	Low	No further actions required	Low

34	Meetings (large)	All large meetings should be remote.	Medium	No further actions required	Medium
35	School events (Open Evening, Parents evening)	Large scale meeting such as open evenings to be postponed until further notice Parents evening to be conducted (where appropriate) using remote methods (telephone)	Medium	No further actions required	Medium
36	Lockers	Lockers that are in communal areas should be placed out of bounds. Pupils will have to carry their equipment for the three lessons that they have each day with them. Lockers that are in year group areas can only be used if only that year group access that area – to prevent cross contamination.	Low	No further actions required	Low
37	Breakfast Clubs	NA	Medium	No further actions required	Medium
38	After School / Extra Curricular Provision	After school clubs (including extra curricular provision) can resume If a PE style club, then no contact sports should take place. If run by an external provider, please ensure they demonstrate by risk assessment how they are implementing control measures, and also provide consistent staffing. Area should always be cleaned thoroughly by relevant staff after use.	Medium	No further actions required	Medium
39	Supply / Temporary / Peripatetic Staff	Following the national lockdown, peripatetic and supply staff should only be used where essential	Low	No further actions required	Low

40	Pupils / Staff / Visitors returning from overseas	<p>Under the national lock down there is current a ban on all travel outside and within the UK, unless for a legal reason</p> <p>Any pupils/staff returning from holiday should check the Government website for the latest advice on quarantine periods.</p>	High	No further actions required	High
41	Fire / Evacuation	<p>All schools must relook at their fire plan and fire risk assessment to ensure any changes captured in this document are reflected in updated procedures. This should involve the school's facilities manager with assistance from the Regional Facilities Manager (RFM) and other key members of SLT. This might include:</p> <ul style="list-style-type: none"> ● updated evacuation areas ● updated registration details (moving to family group registration) ● updated responsibilities for staff ● maintain 2 metre social distancing between each family group and between each family group and other persons present where safe to do so <p>All changes to fire /evacuation procedures must be communicated to all staff, pupils and relevant stakeholders.</p>	High	<p>In the event of a fire, all staff and students to muster on the courts as is usual practice. SLT on duty to take the register of those in school.</p> <p>Business manager to produce a step by step guide to share with SLT on how to turn off and reset the fire alarm.</p>	Medium
42	Shielded (extremely clinically vulnerable) pupil	<p>Pupils who are clinically extremely vulnerable should follow resumed shielding guidance and should not attend school.</p>	Medium	No further actions required	Medium
43	Shielded (extremely clinically vulnerable) staff member	<p>Staff who are clinically extremely vulnerable should follow resumed shielding guidance and should not attend the workplace. These members of staff should work from home for the rest of this term and should contact their Headteacher to discuss working arrangements.</p>	Medium	No further actions required	Medium
44	Clinically vulnerable Pupil	<p>Pupils should follow medical advice and inform school. They can attend their educational setting or access remote learning.</p>	Low	No further actions required	Low

45	Clinically vulnerable Staff member	<p>Staff members who are clinically vulnerable can attend the educational setting for work or work remotely from home.</p> <p>Staff who believe they fall into this group should speak to their line manager if they believe their risk assessment needs updating where appropriate.</p>	Medium	No further actions required	Medium
46	Living in the same household with a shielded person (extremely clinically vulnerable) – Pupil or Staff	<p>People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend work/work from home remotely.</p> <p>For employees living in the same household with someone that is extremely clinically vulnerable or clinically vulnerable and are concerned about returning to work please discuss this with your line manager or Headteacher, your concerns about returning to work will be explored fully and risk assessments put in place to support your return where necessary.</p>	Low	No further actions required	Low
47	Living in the same household with a clinically vulnerable person	<p>Child or staff member can still attend their education setting or work/study at home.</p>	Low	No further actions required	Low
48	BAME Staff	<p>Headteachers should consider any BAME staff whilst completing this risk assessment - an individual risk assessment is available for these staff (please contact the relevant HR Partner) if required.</p> <p>You can read our equality impact assessment on our Trust COVID- 19 pages, password TSATCOVID</p>	Medium	No further actions required	Medium
49	Pregnancy	<p>Women who are 28 weeks pregnant and beyond or are pregnant and have an underlying health condition that puts them at a greater risk of severe illness from COVID-19 at any gestation, should take a more precautionary approach – this group contact their line manager for further support</p>	Medium	No further actions required	Medium
50	Facilities –General	<p>Standard daily checklists for facilities completed as usual.</p> <p>Specifically, all water outlets should be flushed and legionella checks completed and up to date. Fire alarm system should be fully tested as usual. All access control arrangements and external opening fire doors double checked to ensure all working.</p> <p>RFMs’ have developed an opening up site checklist</p>	High	No further actions required	High

51	<p>TFac and TTech-Staffing</p> <p>(Relevant to all Central based staff)</p>	<p>Separate Thinking Facilities and Thinking Technology risk assessment to be completed for tasks over this period.</p> <p>Note that unless an emergency, TFac and TTech staff will not enter a classroom containing a 'bubble' group but will instead wait until the group has left the room</p> <p>Members of TFac and TTech must sign in and sign out of every school they attend with dates and times to assist in "Test & Trace"</p>	Medium	No further actions required	Medium
52	<p>School Trips</p>	<p>No domestic overnight or overseas trips should be planned for Term 4 2021. For further in the future than this, please contact your EVC or James Fenlon for further advice.</p>	Medium	No further actions required	Medium
53	<p>Contractors</p>	<p>TFac staff should ensure that contractors are aware of local rules for each school (availability of classrooms; opening hours etc.) when signing in at site. Work should take place either outside pupil hours or in areas of the school not frequented by pupils.</p> <p>Standard contractor H&S applies.</p> <p>RFM should contact their regular contractors to establish risk assessments that specifically reference Covid-19 control measures.</p> <p>TFac staff to supervise induction process on arrival. To include; ·</p> <p>Contractor to sign Site Induction form · Carry out a dynamic risk assessment to identify that any proposed work is safe to continue in keeping with government covid-19 guidelines · If necessary barrier off work area · Can the work be postponed for a more suitable and safer time of day? · Correct PPE is worn</p> <p>Ensure that a log of all visitors to schools is kept with dates, times and contact details to assist in "Test & Trace" if required.</p>	Medium	Business manager to oversee any essential contractors on site.	Low

54	Evening / Weekend Lets	All lets are to be cancelled	N/A	No further actions required	
55	Student wellbeing	Pastoral staff to plan likely mental health, pastoral or wider wellbeing support for children returning to school (for example, bereavement support) – led by LL	High	<p>DSL /pastoral leader to liaise with LL on a plan for students returning to school who may fall into this category.</p> <p>Staff with student contact to liaise with the pastoral team regarding any students they have concerns about within this category.</p>	Medium
56	Staff Wellbeing	<p>All employees have access to the Trusts Employee Assistance Programme, which offers unlimited access to information, advice and emotional support on a number of wellbeing subjects including stress. Employees can access this site at www.my-eap.com/login. Password available on the FAQs available to all staff</p> <p>Employees can also access the 24 hours a day 365 days a year counselling support phone line on 0800 1116 387. Via this hotline employees can be assessed for access to four face to face counselling sessions.</p> <p>For information guidance and advice to help cope during these uncertain times you can visit the Trust wellbeing pages, https://www.tsatrust.org.uk/about/thinking-you/and contact HR for the password</p>	Medium	Weekly briefings and email communication to enable staff to feel connected to school and each other. Further wellbeing virtual sessions planned for the remainder of lockdown including Governor involvement.	Low

		You can also email the TSAT HR team at HR@tsatrust.org.uk to arrange a telephone call to discuss any concerns that you may have.			
57	Asymptomatic Testing	<p>School will provide support for members of staff (to include teaching, support, local central and associated contractors e.g. cleaning and catering) with access to 2 Lateral Flow Test Devices per week and associated help with recording and reporting results.</p> <p>Pupils to have 3 supervised tests in the first 10 days of returning to school, before moving onto home testing kits which should be completed twice a week.</p> <p>Family members of students and staff to be offered home testing kits (see Government advice at : https://www.gov.uk/guidance/rapid-lateral-flow-testing-for-households-and-bubbles-of-school-pupils-and-staff)</p>	Low	No further actions	Low

RISK RATING MATRIX (PHYSICAL)

Risk level = Severity x Likelihood

Severity (S)	Likelihood (L)		
	Certain or near certain to occur (High)	Reasonably likely to occur (Medium)	Unlikely to occur (Low)
Fatality; major injury or illness causing long term disability (High)	HIGH (H)	HIGH (H)	MEDIUM (M)
Injury or illness causing short term disability (Medium)	HIGH (H)	MEDIUM (M)	LOW (L)
Other injury or illness (Low)	MEDIUM (M)	LOW (L)	LOW (L)


RISK RATING MATRIX (EMOTIONAL)

Risk Rating Matrix (RR)	Likelihood (L)		
Severity (S)	Certain or near certain to occur (High)	Reasonably likely to occur (Medium)	Unlikely to occur (Low)
<p>Death/suicide, severe depression, long term mental health issues Long term / repeated deliberate risk-taking. Emotional impact severe enough to trigger referral to another service e.g. CAMHS/GP/EP and/or significant medical intervention e.g. attempted suicide/anorexia/school refusal (High)</p>	HIGH (H)	HIGH (H)	MEDIUM (M)
<p>Emotional response that results in deteriorating / erratic attendance, withdrawing / not engaging, anxiety, fear, worry, impacts on behaviour of others (e.g. negativity, irritability, negative emotions, lacks of concentration, lack of motivation) (Medium)</p>	HIGH (H)	MEDIUM (M)	LOW (L)
<p>Significant distress or upset that can be addressed or resolved within a few days i.e. has no lasting negative impact Upset/ distress that subsides relatively quickly and with minimal additional support i.e. within a day or so</p>	MEDIUM (M)	LOW (L)	LOW (L)

Residual Risk is the risk that remains after the additional control measures are in place.

ADDITIONAL INFORMATION AND SIGN-OFF

ADDITIONAL INFORMATION: Notes, comments, further details, outline procedures, safe systems of work, standards, drawings, etc.

Risk Assessment Circulation list (tick box)				
Employees (Yes)	Pupils	Parents	Contractors	Website (Yes)
Signature of Head Teacher:				Head of Estates and Health & Safety
				
Print Name:	Simon Underdown	Print Name	James Fenlon	
Date Assessed:	01/03/2021	Review Date:	Weekly by SLT	

APPENDICES

APPENDIX 1: SCHOOL WORKFORCE

[Source : <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>]

We have worked closely with the Department of Health and Social Care (DHSC) and PHE to develop this specific guidance for school settings. The PHE and DHSC endorsed system of controls outlined in this document sets out the measures that school leaders and all school staff should follow.

Where schools implement the system of controls outlined in this document, in line with their own workplace risk assessment, PHE and DHSC confirm that these measures create an inherently safer environment for children and staff where the risk of transmission of infection is substantially reduced. As a result, on current evidence, PHE and DHSC advise that schools are not currently considered high risk settings when compared to other workplace environments.

Most school-based roles are not ideally suited to home working and schools may expect most staff to return to work in settings. Some roles, such as some administrative roles, may be conducive to home working, and school leaders should consider what is feasible and appropriate.

All staff should follow the measures set out in the system of controls section of this guidance to minimise the risks of transmission. This includes continuing to observe good hand and respiratory hygiene and maintaining social distancing in line with the provisions as set out in section 5 of the 'prevention' section.

School leaders should explain to staff the measures the school has put in place to reduce risks. We anticipate adherence to the measures in this guidance will provide the necessary reassurance for staff to attend school.

If staff are concerned, including those who may be clinically vulnerable, clinically extremely vulnerable or who believe they may be at possible increased risk from coronavirus, we recommend school leaders discuss any concerns individuals may have around their particular circumstances and reassure staff about the protective measures in place.

APPENDIX 2: SUBJECT SPECIFIC GUIDANCE

Link to CLEAPSS Guidance on Science practical work

<http://science.cleapss.org.uk/Resource/GL343-Guide-to-doing-practical-work-during-the-COVID-19-Pandemic-Science.pdf>

Additional Music Teaching guidance:

<https://www.musiciansunion.org.uk/Home/Advice/covid-19/music-teaching>

Additional Physical Education (PE) guidance:

<https://www.afpe.org.uk/physical-education/wp-content/uploads/Updated-COVID-19-Guidance-July-2020.pdf>

<https://www.afpe.org.uk/physical-education/wp-content/uploads/afPE-Covid-19-FAQs-September-2020-Final-1.pdf>

Link to CLEAPSS Guidance on DT/Art/Catering practical work

<http://dt.cleapss.org.uk/Resource-File/GL344-Guidance-on-practical-work-during-the-COVID-19-pandemic-D-T.pdf>

Link to Government document on Working Safely in the Performing Arts (not school specific but useful)

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts>

APPENDIX 3: RESPONSE TO INFECTION

There are three key steps required to deal with positive cases when present at schools. I have repeated the information below verbatim from the Government website for completeness.

Response to any infection

Step 1: Engage with the NHS Test and Trace process

Schools must ensure they understand the NHS Test and Trace process. 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 or their child are displaying symptoms. The main symptoms are a high temperature, a new continuous cough and/or a loss or change to your sense of smell or taste. 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 if they have symptoms, including children under 5, but children aged 11 and under will need to be helped by their parents or carers if using a home testing kit
- provide details of anyone they or their child have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace
- [self-isolate](#) if they have been in close contact with someone who tests positive for coronavirus (COVID-19), or if anyone in their household develops symptoms of coronavirus (COVID-19)

Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS [testing and tracing for coronavirus](#) website, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.

The government will ensure that it is as easy as possible to get a test through a wide range of routes that are locally accessible, fast and convenient. We will release more details on new testing avenues as and when they become available and will work with schools so they understand the quickest and easiest way to get a test.

All schools have been sent an initial supply of 10 home test kits and information about how to order to replenish this supply when they are running out. Schools should call the Test and Trace helpdesk on 119 if these have not arrived.

Having a test at a testing site will deliver the fastest results. The test kits sent to schools are provided to be used in the exceptional circumstance that an individual becomes symptomatic and schools believe they may have barriers to accessing testing elsewhere. It is for schools to determine how to prioritise the distribution of their test kits in order to minimise the impact of the virus on the education of their pupils.

These kits can be given directly to staff or parents and carers collecting a child who has developed symptoms at school. In particular, these tests kits will also help ensure that symptomatic staff can also get a test and if they test negative, can return to work as soon as they no longer have symptoms of coronavirus (COVID-19). Further information is provided in our guidance [Coronavirus \(COVID-19\): test kits for schools and FE providers](#).

Schools should ask parents and staff to inform them immediately of the results of a test and follow this guidance.

1. If someone with symptoms tests negative for coronavirus (COVID-19), then they should stay at home until they are recovered as usual from their illness but can safely return thereafter. The only exception to return following a negative test result is where an individual is separately identified as a close contact of a confirmed case, when they will need to self-isolate for 10 days from the date of that contact.
2. If someone with symptoms tests positive, they should follow the [guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#) and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should continue to self-isolate until their temperature returns to normal. Other members of their household should all self-isolate for the full 10 days from the day after the individual tested positive.

NHS COVID-19 app

The app is available to anyone aged 16 or over to download if they choose. For some young people, particularly some with special educational needs and disabilities (SEND), parents will need to decide whether or not their use of the app is appropriate.

This will mean that some students in year 11, and the majority of students in years 12 and above will be eligible to use the app and benefit from its features. Staff members will also be able to use the app. The guidance for schools and further education colleges in England is intended to provide information to senior leaders in education settings about the app and how it works, and to set out guidance for its use within schools in England.

10. Manage confirmed cases of coronavirus (COVID-19) amongst the school community

Schools must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). Schools can contact the dedicated advice service introduced by Public Health England (PHE) and delivered by the NHS Business Services Authority. This can

be reached by calling the DfE Helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case. Schools will be put through to a team of advisers who will inform them of what action is needed based on [the latest public health advice](#)

The advice service 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. If, following triage, further expert advice is required the adviser will escalate the school's call to the PHE local health protection team.

The advice service (or PHE local health protection team if escalated) will work with schools to guide them through the actions they need to take. Based on their advice, 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 10 days from the day after contact with the individual tested positive. 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

The advice service (or PHE local health protection team if escalated) will provide definitive advice on who must be sent home. To support them in doing so, 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 (see [section 6 of the system of control](#) for more on grouping pupils). This should be a proportionate recording process. 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.

Where individuals who are self-isolating and are within our definition of vulnerable, it is important that schools put systems in place to keep in contact with them, offer pastoral support, and check they are able to access education support.

A template letter will be provided to schools, on the advice of the health protection team, to send to parents and staff if needed. Schools must not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.

Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within the 10-days from the day after contact with the individual tested positive should follow [guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#). They should get a test, and:

01/03/2021

- if someone who is self-isolating because they have been in close contact with someone who has tested positive for coronavirus (COVID-19) starts to feel unwell and gets a test for coronavirus themselves, and the test delivers a negative result, they must remain in isolation for the remainder of the 10-day isolation period. This is because they could still develop coronavirus (COVID-19) within the remaining days.
- if the test result is positive, they should inform their setting immediately, and should isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 10-day isolation period). Their household should self-isolate for at least 10 days from when the symptomatic person first had symptoms, following [guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)

Schools should not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation.

In the majority of cases, schools and parents will be in agreement that a child with symptoms should not attend school, given the potential risk to others. In the event that a parent or guardian insists on a child attending school, schools can take the decision to refuse the child if in their reasonable judgement it is necessary to protect their pupils and staff from possible infection with coronavirus (COVID-19). Any such decision would need to be carefully considered in light of all the circumstances and the current public health advice.

The PHE local health protection team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school - as identified by NHS Test and Trace.

Further guidance is available on [testing and tracing for coronavirus \(COVID-19\)](#).

11. Contain any outbreak by following local health protection team advice

If schools have two or more confirmed cases within 10 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak and must continue to work with their local health protection team who will be able to advise if additional action is required.

In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure – perhaps the whole site or year group. If schools are implementing controls from this list, addressing the risks they have identified and therefore reducing transmission risks, whole school closure based on cases within the school will not generally be necessary, and should not be considered except on the advice of health protection teams.

01/03/2021

In consultation with the local Director of Public Health, where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person's class, followed by their year group, then the whole school if necessary, in line with routine public health outbreak control practice.

Step	Action	Who	Done
1	<p><u>Awareness: PCR or LFT test</u></p> <p>a) School becomes aware of a single positive case via a PCR or Lateral Flow test</p> <p>b) If via LFT conducted at school, positive case to be sent home. If via home testing kit, c</p> <p>c) Gather basic facts</p> <ol style="list-style-type: none"> Why was the person tested When did symptoms (if any) start Have they used public transport When was the person last in school Who have they had close contact with <p>d) Contact James Fenlon (07923 028746) or Lee Miller (07947 150819)</p> <p>e) Contact Coronavirus Response team (CRT)</p> <p>Decision 1 (Head & DoE & James/Lee) At this stage we would establish if the group can be maintained without compromising other pupils/staff:</p> <ul style="list-style-type: none"> If yes – add additional controls to ensure that this can be maintained until track and trace protocols have been implemented If no – make arrangements for group to close for 24 hours only 	<p>School – a, b & c</p> <p>Lateral Flow Test Team leader – b</p> <p>James/Lee – e</p>	<input type="checkbox"/>
2	<p><u>Mobilisation of support</u></p> <p>a) Mobilise CRT with an email/Teams chat group to include school CRT, Lee, James, DOE, Stuart, Matt</p> <p>b) Contact Local Authority</p> <p>[Note that the DfE helpline can be contacted for support: (0800 046 8687) if particular issues cannot be resolved by James/Lee]</p>	<p>James/Lee – a</p> <p>School – b</p>	<input type="checkbox"/>
3	<p><u>Review and update comms</u></p> <p>a) Reissue template comms</p> <p>b) Update for current situation and share with the CRT</p>	<p>Thinking Creative</p>	<input type="checkbox"/>
4	<p><u>Implement track and trace protocols</u></p> <p>To consider the individuals who are deemed to have had 'Close Contact' 48 hours prior to first symptoms or a positive diagnosis whichever is earlier.</p> <p>Close contact is defined as:</p> <ul style="list-style-type: none"> face-to-face contact including being coughed on or having a face-to-face conversation within one metre been within one metre for one minute or longer without face-to-face contact been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day) travelled in the same vehicle or a plane 	<p>School</p>	<input type="checkbox"/>

	<p>Decision 2 (Head & DoE & Lee/Stuart) On this basis do we need to close the whole bubble? Note - it would be expected this to be informed by seating plans and social groups in Secondary and is likely to be a single whole class in Primary</p>		
5	<p><u>Cleaning</u></p> <ul style="list-style-type: none"> a) Identify rooms that were used by the positive individual in the period identified in step 4 b) Make arrangements for additional cleaning as per government guidelines c) Where possible close down rooms to allow 72 hours from the point of last contact from the positive case 	School & RFM	<input type="checkbox"/>
6	<p><u>Update risk assessments</u></p> <p>Based on a single case the school will remain at 'level 2' but should review their risk assessment and consider if additional controls should be added locally.</p>	School & James	<input type="checkbox"/>
7	<p><u>Monitor</u></p> <p>Should a second case be identified by PCR in the school then this could be considered an 'outbreak' and must be referred to Lee Miller. Health protection team to be advised (0344 225 3861) if threshold reached (See table below).</p>	School	<input type="checkbox"/>

APPENDIX 5: MASS ASYMPTOMATIC TESTING: SCHOOLS AND COLLEGES (LATERAL FLOW TESTS)

More information to follow in due course dependent on lockdown arrangements. Key links for Government advice are:

Overview and general information:

<https://www.gov.uk/government/publications/coronavirus-covid-19-asymptomatic-testing-in-schools-and-colleges/coronavirus-covid-19-asymptomatic-testing-in-schools-and-colleges>

Government link:

<https://www.gov.uk/government/publications/use-of-the-nhs-covid-19-app-in-schools-and-further-education-colleges/use-of-the-nhs-covid-19-app-in-schools-and-further-education-colleges>

Monday 28th May - Use of the NHS COVID-19 app

Dear all,

Your safety, and that of our students, is our utmost priority. Last week the [NHS contact tracing app for COVID-19](#) was launched; we are encouraging all staff and students over the age of 16 to use it.

Given the national rising rate of infections we view this as another tool at our disposal, in addition to our ongoing safety measures already in place.

While we acknowledge that media coverage may cause concern, we understand that there is a great emphasis on the security of the app; and are reassured that it does not use or share personal data.

We know that there is a wealth of information available online, but the below is a summary of the key points you may need to know for use of the app within the school environment.

Thanks



USEFUL INFORMATION

WHO CAN USE THE APP IN A SCHOOL SETTING?

The app can be used by anyone over the age of 16, which includes some of our Yr11 and Sixth Form students. If a child is over 16 and chooses to use the app then they are expected to inform someone in school if they have a notification of a positive contact. **This is the same as our current measures.**

SCHOOL MOBILE PHONE POLICY

There are benefits for schools if students and staff have the app and make use of it during the day.

As a Trust we are not requiring schools to change their policies, however we are asking that phones are **not confiscated overnight from children over the age of 16**, as the information the app provides may help to limit the number of other students and staff who are required to self-isolate when there is a positive case.

Remember phones must be set to silent (prohibiting wifi or 3/4/5G) or switched off during lessons or tutor time.

Please see our mobile device policy for further details.

PAUSING THE APP

It is possible to pause the app's "trace" function, which means the phone and Bluetooth remain on but contacts are not recorded.

The DfE advises that this is only appropriate in certain situations:

- When someone is not able to have their phone with them, for example because it is stored in a locker or communal area – this is to avoid the app picking up contacts when the user is not with their phone. This may be during a P.E class or an exam.
 - When someone is working behind a perspex (or equivalent) screen, fully protected from other colleagues and members of the public, as they are considered to be adequately protected from contracting the coronavirus. This may be in areas such as your school reception.
-

ONLINE RESOURCES

Below are links to online resources that you can read or download for print and display in your school.

[Use of the NHS Covid-19 app](#) (long read)

[Introducing the app](#)

[App 'find out more' poster](#)

[Parents and carers factsheet](#)

[Poster re; storing phones in lockers](#)

As at 8/03/2021		Summary of controls				
		Secondary pupils	Secondary School staff	Primary pupils	Primary School staff	Central staff
Level 0	<ul style="list-style-type: none"> • Creating smaller groups and restrict mixing • Clean, Learn, Clean strategy • 3 periods a day following normal curriculum rooms • Dedicated break and lunch times • Optional face coverings • No assemblies 	<ul style="list-style-type: none"> • Restriction of staff meetings to no more than 30 people • Safe teaching zones created • Staff rooms with spaced to support social distancing 	<ul style="list-style-type: none"> • Creating smaller groups and restrict mixing • Maintaining use of dedicated learning space • When specialised areas needed that are to be shared additional controls to be in place to reduce risk of cross group contamination • Dedicated space for lunch and play 	<ul style="list-style-type: none"> • Restriction of staff meetings to no more than 30 people • Safe teaching zones created • Staff rooms with spaced to support social distancing 	<ul style="list-style-type: none"> • Working at the new defined “normal” arrangements for each department • Working from home permitted as appropriate • Avoiding unnecessary face to face meetings 	<ul style="list-style-type: none"> • Lettings established based on risk assessments • Wrap around care offered linked to risk assessment • Track and trace in operation for all staff • Face coverings required
	<ul style="list-style-type: none"> • Mandatory requirement to wear face coverings in communal areas 	<ul style="list-style-type: none"> • Restrictions of staff meeting to no more than 6 adults • Staff will be required to wear face coverings in communal areas 	<ul style="list-style-type: none"> • Pupils may wear face coverings 	<ul style="list-style-type: none"> • Restrictions of staff meeting to no more than 6 adults • Create teacher safe zone in classrooms • Staff will be required to wear face coverings in communal areas 	<ul style="list-style-type: none"> • Face coverings required when visiting schools • Essential visits to schools only • Working at the new defined “socially distant” arrangements for each department 	<ul style="list-style-type: none"> • Essential visitors only

Level 2	<ul style="list-style-type: none"> • Pupils in school will follow their normal timetable • Pupils will be offered home testing kits • Pupils to wear face coverings in classrooms • Pupils not in school will switch to digital learning strategy 	<ul style="list-style-type: none"> • No meetings that involve more than 2 adults in the same room • Staff to still come to school and follow timetable. They will teach in person pupils in school and provide remote teaching for pupils at home • Short term supply staff should be avoided • Staff to be offered home testing kits 	<ul style="list-style-type: none"> • Close down of shared specialist learning space 	<ul style="list-style-type: none"> • No meetings that involve more than 2 adults in the same room • Short term supply staff should be avoided • Staff to be offered home testing kits 	<ul style="list-style-type: none"> • Working at the new defined "Lockdown" arrangements for 	<ul style="list-style-type: none"> • Lettings ceased • On-site School to school support to cease 	
	Level 3	<ul style="list-style-type: none"> • Selected year groups only to be in school and will have dedicated classroom and a new timetable in place • Childcare offer for identified children to access digital learning strategy 	<ul style="list-style-type: none"> • Staff timetabled to teach selected year group in school only • Staff at home to deliver distant learning strategy • Support staff to offer Childcare provision 	<ul style="list-style-type: none"> • Reduction in timetable to allow greater ability to create segregation between pupils and adults • Introduce the class family bubble rules 	<ul style="list-style-type: none"> • Wristbands introduced for adults and pupils to create strict bubbles that do not mix 	<ul style="list-style-type: none"> • Limited ability to attend school site 	<ul style="list-style-type: none"> • Wrap around care to cease
		Level 4	<ul style="list-style-type: none"> • School closed and all pupils have switched to distant learning strategy 	<ul style="list-style-type: none"> • No face to face meetings • All staff at home to deliver distant learning strategy 	<ul style="list-style-type: none"> • School closed and all pupils have switched to distant learning strategy 	<ul style="list-style-type: none"> • No face to face meetings • All staff at home to deliver distant learning strategy 	<ul style="list-style-type: none"> • Essential staff only to attend school sites



01/03/2021

	<ul style="list-style-type: none">• Childcare offer for critical workers and vulnerable children	<ul style="list-style-type: none">• Rotas established to deliver Childcare provision	<ul style="list-style-type: none">• Childcare offer for critical workers and vulnerable children	<ul style="list-style-type: none">• Rotas established to deliver Childcare provision		
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APPENDIX 8: UPDATES

20/08/2020

Water fountains section added (to be taken out of service)

Shared fitness should not be used unless it can be meticulously cleaned between uses.

Added section on thermometers under first aid

Clarified that contacts for test & trace just need lead contact

Chartwells procedures for biometric data

Added in that some rooms will need a non-alcoholic based sanitiser e.g. science and food technology rooms

25/08/2020

Added in notes on testing kits

Clarified that it's a school based decision on whether barriers, marker paint is used/needed in external areas to indicate limit to space for each bubble.

Added in line that we will always follow Government guidance on suitable PPE for students, staff and visitors.

Clarified that music practice lessons should not take place in term 1

Added in reminder to get contact details of individuals where there are meetings with external bodies.

Made it clear that Headteachers should consider BAME staff when completing the risk assessment (individual risk assessments are available from HR for this purpose)

Clarified that students should not come into school in PE uniform – school based decision on how to approach PE

Added in guidance to put 2 metre squares on dance/drama studio flooring

Added in that Facilities team including RFM should coordinate fire plan / fire RA work with SLT

Only essential trips to run in Term 1 – to be reviewed by JFN at a later date.

Added loss of taste/smell to list of symptoms

04/09/2020

FEN: 04/09/2020

1. Majority of risk assessments have been signed off and passed to Thinking Creative to convert to pdf and uploaded onto TSAT website.
2. Clarification on a positive case: If there is a positive case, then we will contact the local health protection team (HPT) - they make the decision on who to send home. My best guess is that if there is a confirmed case, the HPT will send the class and staff member home and then make a decision on the year group bubble, but I should have made that more explicit in the risk assessment (RA).
3. Drinking Water: Guidance on food provision during the pandemic has a statement that we must be able to provide drinking water for pupils.

However, water fountains are out of use due to the potential for cross contamination. If the water fountain has a bottle filler nozzle, then this could still be used. For now, Sarah Daffey will ensure Chartwells can provide water jugs and cups with lunch. I'd also encourage every school to communicate with parents to ask that their child brings in a full water bottle where appropriate.

4. Pregnancy – standard response:

Currently we are following the Government guidelines regarding pregnant women and the advice for clinically vulnerable staff. Therefore our position across the Trust is that women who are pregnant can return to work following a risk assessment and providing it is safe for them to do so. There will be a need for this to be dealt with on a case by case basis across the Trust dependant on the type, size and structure of the school and the measures and reasonable adjustments that can be put in place for individuals.

We understand that there is conflicting advice for pregnant women in their third trimester from both Public Health England and the Institute for Obstetricians, the LGA have sought further clarification on the guidance that has been provided and we will continue to review our approach in light of any further updated guidance that is published.

01/03/2021

Please contact your HR Partner for further information and assistance.

5. Soft furnishings : where classrooms have soft furnished chairs, these can remain in place. Despite being shared across bubble groups, the risk for classroom chairs in particular is low and operationally very difficult to replace them.

Where there are soft furnishings that could be shared e.g. in reception areas, these should be removed or taped off.

Staffroom: the above makes it very difficult to run proper staff room. Guidance is that staff room use should be limited (though obviously staff need and deserve a break). Where possible, chairs should be 2 metres apart and cleaned between staff members (if they can be hard chairs, so much the better)

6. Testing centre details (nearest each school)

It's actually quite difficult to work out the closest testing centre for schools – due to the existence of mobile testing sites which could change frequently, the best advice is to go on the NHS testing website or call 119

<https://self-referral.test-for-coronavirus.service.gov.uk/antigen/name>

7. Changing Entrysign details to add phone contact: checking with Thinking Technology, this doesn't seem possible at this time as the fields in use are controlled by an external company. We will look into this but please use pen and paper for the time being. There is also concern on using the touchscreen alongside alcohol sanitiser / disinfectant wipes as this could exacerbate damage.

8. Risk assessment template for carrying lunch : to come out w/b 7/9/20

9. Pupil Risk assessment template : to come out w/b 7/9/20

10. Separate risk assessment for the over 70s : should have already been completed. Please speak to HR if you have further concerns.

11. Check NHS guidance on Test & Trace

As discussed in the Heads meeting last week, Kirstie is absolutely correct about what happens when someone has been contacted by Test & Trace: 14 days self isolation, even if you have a test and test negative.

12. Where possible, parents should charge their childrens account online. If the reval machines are needed, there should be a sanitiser station placed nearby for

13. Music, Dance and Drama: Please note that the updated guidance also provided more details on carrying out the above three subjects at school (Link: <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>)

14. Sharing equipment / Pens, pencils: There should be an expectation that pupils bring in their own equipment. If they forget pens/pencils, it would be sensible to have a supply of these to hand out and for these not to be returned. Other equipment (e.g. scissors) needs to be kept for individual year group bubbles and not shared between bubbles.

15. Exam practices: I foresee no problems with standard mock exams etc with desks spaced wide apart for individual bubble year groups. I would recommend invigilators limit proximity

contact (being within 1-2 metres of people for longer than 15 minutes) and direct close contact (face to face closer than 1 metre)

16. School photographers: I foresee no issue with individual school photos being taken – limited to year groups with sensible control measures, for example:

- Staff to bring the pupils down in small groups related to their year group to avoid transmission across years.
- additional cleaning in between groups.

- additional staffing to ensure pupils do not wander off
- ensure you have a copy of the risk assessment for the photographers in case they have any event specific control measures

17. Seating Plans: Just to communicate a point for Exec regarding the seating plans (remember, these are needed for track and trace for secondary schools)

Seating plans must be created either prior to, or at the point of the first lesson with students.

Staff should create seating plans using prior information about student cohorts.

Seating plans for every lesson must be securely stored on the school network – the Headteacher is responsible for ensuring this is in place.

Seating plans cannot be changed once the first lesson has taken place; any changes can only be made in exceptional circumstances and must be approved by the Headteacher.

18. Face mask / covering terminology : where possible, please try to keep to the Public Health England message that face coverings is the correct terminology for what we can wear (in shops, public transport etc). Face masks are for clinical settings – please note that this is the pedant in me, but PHE are keen to stress the difference.

19. Lidded Bins: As discussed with some Headteachers, if lidded bins are not available, then a standard bin will suffice until they arrive.

20. Choirs/singing groups: I am aware that with suitable control measures, we can allow groups of 15 singing. My recommendation is to wait for the first couple of weeks and get the pupils in and settled down, before looking at reintroducing any such clubs

21. Test kits: Please ensure that ,once received, test kits are stored securely and with a named staff member. Wherever possible, highlight the existence of drive in centres and ordering home test kits online, rather than hand out any of the ones that have been sent to school

22. Car Sharing: We should avoid multiple-occupancy vehicles where possible to avoid the risk of transmission as generally if in a car together you would be well under 2 metre from another person. However, from a common sense perspective, I am happy for car sharing to continue

with the agreement of all parties involved – if someone is uncomfortable car sharing then this should be respected and another solution found.

23. Observations : If staff are observing a lesson, suggested control measures are:

- Handwash before and after entering room
- Avoid direct close contact (within 1 metre face to face)
- Minimise proximity close contact (within 1-2 metres for more than 15 minutes)
- Avoid observing multiple year groups in succession.
- Ensure a face shield is available for the observer to use if deemed necessary.

Additional FAQs

1) For exam papers, I think a reasonable precaution would be to leave papers for 72 hours before marking - it might delay results a bit, but seems sensible precaution to reduce risk.

01/03/2021

2) For books, I realise this is more impractical if working across multiple year groups (in secondary) or subjects in primary. So first control measure would be to wait 72 hours **where feasible**. Then I would emphasise regular hand washing whilst marking and then to try and rota a limited year group of marking at a time.

07/09/2020

Details for HSE phone call to check on preparations for Covid-19 provided

Collab risk assessment for schools working together checked

08/09/2020

Flowchart for what to do with a suspected case provided (based on PHE DHP one)

11/09/2020

Clarified use of testing kits

Clarified use of hand dryers within schools

14/09/2020

- Exams : please find attached a series of control measures for internal exams worked on by Janina at HGS/TVA. It may be useful when creating similar control measures at other secondary schools.
- Trips: In terms of what is considered an essential trip in Term 1, I will be asking the Directors of Education to confirm whether a trip is essential. Please ensure they have agreed before planning a trip.
- If you have a symptomatic pupil/member of staff whilst at work, please can you ensure that after they have safely left site, that you inform Thinking Facilities to enable the area to be suitably cleaned. Preferably through a helpdesk ticket.
- We are aware that booking a test is particularly difficult at the moment. Where possible, please could you prioritise the 10 testing kits that you have all been sent for teaching staff – this will enable them to access a result quicker, thus hopefully reducing the impact on a wider group of pupils.
- We are going through the disinfectant wipes at all secondary schools much faster than anticipated (we held enough for the first 2-3 weeks at each site). Please could I ask for help in ensuring that staff monitor these packs carefully. We have ordered thousands more, but if we run out, please ask staff to spray tables with their disinfectant spray and pupils to use blue paper towels to wipe down tables.
- Sand/mud kitchens: Happy for bubble groups to use mud kitchens with equipment cleaned between bubbles-similar to other play equipment. And if they get dirty, they get a good reason to wash their hands! I am struggling to find a consistent line on sandpits though-please hold off on using them for the moment. Scottish Government allow them, English advice has a single throwaway line in the guidance that isn't very clear. I will try and find out some better evidence and get back to you all.

23/09/2020

- Parents should be subject to the same requirements as visitors now when entering the school buildings and must wear face coverings with immediate effect
- To support the new rule of 6 and the enforcement that was announced last night this expectation should be extended to the any adult entering the site however I recognise that this may not be possible to arrange immediately so suggest that you start promoting this expectation to parents immediately but enforce the expectation from Monday

01/03/2021

01/10/2020

Cleaning of headsets using 72 hour quarantine period rather than disinfectant wipes

05/10/2020

- Fire evacuation: please note that in the event of a fire evacuation, any one-way system does not need to be followed.
- Heating: as you may have seen in the national newspapers and websites, there is a query on how we keep the classrooms both well-ventilated and warm through the Winter months. I am currently awaiting (hoping) for national guidance, but Portsmouth Council have suggested that heating should be used and windows can be shut. An additional control measure is that areas of the building could be ventilated before/after school, or windows in corridors left open during the day - this will have to be looked at on a school-by-school basis.
- Please ask your staff to check that the tables in the classrooms haven't crept forward to encroach on the teacher safety zone-we've found that it's a natural occurrence as pupils sit down to nudge the tables forward-after a couple of weeks, some have moved forward by quite a distance.
- Staff rooms. You will have seen a poster produced by Thinking Creative on guidance for the use of staffrooms. Concerns have been raised that in some instances there is a bit of complacency creeping into staff using the staffroom and ignoring the control measures that have been put in place for all to follow. My main concern is large groups of staff sat together (within 2m) for greater than 15 mins e.g. over lunch as that would be close contact and in the event of one of those staff testing positive, all "around the table" would have to self-isolate. Please could you ensure the poster is displayed in suitable areas if you think it would be a useful reminder for staff.
- Wipes in secondary. Following several queries, I am more than happy that if secondary schools wish to switch from using wipes in classrooms to something that is a bit more environmentally friendly and more cost effective, then please do so. Your RFM can help arrange to an alternative-spray bottles for staff to spray tables and blue paper towels for pupils to then wipe the tables down.

01/12/20

- Lateral Flow Tests (Medway): Headteachers in Medway are being contacted regarding new lateral flow tests that will be available within the region. These are quick-result tests (approx 15-30 minutes from test to result) that are being held for critical staff (e.g. education staff). These must be booked in advance and I am currently waiting for further information on these and will produce guidance on them as soon as this is available.
- Ventilation: Just a reminder on the importance of ventilation in your school buildings: the Government have suggested several strategies to this and I recommend that you speak to your site managers to ensure that what you put in place is right for your school situation. We should be looking at getting some fresh air into the classrooms regularly - whether this is by keeping some windows partially open during the day with the classroom door open; or for staff to open their windows at break or lunch times to get a purge of air in between lessons. We should try and keep some air flowing around areas like corridors and stairwells as well.
- Fire Doors: Fire doors should not be wedged/propped open
- School Uniform: Increased ventilation may make school buildings cooler than usual over the winter months. While schools will want to maintain the benefits of their uniform, they may wish to consider allowing additional, suitable indoor items of clothing to be worn during the winter period in addition to the school's current uniform. Where this occurs, schools should ensure that no extra financial pressure is placed on parents. This should be discussed with your DoE, depending on what steps you are putting in place for the point above. Even if you are making no changes at the moment, it may be wise to consider this now.
- Wipes: we will now be phasing out the use of disinfectant wipes in classrooms for secondary school and instead using a handheld spray for staff with paper towels for the pupils to use. Suggestion is that teachers quickly spray each table in between lessons and then the pupils use the blue paper towel to wipe down the tables as before. This will be more economical, environmentally friendly and more practical, given the difficulty in sourcing a reliable supplier of appropriate wipes.
- Trips and Visits: Again, just a reminder that these should be approved by DoE. The Government is reviewing the possibility of residential trips in Feb 2021, for them to begin from the following Easter (approx March 2021). Further advice to follow.