

Transmission of Coronavirus (COVID-19) on the school site

(In the context of: Restricting attendance during the national lockdown: schools')



Version: 3.6 (2021-03-03) [Update version details after any change to the document]

Original assessment date: 1.0 (2020-07-08)

Review date: to be reviewed regularly by the Principal in the lead up to and following from the full opening of the school. Scheduled reviews to be no less than on a weekly basis up to 30 September 2020 with additional reviews to follow from any relevant update of government or Trust guidance and any relevant incident occurring in school.

Review dates	Summary of key changes
Review date 1	7th July 2020
Review date 2	13th July 2020 updated in light of staff principles created following staff co-creation groups (Link here)
Review date 3	16th July 2020 updated overall assessment of unmitigated/mitigated risk (This is likely to change with region/national developments)
Review date 4	12th August 2020 updated Note 2 point 4 / Note 7 to add points 10, 11
Review date 5	1st September 2020 updated Note 8 point 10
Review date 6	8th September 2020 updated Note 4 to add point 10
Review date 7	30th September 2020 updated Note 1 to add point 8
Review date 8	19th October 2020 updated Note 3 to amend point 2 and to add point 9
Review date 9	5th November 2020 updated Note 4 to add point 11

Review date 10	11th November 2020 updated Risk Matrix judgements in both unmitigated and mitigated risk
Review date 11	4th January 2021 updated Section D: Extent of Covid-19 infections in the local area/region / created Note 9 - Partial Re-opening to Key Worker/Vulnerable Students
Review date 12	8th January 2021 updated introduction and prevention section / added point 8 under control measures section b (routine LFT)
Review date: 13	3rd February 2021: updated systems of control in-line with DFE guidance 2nd February / update point 1 under Note 7 / additional guidance added to point 2 under Note 7 / update to point 3 under Note 8 / updates to points 2 and 4 under Note 9
Review date: 14	25th February 2021: updated introduction and prevention section / updated systems of control in-line with DFE guidance 22nd February / update to Note 4 Point 10 / Added Note 5 Point 3 / Added Note 7 Point 12 / Removed Note 8 Point 5 (this is covered by the updated guidance in Note 7 Point12)
Review date: 15	2nd March 2021: update to Note 4 Point 10 / update to Note 5 Point 3
Review date: 16	27th April 2021: added control measures 4.5 and 4.6 in-line with Government 'Travelling into the UK Guidance'
Review date: 17	11th May 2021:update to Note 4 Point 10 / update to Note 5 Point 3

Introduction and general risk assessment

This risk assessment specifically addresses the hazard of transmission of Covid-19 on the school site in the particular context of the plans for full reopening from 8th March 2021, with reference to guidance issued by the government on 2 July 2020,¹ 22 February 2021,² and subsequently updated with the latest version dated 10th May 2021³

Those affected by the risk are pupils, staff and visitors to the school site.

In assessing the unmitigated risk and the amended risk after implementation of control measures, the following risk matrix is used.

¹ Available from:

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

² Available from:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak>

³ Available from:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/984843/10_May_Schools_Guidance.pdf

		Likelihood				
		Very Unlikely	Unlikely	Possible	Likely	Very Likely
		1	2	3	4	5
Negligible	1	1	2	3	4	5
Minor	2	2	4	6	8	10
Moderate	3	3	6	9	12	15
Major	4	4	8	12	16	20
Severity	Extreme	5	10	15	20	25

Assessment of the unmitigated risk

In assessing the unmitigated risk it has been taken into account that generally across the country the level of incidence of the disease is now declining from its peak in January 2021. Consideration has also been given to the level of incidence in the local authority area within which the school is situated. Accordingly, the likelihood of transmission of Covid-19 on the school site without mitigating measures is considered to be LIKELY (4).

The severity of any such transmission has to be considered with reference to the fact that while the great majority of incidents of the disease have relatively low level and short term impacts to health, **in a small but not insignificant minority of cases the disease has very significant impact on health, beyond the short term, and can even be fatal.** Accordingly, without mitigating measures the severity is assessed as EXTREME (5).

The unmitigated risk is therefore assessed as $4 \times 5 = 20$

System of controls

Prevention

You must always:

- 1) Minimise contact with individuals who are required to self-isolate by ensuring they do not attend the school.
- 2) Ensure face coverings are used in recommended circumstances.
- 3) Ensure everyone is advised to clean their hands thoroughly and more often than usual.
- 4) Ensure good respiratory hygiene for everyone by promoting the 'catch it, bin it, kill it' approach.
- 5) Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.
- 6) Consider how to minimise contact across the site and maintain social distancing wherever possible.
- 7) Keep occupied spaces well ventilated. In specific circumstances:
- 8) Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary.

**9) Promote and engage in asymptomatic testing, where available. Response to any infection
You must always:**

10) Promote and engage with the NHS Test and Trace process.

**11) Manage and report confirmed cases of coronavirus (COVID-19) amongst the school
community.**

12) Contain any outbreak by following local health protection team advice.

On the basis of full implementation of the control measures set out in this document, the risk is considered to be controlled to an extent such that the likelihood of transmission of the disease on the school site is assessed to be POSSIBLE (3).

Following full opening to students, the possibility of vulnerable staff working on the school site was factored into the risk assessment. Even with risks to such staff of working on site managed as carefully as possible, their attendance on site means the severity measure of the assessment will remain high.

Following full reopening on 8th March 2021, despite the regular use of lateral flow testing of staff and students, the severity measure is assessed to be EXTREME (5)

The mitigated risk is therefore assessed as: $3 \times 5 = 15$

	<p>3. Avoid/minimise contact with third party visitors to the school site:</p> <p>3.1 Avoid all visitors to site unless they are providing an essential requirement. Deploy on site track and trace system.</p> <p>3.2 Do not approach delivery staff, allow packages to be left on the floor at reception.</p> <p>4. Manage attendance on site of those who are extremely vulnerable to the disease:</p> <p>4.1 Maintain up to date details of staff who have higher vulnerability to the disease⁵. For staff in high risk groups where it is possible for them to work at home with insignificant detriment to the school's operations this should be agreed. Where this is not possible, individual risk assessments to be conducted and regularly reviewed to take account of developing guidance issued by the government and other relevant bodies (e.g. NJC for Local Government Services).⁶ The risk assessment will inform if risk can be controlled sufficiently for the employee to work on site. Advice to be sought as necessary from the Trust's HR team.</p> <p>4.2 In conjunction with 4.1, we will assess staffing requirements (for example cover needs) to identify if measures are necessary to bring in additional support for the school to operate effectively and safely. We will refer to guidance on 'supply teachers and other temporary or peripatetic teachers' referred to in the DfE 'full opening' document (footnote 1).</p> <p>4.3 Assess the needs of pupils who have been identified as having higher vulnerability to Covid-19 or live in a household with someone who does, so that the majority of these pupils are able to come to school. We will liaise with families to discuss their care following families discussion with with their health professionals before returning. Remote learning should be provided for pupils who cannot return due to clinical</p>		<p>All staff</p> <p>Visitors approved by google calendar</p> <p>Use intercom</p> <p>Reception Staff and hosting member of staff</p> <p>Use of the survey and follow up with individual staff as necessary</p> <p>Ongoing review of requirements</p> <p>Ongoing review</p>	
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⁵ The Aspirations Academies Trust considers that in addition to those staff who meet the government's definition of 'clinically extremely vulnerable' (i.e. those who have been subject to 'shielding') and 'clinically vulnerable', staff who are of a BAME group and/or are male aged 55 and above also have higher vulnerability to Covid-19 and therefore should also have an individual risk assessment undertaken.

⁶ As at 7 July 2020, the following guidance is relevant to those identified as clinically extremely vulnerable who have been subject to 'shielding'
<https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>

Furthermore, section 7 of 'Staying alert and safe (social distancing)' sets out the government's general position concerning those identified as clinically vulnerable, including pregnant women. This guidance is available from:
<https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing>

The guidance for the full reopening of schools (see footnote 1) also has relevant details in the section 'School workforce'.

	<p>or public health advice.</p> <p>4.4 Communication with parents/carers who are particularly vulnerable to the disease to advise caution on coming on to the school site.</p>	LHM	Sept COVID update	
	4.5 Raise awareness of the latest government guidance on travelling into the UK to senior staff and attendance officer	ASI/PJO	April '21	
	4.6 Raise awareness of the latest government guidance on travelling into the UK to all staff	LHM	April '21	

Risk factor	Control measures	Action: by whom / when	Action: completed / ongoing / outstanding
<p>B) Spread of infection of Covid-19 on school site</p> <p><i>Measures taken in relation to (A) above should minimise the number of infected individuals coming on to site but will not eliminate the possibility of this happening.</i></p> <p><i>General measures identified against (B) are to minimise the likelihood of any infected individual who is on site infecting others at school.</i></p> <p><i>The general measures in (B) are cross-referred to more detailed measures below.</i></p>	<ol style="list-style-type: none"> 1. Reinforce expectations of good hygiene: See <i>note 1</i> for details. 2. Site cleaning measures: See <i>note 2</i> for details. 3. Management of access/egress to site including arrangements for the start/end of the school day: See <i>note 3</i> for details . 4. Management of classroom environment: See <i>note 4</i> for details. 5. Manage movement around school site and use of communal areas, e.g. dining area, playground, toilets, staff room: See <i>note 5</i> and <i>note 6</i> for details. 6. Manage cases of individuals on site who are showing symptoms of Covid-19: See <i>note 7</i> for details. 7. Manage response to any infection: See <i>note 8</i> for details. 8. Routine lateral flow testing for staff and students 		

<p>C) Risk of infection in the course of travel undertaken as part of school operations (e.g. school trips, staff attending off-site training, meetings, etc.)</p>	<ol style="list-style-type: none"> 1. No travel is to be undertaken as part of school operations unless approved by a Vice Principal as absolutely essential with risk factors appropriately considered. Refer to guidance on 'Educational visits' referred to in the DfE 'full opening' document (footnote 1). 		<p>Staff have been informed that trips will not take place in the Autumn term (although government guidance states day trips can take place while the Academy is setting up routines and caring for student/staff</p>
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<p>7. Enhanced cleaning regimes have been introduced for toilet facilities particularly door handles, locks and the toilet flush.</p> <p>8. Hand sanitiser in Year 10 block moved to beside exterior door for classrooms where entry is via exterior door.</p>		
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<ul style="list-style-type: none"> ● All potentially contaminated high-contact areas (e.g. bathrooms, door handles, telephones, grab-rails in corridors and stairwells) <p>You don't need to specially clean public areas they've passed through briefly (e.g. corridors) which aren't visibly contaminated with body fluids.</p> <p>4. When cleaning hard surfaces and sanitary fittings, use either:</p> <ul style="list-style-type: none"> ● Disposable cloths, or ● Paper rolls and disposable mop heads <p>5. When cleaning and disinfecting, use either</p> <ul style="list-style-type: none"> ● A combined detergent/disinfectant solution at a dilution of 1,000 parts per million available chlorine ● A household detergent, followed by a disinfectant with the same dilution as above ● An alternative disinfectant, that's effective against enveloped viruses <p>6. Make sure all cleaning staff:</p> <ul style="list-style-type: none"> ● Wear disposable gloves and apron ● Wash their hands with soap and water once they remove their gloves and apron <p>If there's a higher level of contamination (e.g. the individual has slept somewhere) or there's visible contamination with body fluids, it may be necessary to provide cleaning staff with a surgical mask or full-face visor. The local health protection team's risk assessment will let you know if you need this equipment.</p> <p>7. Wash any possibly contaminated fabric items, like curtains and beddings, in a washing machine. Clean and disinfect anything used for transporting these items with standard cleaning products.</p> <p>8. Launder any possibly contaminated items on the hottest temperature the fabric will tolerate.</p> <p>9. If items can't be cleaned using detergents or laundering (e.g. upholstered furniture), use steam cleaning.</p> <p>10. Dispose of any items that are heavily soiled or contaminated with body fluids.</p> <p>11. Keep any waste from possible cases and cleaning of those areas (e.g. tissues, disposable cloths and mop heads) in a plastic rubbish bag and tie when full.</p> <ul style="list-style-type: none"> ○ Place these bags in a suitable and secure place away from children and mark them for storage. Wait until you know the test results to take the waste out of storage. ○ If the individual tests negative, put the bags in with the normal waste. ○ If the individual tests positive, then you'll need a safe and secure place (away from children) where you can store waste for 72 hours. ○ If you don't have a secure place, you'll need to arrange for a collection for 'category B' infectious waste from either: <ul style="list-style-type: none"> - The local waste collection authority (if they currently collect your waste) <p>or</p> <ul style="list-style-type: none"> - A specialist clinical waste contractor <p>Action: Safety briefing with staff around the use of bleach.</p>	<p>DKN/cleaners</p>	<p>Ensure cleaning procedure is followed for all these points</p>
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12. Adequate supplies of cleaning resources including relevant items of PPE are in place.	DKN	Notify all staff that we are now using bleach based cleaning products.
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<p>Note 3: Referring to Risk Factor (B)</p> <p>Control measure: Management of access/egress to site including arrangements for the start/end of the school day</p>	<p>Action: by whom / when</p>	<p>Action: completed / ongoing / outstanding</p>
<p>1. Implement staggered start and finish times to reduce numbers arriving at any one time and thereby reduce congestion and contact.</p> <p>2. Establish and clearly communicate rules for the school community (including parents doing drop offs) to observe at the beginning and end of school day to support social distancing(in accordance with the requirements set out in the ‘full opening’ guidance referred to in footnote 1).</p> <p>3. Monitor site entry/departure points to best ensure social distancing – consider changing the number of entry/departure points in use, either increase to reduce congestion or decrease to enable monitoring with fewer staff.</p> <p>4. Teams at entry and departure points to query any arrival clearly showing symptoms, advising those individuals to step aside to enable safe and socially distanced communication away from others arriving/departing.</p> <p>5. Arrangements for reception areas that are not screened have been reviewed to ensure that safe social spacing can be ensured or otherwise screening put in place.</p> <p>6. Staff clean sign in screen before and after use. Reception staff to clean screen every 15 minutes throughout the day.</p> <p>7. Require all to sanitise their hands before entering or leaving the site.</p> <p>8. Signage displayed clearly to remind people to maintain social distancing while waiting to enter site.</p> <p>9. With effect from 19 October 2020, with the local area becoming subject to Local COVID Alert Level High, Face coverings must be worn by adults and pupils (in all year groups) in areas of the Rivers Academy site outside classrooms where social distancing is difficult to maintain, for example when moving around communal areas in the school such as corridors.</p> <p>It is recognised, in accordance with government guidance, that some individuals will be exempt from wearing face coverings. This applies to those who:</p> <ul style="list-style-type: none"> ● Cannot put on, wear or remove a face covering because of a physical or mental illness or impairment or disability ● Speak to or provide assistance to someone who relies on lip reading, clear sound or facial expression to communicate 	<p>SJS</p> <p>Principal</p> <p>LHM/DKN</p> <p>LHM</p> <p>Receptionist</p> <p>LHM</p> <p>ASI (16th Oct '20)</p> <p>SLT (19th Oct '20)</p>	<p>Plan for new timings for school day</p> <p>Letter to parents</p> <p>Plan for multiple entry/depart ure points</p> <p>Guidance/briefing to be issued to staff</p> <p>Ongoing</p> <p>Guidance to be issued to staff</p> <p>Letter to parents setting out requirement to bring an appropriate face covering and storage for it to school</p> <p>Provide guidance to pupils about the safe wearing of face coverings and safe storage of them between use in school</p>

	LHM/SKH (ongoing)	Monitor implementati on to ensure compliance
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<p>Note 4: Referring to Risk Factor (B)</p> <p>Control measure: Management of classroom environment</p>	<p>Action: by whom / when</p>	<p>Action: completed / ongoing / outstanding</p>
<p>1. Students have been allocated into year groups. In years 7 and 8 students will spend the majority of their day in the same group. The rest of the school will be taught in year groups with movement minimised where possible as part of a strategy to minimise contacts and mixing and maintain distance between individuals.</p> <p>2. To support public health in the circumstances referred to in note 8, we will keep a record of pupils and staff in each group via attendance records and the timetable, and any close contact that takes place between children and staff in different groups (this is 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).</p> <p>3. We have assessed the number of pupils to be using each classroom and arrange layout of room to:</p> <ul style="list-style-type: none"> • maximise social distancing between pupils • minimise pupils facing one another • maximise social distancing between staff and pupils <p>4. Reminders at the start of every lesson and every 30 minutes of the rules relating to social distancing and hygiene expectations (see note 1 point 1).</p> <p>5. For individual and frequently used equipment, such as pencils and pens, staff and pupils should have their own items that are not shared.</p> <p>6. Pupils to be reminded regularly that if they are feeling ill they should make a staff member aware and wait to be collected.</p> <p>7. Assess the needs of pupils who have been identified as having higher vulnerability to Covid-19 or live in a household with someone who does, so that the majority of these pupils are able to come to school. We will liaise with families to discuss their care following families discussion with their health professionals before returning. Remote learning should be provided for pupils who cannot return due to clinical or public health advice.</p> <p>8. Enhance cleaning of classrooms rooms is in place (refer to note 2).</p> <p>9. Suitable and sufficient rubbish bins in these areas with regular removal and disposal (refer to note 2, point 3).</p> <p>10. There is no requirement for staff or students to wear face coverings in classrooms, social distancing should be maintained at all times in the classroom.</p>	<p>SJS</p> <p>Teaching staff</p> <p>Senior SLT</p> <p>All teachers</p> <p>All teachers</p> <p>All teachers</p> <p>All teachers / SLT</p>	<p>Timetable written in year groups</p> <p>Attendance registers</p> <p>Rooms assessed and assigned to best meet these standards</p> <p>Written and verbal guidance</p> <p>Written and verbal guidance</p> <p>Written and verbal guidance</p> <p>All staff to be notified through weekly bulletin / students through T.M./ parents and carers through letter</p>

11. All internal areas must be ventilated constantly during the Academy day with all windows open where possible and the access door to each room kept open	Site staff / all staff / DKN	Ongoing
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<p>Note 5: Referring to Risk Factor (B)</p> <p>Control measure: Manage movement around school site</p>	<p>Action: by whom / when</p>	<p>Action: completed / ongoing / outstanding</p>
<p>1. The timetable and staggered start/end to days has been organised to minimise and control movement/congregation in corridors and other communal areas such as playground, dining area and toilets, for example through:</p> <p>1.1 year groups are allocated specific areas of the academy for their lessons and breaks times.</p> <p>1.2 break periods are staggered and students socialise only with their year group.</p> <p>1.3 line markings are in place in areas where queuing is expected to give clear indication of the appropriate measure for social distancing (where possible, 2 metres) to include corridors and reception area.</p> <p>1.4 Where possible, use of communal areas has ceased, e.g. by assemblies not taking place, libraries and communal teaching/staff spaces being closed. For those communal areas continuing to be used numbers are controlled for entering the area at any one time.</p> <p>2. Where possible, closed doors are avoided (note, this is not possible for fire doors). Fire wardens will be responsible for checking areas in the case of full evacuation</p> <p>3. There is no requirement for face coverings in classrooms, or for students in communal areas in secondary schools and colleges. However, staff and other adults should wear face coverings in situations where social distancing is not possible, including corridors and communal area, unless a medical exemption has been previously agreed.</p>	<p>Senior SLT</p> <p>Senior SLT</p> <p>Senior SLT</p> <p>Senior SLT</p> <p>DKN/site</p> <p>SLT/All staff</p>	<p>Timetable complete</p> <p>Allocated</p> <p>Allocated</p> <p>Cease use/ controlled number use identified in Principles</p> <p>All doors wedged open</p> <p>All staff and students to be notified through weekly bulletin/TM loom</p>

<p>Note 6: Referring to Risk Factor (B)</p> <p>Control measure: Manage use of communal areas, e.g. dining area, playground, toilets and staff room</p>	<p>Action: by whom / when</p>	<p>Action: completed / ongoing / outstanding</p>
<ol style="list-style-type: none"> 1. Students are required to stay on school site and not use local shops. 2. Dedicated eating areas have been identified on site to reduce food waste and contamination. 3. Hand cleaning facilities or hand sanitiser is available at the entrance of any room where people eat and should be used when entering and leaving the area. 4. Layout areas to best support social distancing and to avoid pupils facing one another while eating. 5. Tables and chairs will be cleaned between each use. 6. All students to be instructed that rubbish should be put straight in the bin and not left for someone else to clear up. 7. All areas used for eating will be thoroughly cleaned at the end of each break, including chairs, door handles, vending machines and payment devices (see note 2, point 1). Only PP students and those who have pre-paid online will be able to access food from the canteen. All other students will be expected to bring their own packed lunch. 8. The medical room will be cleaned between each student attending the area, using a bleach based product 	<p>Director of P16</p> <p>LHM/DKN</p> <p>Site team</p> <p>DKN/site/ duty staff</p> <p>DKN/ Cleaners</p> <p>Duty staff</p> <p>DKN/ Cleaners</p> <p>Welfare Assistant</p>	<p>Letter / verbal remind rto students</p> <p>Year group zones plan</p> <p>Daily QA of layout</p> <p>Cleaning rota</p> <p>Duity lead QA</p> <p>Cleaning rota</p> <p>New Welfare Assistant to receive full induction</p>

<p>Note 7: Referring to Risk Factor (B)</p> <p>Control measure: Manage cases of individuals on site who are showing symptoms of Covid-19</p>	<p>Action: by whom / when</p>	<p>Action: completed / ongoing / outstanding</p>
<p>This section to be updated with reference to any change made to the ‘Coronavirus (Covid-19: implementing protective measures in education and childcare settings’ (issued by the DfE, 2nd February 2021) available at:</p> <p>https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/957766/Restricting_attendance_during_the_national_lockdown- schools.pdf</p> <p>and also the ‘opening fully’ guidance referred to in footnote and the ‘Schools coronavirus operational guidance’ (issued by the DFE, 22nd February 2021) referred to in footnote 2.</p> <p>1. Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school 12 Ensuring that pupils, staff and other adults do not come into the school if they have coronavirus (COVID-19) symptoms or live in a household with someone who does or have tested positive in at least the last 10 days and ensuring anyone developing those symptoms during the school day is sent home, are essential actions to reduce the risk in schools and further drive down transmission of coronavirus (COVID-19).</p> <p>2. If anyone in school becomes unwell with a new, continuous cough or a high temperature, or has a loss of or change in, their normal sense of taste or smell (anosmia) a member of staff must use the emergency button and a senior member of staff will attend. They must be sent home and advised to follow government ‘staying at home’ guidance including making arrangements for a test (see footnote 2 for links to the relevant government guidance documents). Other members of their household (including any siblings) should self-isolate starting from the day the individual’s symptoms started (or the day their test was taken if they did not have symptoms, whether this was an LFD or PCR test), and the next 10 full days.</p> <p>3. 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 needs of the child, 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>4. 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>5. PPE must 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). More information on PPE use can be found from the following link: 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</p> <p>6. In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Anyone with Covid-19 symptoms should not visit the GP, pharmacy, urgent care centre or a hospital.</p> <p>7. Any member of staff has helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case they should arrange a test) or if the symptomatic person subsequently tests positive or they have been requested to do so by NHS Test and Trace.</p> <p>8. Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell.</p>	<p>Senior SLT</p> <p>Welfare Assistant to log for students</p> <p>SSM to log for staff</p>	<p>Ongoing</p> <p>SSM to cover in Welfare Assistant induction</p> <p>Welfare Assistant</p> <p>Welfare Assistant</p> <p>SSM to cover in Welfare Assistant induction</p>

<p>9. The area around the person with symptoms must be disinfected after the person with symptoms has left to reduce the risk of passing the infection on to other people (see note 2, points 4-12 relating to the cleaning of areas where there has been a suspected case of Covid-19).</p> <p>10. Ensure adequate availability of relevant items of PPE to staff who may need to use it and that they have had instruction and have access to guidance on how to use it correctly.</p> <p>11. Staff that become symptomatic must remain at home or be sent home depending on where their symptoms are first displayed. Staff should go and get tested immediately. The Academy will refer staff for priority testing.</p> <p>12. When an individual develops coronavirus (COVID-19) symptoms or has a positive test Pupils, staff and other adults must not come into the school if:</p> <ul style="list-style-type: none"> • they have one or more coronavirus (COVID-19) symptoms • a member of their household (including someone in their support bubble or childcare bubble if they have one) has coronavirus (COVID-19) symptoms <ul style="list-style-type: none"> • they are required to quarantine having recently visited countries outside the Common Travel Area • they have had a positive test <p>They must immediately cease to attend and not attend for at least 10 days from the day after:</p> <ul style="list-style-type: none"> • the start of their symptoms • the test date if they did not have any symptoms but have had a positive test (whether this was a Lateral Flow Device (LFD) or Polymerase Chain Reaction (PCR) test) <p>You must follow this process and ensure everyone onsite or visiting is aware of it.</p> <p>If anyone in your school develops a new and continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), you:</p> <ul style="list-style-type: none"> • must send them home to begin isolation - the isolation period includes the day the symptoms started and the next 10 full days • advise them to follow the guidance for households with possible or confirmed coronavirus (COVID-19) infection • advise them to arrange to have a test as soon as possible to see if they have coronavirus (COVID-19) <p>Other members of their household (including any siblings and members of their support or childcare bubble if they have one) should self-isolate. Their isolation period includes the day symptoms started for the first person in their household, or the day their test was taken if they did not have symptoms, whether this was a Lateral Flow Device (LFD) or Polymerase Chain Reaction (PCR) test), and the next 10 full days. If a member of the household starts to display symptoms while self isolating they will need to restart the 10 day isolation period and book a test.</p> <p>If anyone tests positive whilst not experiencing symptoms but develop symptoms during the isolation period, they must restart the 10 day isolation period from the day they developed symptoms.</p>	<p>Welfare Assistant</p> <p>DKN</p> <p>DKN</p> <p>SIMT</p>	<p>All relevant items available</p> <p>SSM/DKN to make referral</p> <p>SSM to maintain contact with staff</p>
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<p>Note 8: Referring to Risk Factor (B)</p> <p>Control measure: Manage response to any infection</p>	<p>Action: by whom / when</p>	<p>Action: completed / ongoing / outstanding</p>
<p>The following to be updated in line with any change to government guidance set out in the document referred to in footnote 1.</p> <p>Where someone who has attended the site tests positive for Covid-19</p> <ol style="list-style-type: none"> 1. On being notified that someone who has attended the site has tested positive, immediate contact will be made with the local health protection team. This 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. 2. The health protection team 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. The school will support with this assessment by providing details of groups as set out in note 4, point 2. 3. Based on the advice from the health protection team, 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 since they were last in close contact with that person when they were infectious. <p>Close contact means:</p> <ul style="list-style-type: none"> ● anyone who lives in the same household as someone with Covid symptoms or who has tested positive is now considered a close contact. ● 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 ● sexual contacts ● 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 <ol style="list-style-type: none"> 4. A template letter will be provided to schools, on the advice of the health protection team, to send to parents and staff if needed. Settings must not share the names or details of people with coronavirus (COVID-19) unless essential to protect others. <p>Containing any outbreak</p> <ol style="list-style-type: none"> 5. If the school has 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, there may be an outbreak, and the school will continue to work with their local health protection team who will be able to advise if additional action is required. 6. 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. Whole school closure will not be considered except on the advice of health protection teams. 7. In consultation with the local Director of Public Health, where an outbreak in a setting 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 	<p>SIMT</p> <p>SIMT</p> <p>SIMT</p> <p>SIMT to liaise with health protection team</p>	

<p>person's class, followed by their year group, then the whole setting if necessary, in line with routine public health outbreak control practice.</p> <p>8. In case of the need of wider impacting self-isolation measures, the school will have contingency plans in place to continue education on a remote basis, including Learning Continuation Policy outlining provision for continuation of education in line with DfE 'Tiers'.</p>	<p>LHM/EHU</p>	<p>Complete and in place</p>
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<p>Note 9 : Referring to Risk Factor (D)</p> <p>Control measure: Partial Re-opening to Key Worker/Vulnerable Students</p>	<p>Action: by whom / when</p>	<p>Action: completed / ongoing / outstanding</p>
<p>1. Small core team of staff will be on-site on a rota basis to minimize the number of staff on-site.</p> <p>2. Students will be in multiple bubbles (Yr7 - Library / Room 272; Yr8 - Room 118; Year 9 - Room 221; Yr10 Room 167; Year 11 - Room 162) in separate zones and supervised by a member of the core team during lesson time and at break times.</p> <p>3. On their first day back onsite: key worker/vulnerable students will line-up socially distanced upon arrival and be escorted to sit socially distanced in their year group zone; they will be escorted for testing and then wait socially distanced for their result they will have their second test 3-5 days later.</p> <p>4. Students will be tested twice per week.</p> <p>5. A positive result will lead to the student's parent/carer being contacted to ensure the student has a test at a test centre, their family being notified to isolate and the collapsing of the bubble for any close contacts.</p> <p>6. Weekly voluntary testing of onsite staff.</p> <p>7. Well-being calls will be made to all students across all year groups by Transition Mentors every two weeks with more frequency for students identified as vulnerable/in need of more frequent support.</p> <p>8. Remote Learning Policy will be active for students not onsite.</p>	<p>SJS create rota 5th Jan</p> <p>Coordinators to contact KW/vulnerable bles</p> <p>APs to oversee</p> <p>SLT</p> <p>Testing team</p> <p>Transition Mentors (all first calls complete by Friday 8th Jan)</p> <p>All teachers</p>	<p>Completed</p> <p>Completed</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>