

ACTIVE LEARNING TRUST RISK ASSESSMENT

January 2022

Educational Setting	Kingsfield Primary School
Activity / Task	Coronavirus (COVID-19) Risk Management Assessment / Outbreak Management Plan
Completed by & Date	Mrs. K. Coates, Headteacher 26.08.21 05.01.22
Review Date	As guidance changes

Current DfE, PHE, HSE and ACAS Guidance	
General Advice	List of all general Coronavirus guidance: Link General .GOV.UK Coronavirus guidance: Link
DfE Advice	List of all DfE Coronavirus guidance for schools: Link DfE advice for safe working in Education Settings, including PPE: Link : DfE Social Distancing in Education settings guidance: Link DfE Primary-specific guidance: Link DfE Second-specific guidance: Link DfE Scientific Advice regarding COVID-19: Link DfE Cleaning Advice for Non-Healthcare Settings for COVID-19: Link Actions for schools during the coronavirus outbreak Link Mass testing for secondary pupils as all schools and colleges fully reopen from 8 March 2021 Link Schools Covid-19 Operational Guidance from January 2022: Link
HSE Advice	List of all HSE Coronavirus guidance: Link Plus HSE documents: Link & Link
ACAS Advice	ACAS Mental Health at Work During Coronavirus guidance: Link

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SCHOOL OPERATIONS – SOCIAL DISTANCING				
Area	Prevention measures where necessary	Additional outbreak measures	Personnel responsible	Timescale
Access / egress of school building	Children enter and exit through classroom external door.	Consider staggered start and end times as before.	Teaching staff	Implemented from 02.09.21.
Classrooms	<p>Classrooms will be set up as usual. Staff will be encouraged to continue working with children as before so that the advice is given from behind the child and they are not face to face.</p> <p>Children to remain in their classrooms and not to wander the corridors unnecessarily.</p>	<p>Classrooms to be set up to accommodate all the children with tables facing the front where possible and the children will be sat side to side at them.</p> <p>A 2m gap to be provided for the teacher if possible, if not, then 1m.</p> <p>Pre-school and Early Years rooms will be set up as normal.</p> <p>Classes will be put into year group bubbles which they will be allowed to mix within. The year groups will be kept apart from other year groups during the day.</p> <p>The work will be posted online for those children self-isolating to continue to access.</p>	All staff	Implemented from 02.09.21.
School Reception	Face masks will be voluntary but signage will ask for them to be worn where possible.	Visitors will not allowed to enter the school. Contractors may do so in emergency situations but preferably before or after the school day. There is a screen in the reception area	SBM and Office Manager	02.09.21

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SCHOOL OPERATIONS – SOCIAL DISTANCING				
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	Visitors will continue to be on an invite only basis.	<p>which will protect the office staff. The foyer will now be unlocked again but visitors will be expected to wear a face mask when talking to the office staff.</p> <p>Face masks to be worn by adults when walking around the school or accessing communal spaces unless they have a health condition that prevents this.</p>		
School Offices	<p>All offices to have appropriate ventilation.</p> <p>No more than 3 people in an office at any one time.</p> <p>Remind staff that office 'drop-ins' need to be swift. Meetings to take place in larger rooms.</p>	<p>No other staff allowed in the office.</p> <p>Office staff to ensure that all fobs and visitor badges are sanitised.</p>	Headteacher	02.09.21
Unused rooms	All rooms are likely to be used and will be back in the full cleaning rota.	Appropriate cleaning will take place if rooms become unused due to a reduction in pupil numbers.	Servicemaster / SBM	02.09.21
Staffroom	Staffroom will have reduced numbers of staff due to breaktime staggering. Lunchtime access will be as usual;	The staffroom will be reopened with a maximum number of 6 staff allowed in at a time – this will be	HT	Implemented from 02.09.21.

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SCHOOL OPERATIONS – SOCIAL DISTANCING				
Area	Prevention measures where necessary	Additional outbreak measures	Personnel responsible	Timescale
	<p>staff to be reminded to socially distance.</p> <p>Encourage use of face masks in communal areas. Reminders regarding use of face masks given on PD Day.</p>	<p>displayed in a prominent position. Dishwasher will be used.</p> <p>Face masks should be worn in this area. Posters to be displayed to remind staff about the rules.</p>		
Playground	Parents will be asked to keep social distancing and not linger on site.	<p>Staggered timings will be reintroduced.</p> <p>Children should be collected from their classroom door even if they are a sibling and / or under the care of a childminder – they should not exit the building unless to an appropriate adult.</p>	<p>All staff / parents</p> <p>SLT to issue reminders</p>	02.09.21
Assemblies	<p>Whole school assemblies to commence from 06.09.21. Year groups will be spaced out and all doors and windows will be open.</p> <p>Whole school assemblies will not take place until the official figures reduce significantly.</p>	<p>Assemblies will run virtually.</p> <p>Singing will take place in class only.</p>	SLT	03.09.21
Off Site Visits	To start from September 2021.	Consideration of each trip will take place and a decision based on guidance and common sense will be	EVC	02.09.21

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Area	Prevention measures where necessary	Additional outbreak measures	Personnel responsible	Timescale
		made as to whether it is suspended or not.		
Break and lunch times	<p>Staggered timings for break and lunch to reduce number of children outside. Each group to have designated area.</p> <p>Children kept to KS bubbles.</p>	<p>Lunchtime arrangements will be amended to ensure the integrity of the 'bubbles'. One way system will be reintroduced.</p> <p>Staff to collect children from outside and use external pavements to take back to class.</p>	Duty Staff	02.09.21
Toilets	Children will use toilets closest to their classrooms.	<p>Children using the toilet will be monitored carefully by staff to ensure thorough hand washing.</p> <p>Each class to only allow one child to the toilet at any given time to ensure low numbers in the toilet block.</p> <p>Reception / Nursery / Year 1s / Year 2s / Year 3s have own toilet blocks. Year 4s to use hygiene toilet block. Year 5 and 6 classes to share the UKS2 corridor toilets.</p> <p>Staggered breaktimes will mean that staff use of toilets will be minimised.</p>	Teaching and Support Staff	02.09.21
Fire Exits	Fire exits are not compromised.	Fire exit routes are not compromised. Doors can be propped open during	SBM as Fire Officer	02.09.21

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SCHOOL OPERATIONS – SOCIAL DISTANCING				
Area	Prevention measures where necessary	Additional outbreak measures	Personnel responsible	Timescale
		break / lunchtimes to reduce touching of handles.		
Shielding	School will continue to follow government guidelines.	School will continue to follow government guidelines.	Inclusion Team	02.09.21
Isolation Room for suspected cases of Covid-19.	Old foyer to be used as this has its own exit, enabling social distancing. PPE to be worn as necessary.	Consider having more than one if one child falls ill.	Office Manager	As necessary.

SCHOOL OPERATIONS – ATTENDANCE				
Area	Prevention measures where necessary	Additional outbreak measures	Personnel responsible	Timescale
Attendance policy	Will be carried out in line with government guidelines. Reminders to parents will be sent out regarding attendance expectations.	Policy will be reviewed should guidance change.	DSL / Office Manager	Implemented from 02.09.21. By 07.01.22
Shielding	Not currently in place.	Organise appropriate home-based work for staff and children shielding.	SLT	Implemented from 02.09.21.
Communication	Messages will be sent out in weekly newsletters.	DfE and government advice shared as appropriate.	SLT / Office Staff	Implemented from 02.09.21.
Staff Annual Leave	No measures required.	Staff will be informed of any changes made by the government.	SLT / Office Staff	As necessary.

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SCHOOL OPERATIONS – CATERING				
Area	Prevention measures where necessary	Additional outbreak measures	Personnel responsible	Timescale
New Working Procedures	Staff to maintain social distance where possible.	The kitchen will remain open. Children will all eat in the dining hall within their year group bubbles.	SBM / Caterlink	When required.
Cupboards	Usual food hygiene standards apply.	Caterlink to ensure they are compliant.	SBM / Caterlink	When required.
Wraparound Care	This provision will take place. Staff to ensure high cleaning standards.	Consideration will be made as to whether the provision can function.	SBM / SLT	When required.

SCHOOL OPERATIONS – CLEANING				
Area	Prevention measures where necessary	Additional outbreak measures	Personnel responsible	Timescale
Deep Clean	Deep Clean to take place before the start of term.	Deep clean will take place during the holidays.	Service Master	31.08.21
Cleaners	<p>Cleaners will be designated areas by Service Master.</p> <p>Staff will be expected to keep classrooms clean throughout the day as per the practice of last year:</p> <ul style="list-style-type: none"> Sink areas will be wiped down after children have after children have washed their hands. Cleaning of surfaces will happen if a child coughs or sneezes. 	<p>Service Master to write updated risk assessment to be approved by HT.</p> <p>Adults must hand sanitise before and after using the photocopier.</p>	Service Master	31.08.21

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SCHOOL OPERATIONS – CLEANING				
Area	Prevention measures where necessary	Additional outbreak measures	Personnel responsible	Timescale
	<ul style="list-style-type: none"> Doors will be propped open to minimise the amount of contact with door handles. Where possible, PE equipment will be kept in year group bubbles and rotated half termly. 			
Kitchen	Usual cleaning regime applies.	Caterlink to organise additional deep cleaning of kitchen area.	Caterlink / SBM	02.09.21
Outdoor Play Equipment	Normal use resumes.	Outdoor equipment will not be used except for Early Years.	Teaching and Support Staff	02.09.21
Emptying Bins	Bins emptied daily and then member of staff to use hand sanitiser. Gloves available if required.	Bins emptied daily and then member of staff to use hand sanitiser. Gloves available if required.	Site Manager / Service Master	01.09.21
COVID 19 reported.	<p>If the school has been informed that someone has tested positive with Covid-19 then any area/room they have accessed should be secured for 72 hours then undergo a thorough clean.</p> <p>Local Health Body should be contacted.</p>		SBM / SLT / Service Master	As necessary.
COSHH	<p>Ensure the COSHH risk assessment for cleaning/caretaker activities has identified the correct process and PPE to be worn.</p> <p>As Trust guidance, PPE is not being insisted upon but staff can access a visor, googles, apron, gloves and paper face mask via school if they want.</p>	<p>All chemicals ordered are under the COSHH Risk Assessment sheet.</p> <p>As Trust guidance, PPE is not being insisted upon but staff can access a visor, googles, apron, gloves and paper face mask via school if they want.</p>	SBM / Site Manager / Service Master	As planned from start of term.

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SCHOOL OPERATIONS – CLEANING				
Area	Prevention measures where necessary	Additional outbreak measures	Personnel responsible	Timescale
Resources	Normal access.	<p>Each child will get an individual pack with their own equipment in.</p> <p>Children will put their bags and coats on the back of their chair. They will not need to bring in resources from home.</p> <p>Resources will not be shared between year groups.</p> <p>Lunch boxes will be kept in bubbles.</p>	All staff.	02.09.21
Uniforms	<p>Normal uniform expectations in place.</p> <p>PE kits to be worn to school to limit changing requirements.</p>	N/A	All staff to monitor uniform standards.	01.09.21
Lettings	Holiday lettings to Premier Sport – they will issue their own RA.	<p>Ensure additional cleaning.</p> <p>Consider suspending the letting.</p>	HT	As necessary.
Property Concerns	Raise through normal routes.	All audits to take place but adhering to restrictions. Ensure clean takes place after any works.	SBM / Site Manager	As necessary.

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SCHOOL OPERATIONS – CONTRACTORS AND PROPERTY MAINTENANCE				
Area	Prevention measures where necessary	Additional outbreak measures	Personnel responsible	Timescale
Regular Compliance Checks	Relevant property statutory compliance checks to continue as normal	All audits will be carried out adhering to restrictions.	SBM / Site Manager	As necessary.
Property Concerns	All serious property concerns have been raised with the school's Property Management Adviser and appropriate steps are in place to ensure the safety of all building occupants.	All audits will be carried out adhering to restrictions.	SBM / Site Manager	As necessary.
Risk Assessment	All contractors must provide a suitable and sufficient risk assessment for the activities they carry out which must include Covid-19. School requires all contractors to comply with its Health and Safety procedures and processes. All planned/reactive maintenance to be carried out during out of hours unless seen as an emergency.	Develop back up plans in case a key supplier/contractor fails to deliver at short notice as it cannot be predicted when Covid-19 might strike their workplace.	Provide to SBM before arrival.	As required.
Maintenance	Planned/reactive maintenance to be carried out during out of hours unless seen as an emergency.	Planned maintenance has been planned for holiday periods.	Site Manager	As planned.
Water Check	To take place before school.	If buildings have been closed or had reduced occupancy during the coronavirus (COVID-19) outbreak, water system stagnation can occur	Site Manager	As planned.



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SCHOOL OPERATIONS – CONTRACTORS AND PROPERTY MAINTENANCE				
Area	Prevention measures where necessary	Additional outbreak measures	Personnel responsible	Timescale
		due to lack of use, increasing the risks of Legionnaires' disease and check will be undertaken before allowing staff / children back into school.		

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SCHOOL OPERATIONS – FIRST AID				
Area	Prevention measures where necessary	Additional outbreak measures	Personnel responsible	Timescale
First Aid Delivery	First aid will be carried out as usual but staff will adhere to stricter cleaning regimes.	Consider isolating first aid to one space. No more than one child to be given first aid at any time.	First Aiders	As necessary.
First Aid Facilities	Access to first aid facilities is maintained and the school suitably stocked with first aid sundries. Staff need to undertake hygiene protocols before and after dealing with children. Staff to only deal with children within their bubble.	As above.	First Aiders	As necessary.
Medical needs	Staff or pupils with medical needs have been assessed and relevant consents are in place.	Medical information to be shared within bubbles should different staff be covering the classes.	Office Manager / Inclusion Leader	02.09.21
Use of medications	Staff have been trained in the use of medications and increased level of control applied, to include the use of PPE if required.	As before.	Office Manager / Inclusion Leader	02.09.21
Policy	First Aid policy reviewed to include consideration of the risk of infection of Covid-19.	As before.	Office Manager / Inclusion Leader	02.09.21

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SCHOOL OPERATIONS – HYGIENE				
Area	Prevention measures where necessary	Additional outbreak measures	Personnel responsible	Timescale
Access/Egress of school building	<p>Wipes and sanitiser available at both sides of doors.</p> <ul style="list-style-type: none"> All staff, children and visitors will use hand sanitiser before and entry to the school site. Children and staff to follow the government advice about handwashing. 	Reduce numbers of people entering / exit the building.	All staff	01.09.21
Soap/Warm Water	Children will be reminded of good handwashing practice and time will be given for children to wash hands at regular intervals throughout the day.	Enhanced cleaning routines will be implemented.	All staff	01.09.21
Sanitisation	<p>Supplies of hand sanitiser to be used where hand washing is not practical.</p> <p>Hygiene routines to be shared with children prior to returning to school and reinforced on their arrival and continually.</p>	<p>The school will ensure that pupils clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating.</p> <p>Staff will ensure that they sanitise before and after the use of communal equipment and seating.</p>	All staff	01.09.21
Bins	Usual practice resumes.	Lidded bins in place at strategic points in the school. All bins to be double lined. Bins to be emptied daily. Staff to ensure they wear protective gloves and or wash hands	Service Master	01.09.21

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SCHOOL OPERATIONS – HYGIENE				
Area	Prevention measures where necessary	Additional outbreak measures	Personnel responsible	Timescale
		<p>immediately after carrying out this activity.</p> <p>The school will ensure that there are enough tissues and bins available in the premises to support pupils and staff.</p>		

SCHOOL OPERATIONS – TRANSPORT				
Area	Prevention measures where necessary	Additional outbreak measures	Personnel responsible	Timescale
School Transport	No regular transport.		N/A	N/A
School Trips	Ask coach company for risk assessment in advance.	Trips will not take place.	EVC	Fortnight before any trip.

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SCHOOL OPERATIONS – PPE				
Area	Prevention measures where necessary	Additional outbreak measures	Personnel responsible	Timescale
PPE Need	<p>Gloves and antibacterial wipes will be placed in every classroom and social space.</p> <p>Face masks and aprons will be available at the main office.</p> <p>Normal PPE will be worn for changing nappies or when providing intimate care.</p>	All staff will be expected to wear face coverings in communal areas (staffroom) but not within their bubbles.	All staff	01.09.21
Cleaning	Re-usable PPE should be thoroughly cleaned after use and not shared between staff.	<p>Re-usable PPE should be thoroughly cleaned after use and not shared between staff.</p> <p>Additional cleaning of spaces to take place.</p>	SBM / Service Master	31.08.21
Supplies	Order PPE for staff that will need it when helping to change a child who has suspected Covid-19 or needs to be changed due to wetting accident or nappy change.	Order stock early to ensure there is always a good level of resource in school.	Finance Officer / SBM	01.09.21

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CURRICULUM, BEHAVIOUR AND PASTORAL SUPPORT – BEHAVIOUR AND WELLBEING				
Area	Prevention measures where necessary	Additional outbreak measures	Personnel responsible	Timescale
Prioritisation of subjects	Full curriculum will be in place.	Online learning will take place if required. All subjects will be covered.	AHT – Curriculum Leader	02.09.21
Normal Curriculum	Full curriculum will be in place.	As above.	AHT – Curriculum Leader / Teachers	02.09.21
EYFS – Nursery and Reception	Children will have access to the full curriculum including outdoor provision.	Access to outdoor provision may have to be rostered.	AHT – Curriculum Leader / EYFS Leader	06.09.21
Key Stages 1 & 2	Full curriculum will be in place.	Children will have access to a full, broad, balanced curriculum.	AHT – Curriculum Leader / Teachers	02.09.21
Pupil Starting Points	We will be delivering a full broad, balanced curriculum where teachers will identify gaps and fill them as normal.	Low-threat additional assessments will take place to identify children's starting points.	Assessment Leader / Teachers	First two weeks of September 2021.
Practical lessons	Will take place as usual.	Practical lessons will take place with designated equipment and appropriate lengths of time left between different year groups usage. Lessons to be risk assessed and signed off by AHT	AHT	02.09.21

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CURRICULUM, BEHAVIOUR AND PASTORAL SUPPORT – BEHAVIOUR AND WELLBEING				
Area	Prevention measures where necessary	Additional outbreak measures	Personnel responsible	Timescale
Music Lessons	Lessons to take place but additional cleaning to occur between sessions.	These will become virtual.	Music Leader / AHT - Curriculum	From Autumn Term 1 2021
PE	Usual practice to resume. Resources to be cleaned between bubble use.	Equipment will be kept in bubbles and rotated after cleaning. Lessons will take place in separate areas of the school grounds.	PE Leader / Teachers	02.09.21
Remote Education	N/A during normal times. SLT to ensure that the remote education offer is up-to-date and that staff are ready to implement should the government introduce a lockdown.	The staff will be put onto a rota so that there is a 50% team in school at any one time. Those working from home will create the online learning and this will be uploaded to the website daily.	AHT – Curriculum Leader	As required. 10.01.22
Suspension of subjects	We are not suspending subjects.	N/A	N/A	N/A
RHE	As per the policy.	It will be taught even if it is done online.	PSHE Leader	See PSHE plan.
School Fixtures	As usual.	Will be reduced / stopped if outbreak occurs.	PE Leader	As required.
Behaviour	Reiteration of behaviour policy and STEPS refresher to take place on PD day. SEMH provision will also be in place.	Issue dependent. If additional support is required, the Inclusion team will contact the Trust / LA.	AHTs for Inclusion and SEMH.	01.09.21

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CURRICULUM, BEHAVIOUR AND PASTORAL SUPPORT – BEHAVIOUR AND WELLBEING				
Area	Prevention measures where necessary	Additional outbreak measures	Personnel responsible	Timescale
Pastoral Care	Assemblies, PSHE lessons and additional interventions in place to support children's well-being. Emotional literacy 'word of the week' to be introduced to Wellbeing Wednesday class assemblies.	Support from DPs and inclusion team – case specific.	DSL / Inclusion staff	As required. By 05.01.22
Mental Health Issues	As above.	Support from DPs and inclusion team – case specific.	DSL / Inclusion staff	As required.
Catch Up Funding	The school will use the additional catch-up funding schools will receive, as well as existing pastoral and support services, attendance staff and resources and schools' pupil premium funding to put measures in place for those families who will need additional support to secure pupils' regular attendance.	This will be reviewed depending upon the severity of the outbreak and the subsequent loss of learning time.	SLT / Intervention Teacher	Plan to be in place by 01.09.21.
Social Workers	The school will work closely with other professionals as appropriate to support the return to the school, including continuing to notify the child's social worker, if they have one, of non-attendance.	The school will work closely with other professionals as appropriate to support the return to the school, including continuing to notify the child's social worker, if they have one, of non-attendance.	Safeguarding Team	Ongoing.
Safeguarding Policy	DSL to update as new guidance is issued.	As before.	Safeguarding Team	Ongoing.

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CURRICULUM, BEHAVIOUR AND PASTORAL SUPPORT – BEHAVIOUR AND WELLBEING				
Area	Prevention measures where necessary	Additional outbreak measures	Personnel responsible	Timescale
DSL	DSL and DPs are non-classed based to support children and families as necessary.	DSL and DPs to be available to support families in person where possible.	Safeguarding Team	Ongoing.
Concerns when children not at school	Office manager to continue monitoring attendance and undertaking morning calls. Safeguarding team to be informed of any absences as usual.	If home-learning is in place, safeguarding team to monitor vulnerable families through welfare calls.	Safeguarding Team	Ongoing.
Refresher training	Refresher training organised for PD Day. All new staff to have training within first week of induction.	All new staff to have training within first week of induction.	Safeguarding Team	01.09.21

CURRICULUM, BEHAVIOUR AND PASTORAL SUPPORT – ASSESSMENT AND ACCOUNTABILITY				
Area	Prevention measures where necessary	Additional outbreak measures	Personnel responsible	Timescale
Ofsted Inspection	These will operate as usual.	School will be fully prepared for when Ofsted resumes.	HT	Unknown.
Governance	IEB meetings will continue to take place as planned.	IEB meetings will continue to take place as planned.	CEO	Monthly.
Primary Assessment	All assessments will be administered following the statutory requirements.	All assessments will be administered following the statutory requirements.	Assessment Leader / Trust	As assessment timetable states.

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CONTINGENCY PLANNING – SELF-ISOLATION OF MULTIPLE PUPILS / STAFF OR LOCAL OUTBREAKS				
Area	Prevention measures where necessary	Additional outbreak measures	Personnel responsible	Timescale
Guidance – Suspected Covid	<p>Follow latest government guidance. Contact PHE for additional advice if required. https://www.gov.uk/government/publications/coronavirus-covid-19-test-kits-for-schools-and-fe-providers/coronavirus-covid-19-home-test-kits-for-schools-and-fe-providers</p> <p>From 05.01.22:</p> <ul style="list-style-type: none"> Staff who develop symptoms should not enter the premises of their place of work under any circumstances, even to collect a PCR test kit. Nor should they come into close physical contact (within 2 metres) with anyone outside their household. If a member of staff or student has a positive result from a PCR test, they should self-isolate immediately. If you are notified by NHS Test and Trace of a positive test result you must complete a period of self-isolation. Your isolation period starts immediately from when your symptoms started, or, if you do not have any symptoms, from when your positive LFD or PCR test was taken, whichever test was taken first. Your isolation period includes the day your symptoms started (or the day your test was taken if you do not have symptoms), and the next 10 full days. You can return to your normal routine and stop self-isolating after 10 full days if your symptoms have gone, or if the only 	As before but also inform Trust and LA of suspected cases.	SBM / SLT	As required.

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CONTINGENCY PLANNING – SELF-ISOLATION OF MULTIPLE PUPILS / STAFF OR LOCAL OUTBREAKS				
Area	Prevention measures where necessary	Additional outbreak measures	Personnel responsible	Timescale
	<p>symptoms you have are a cough or anosmia, which can last for several weeks. If you still have a high temperature after 10 days or are otherwise unwell, stay at home and seek medical advice.</p> <ul style="list-style-type: none"> You may be able to end your self-isolation period before the end of the 10 full days. You can take an LFD test from 6 days after the day your symptoms started (or the day your test was taken if you did not have symptoms), and another LFD test on the following day. The second LFD test should be taken at least 24 hours later. If both these test results are negative, and you do not have a high temperature, you may end your self-isolation after the second negative test result. 			
Contact Tracing	Follow latest government guidance.	<p>Follow latest government guidance.</p> <p>Let appropriate stakeholders know.</p>	SBM / SLT	As required.
System in place for isolating children who develop symptoms during the day, while	If a child is awaiting collection, they will be moved to the medical room where they can be isolated behind a closed door, depending on the age 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, they will be moved to an area which is at least 2 metres away from other people.		SBM / Office	As necessary.

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CONTINGENCY PLANNING – SELF-ISOLATION OF MULTIPLE PUPILS / STAFF OR LOCAL OUTBREAKS				
Area	Prevention measures where necessary	Additional outbreak measures	Personnel responsible	Timescale
they wait to be picked up.	<p>If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres can't be maintained.</p> <p>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>			
Stay away	Children and staff displaying symptoms will be advised to stay at home and undertake a PCR test. They will be allowed back to school when they have a negative result.	If there is a larger outbreak, it may well be necessary to close classes. Parents / Trust / LA to be informed if this happens.	Office Staff	As required.
Remote Education	Package of support will be offered to those children self-isolating. Protocol in place for remote learning.	Protocol will be implemented when there are children requiring access from home due to Covid-19.	AHT – Curriculum Leader / Teachers	As necessary.
Local Outbreak	Guidance will be followed at all times.	Guidance will be followed at all times.		As necessary.
Multiple Staff Ill	The school will consider how it will operate if multiple staff are ill.	Ask advice from Trust and communicate outcome with parents / carers.	HT / Trust	As necessary.
Awareness	All staff will receive a copy of this revised risk assessment. Parents / carers will have access to this risk assessment via the school website.	Ensure rapid communication of latest information.	HT	Throughout the term.

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CONTINGENCY PLANNING – SELF-ISOLATION OF MULTIPLE PUPILS / STAFF OR LOCAL OUTBREAKS				
Area	Prevention measures where necessary	Additional outbreak measures	Personnel responsible	Timescale
	Updates to be issued in newsletters.			
EHC Plans	We have enough staff to cover at this point, however, a further risk assessment would need to be undertaken to ensure safety of the child and others. We would be speaking to parents about their children's needs.		Inclusion Team	As necessary.