

OCC COVID19: Updated September 2021 Risk Assessment and Action Plan

SCHOOL NAME: St Andrew's

OWNER: Annette Mashru

DATE: 31.08.21

Reviewed Oct 25.10.21

Reviewed 06.12.21

Reviewed 08.12.21 OCC additional guidance

Reviewed 04.01.22

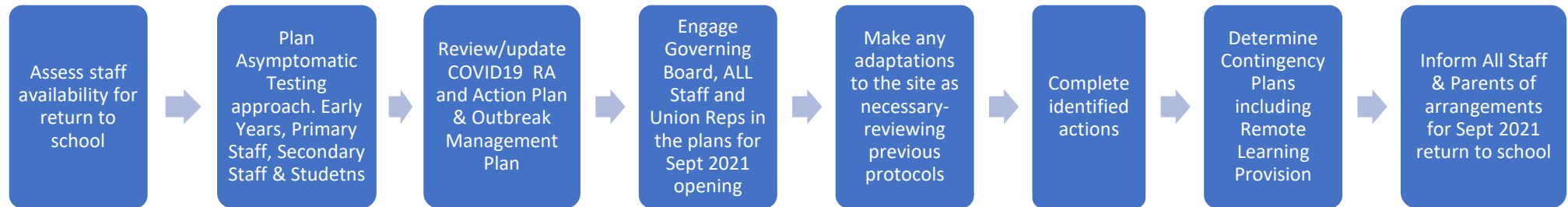
Purpose of this document:

This COVID19: Risk Assessment and Action Plan document sets out the decisions taken, and measures put in place [for the return to school September 2021](#) and ensure the school continues to operate in a safe way.

Existing policies and guidance continue to apply alongside the actions within this document, including but not limited to:

- School specific Health and Safety Policy
- First Aid Policy
- DFE Guidance relating to COVID19 [Guidance for schools: coronavirus \(COVID-19\) - GOV.UK \(www.gov.uk\)](#)
- [Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 - RIDDOR - HSE](#)
- [The Health Protection \(Notification\) Regulations 2010 \(legislation.gov.uk\)](#)
- Public Health England (PHE) (2017) [Health protection in schools and other childcare facilities - GOV.UK \(www.gov.uk\)](#)

Risk Assessment for September 2021 return:



Risk Assessment/ Action Plan Sections:

Engagement in Risk Assessment and PlanningError! Bookmark not defined.
Site ArrangementsError! Bookmark not defined.
Emergency EvacuationsError! Bookmark not defined.
Cleaning and waste disposalError! Bookmark not defined.
ClassroomsError! Bookmark not defined.
StaffingError! Bookmark not defined.
Group SizesError! Bookmark not defined.
Social DistancingError! Bookmark not defined.
TransportError! Bookmark not defined.
CateringError! Bookmark not defined.
PPEError! Bookmark not defined.
Visors/face coveringsError! Bookmark not defined.
Response to suspected/ confirmed case of COVID19 in schoolError! Bookmark not defined.
Remote Education PlanError! Bookmark not defined.
SafeguardingError! Bookmark not defined.
Curriculum / learning environmentError! Bookmark not defined.
SEND PUPILSError! Bookmark not defined.
AttendanceError! Bookmark not defined.
CommunicationError! Bookmark not defined.
Governors/ GovernanceError! Bookmark not defined.
School events, including tripsError! Bookmark not defined.
FinanceError! Bookmark not defined.

*The below table includes examples in grey, these are not exhaustive.

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
Engagement in Risk Assessment and Planning	Risk assessment process fully engages staff, governing board and union representatives. Schools COVID-19 operational guidance - GOV.UK (www.gov.uk) Actions for early years and childcare providers					
Site Arrangements Coronavirus: latest information and advice - HSE news	Review office space(s) to allow staff to continue to work safely.	<i>Office does not allow for adequate space between staff members, no windows for ventilation.</i>	M	<i>Office staff desks repositioned. Staff working from home as required</i>	01.09.21	L
	Review access/egress by pupils, staff, visitors and manage as appropriate for the safety of all-based on summer term processes/procedures. What worked/what didn't. Any other physical changes necessary? Maintain one-way system(s), appropriate signage etc	<i>Bottlenecks likely at entrance to school.</i>	M	<i>One-way system in place to enter and exit the school. There is sufficient signage in place and/or sufficient staff to monitor/oversee</i>	01.09.21	L
	Review premises lettings and best practice approach, as required	<i>Hall repurposed as a classroom. Cannot be let and reassembled with sufficient time for cleaning in between.</i>	M	<i>Lettings risk assessment completed</i> <i>Additional cleaning provision to take place in ALL areas accessed between letting and normal school operations</i>	01.09.21	L

	Consideration given to the arrangements for any deliveries.		M	Managed through main reception and side gate only. Minimal contact.	01.09.21	L
	Regular communication with Parents/Carers confirming expectations/requirements when on the school site. Appointment only procedure still in place?		M			
	Safe Contractor management					
Emergency Evacuations	Evacuation routes are confirmed, and signage accurately reflects these. <i>NB In the event of emergency the priority is getting out of the building calmly.</i>	<i>Evacuation routes would cause multiple groups of people to come into contact. More appropriate alternatives are possible.</i>	M	<i>Revised evacuation procedure and share with all staff and children.</i>	01.09.21	L
	Consideration given to PEEP – buddies are assigned or reassigned according to available persons. Arrangements in place to support individuals with reduced mobility including cover arrangements in the case of reduced numbers of staff.	<i>Staff needing to work from home are current PEEP buddies and so reassignment necessary.</i>		<i>Buddy system updated</i> <i>Arrange a Fire drill as soon into the new term as possible, capturing new pupils/staff</i>	01.09.21	L
Cleaning and waste disposal	Review enhanced cleaning regime is in place in line with COVID-19: cleaning of non-healthcare settings outside the home - GOV.UK (www.gov.uk)		M	<i>Enhanced cleaning schedule implemented throughout the site, ensuring that contact points, worksurfaces, door handles, taps etc. are all thoroughly</i>	01.09.21	L

				<p><i>cleaned and disinfected regularly.</i></p> <p><i>Hand towels and handwash are to be checked and replaced as needed by (insert name or job titles) and cleaning staff</i></p> <p><i>Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush.</i></p>		
	Cleaning staff capacity is adequate to enable enhanced cleaning regime – any adjustments required?			<p><i>Reviewed with SBM Staff/hours increased September 21</i></p>	01.09.21	L
	<p>Adequate cleaning supplies and facilities around the school are in place. Any further changes necessary?</p> <p>Arrangements for longer-term continual supplies are also in place.</p>	<p><i>No hand sanitiser for visitors to reception.</i></p> <p><i>Classrooms do not have tissues.</i></p> <p><i>Low supply of soap.</i></p>	M	<p><i>Hand sanitiser available at the school entrance</i></p> <p><i>Lidded bins in classrooms</i></p> <p><i>Disposable tissues in each classroom to implement the 'catch it, bin it, kill it' approach</i></p>	01.09.21	L

				<i>Stock check and ordering schedule reviewed, and order made.</i>		
	Sufficient time is available for the enhanced cleaning regime to take place.		<i>M</i>	<i>All staff advised to leave the site 5pm time in order for cleaning to be undertaken.</i>	<i>01.09.21 Extra cleaning Oct 25th Dec 6th</i>	<i>L</i>
	Waste disposal process in place for potentially contaminated waste, including testing waste.			<i>Waste bags and containers - kept closed and stored separately from communal waste for 72 hours</i> <i>Waste collections made when the minimum number of persons are on site (i.e. after normal opening hours).</i> COVID-19: cleaning of non-healthcare settings outside the home - GOV.UK (www.gov.uk)	<i>01.09.21</i> <i>01.09.21</i>	<i>L</i>
	Process in place for safe removal and/or disposal of face masks (if this is a school requirement).					
	Safe and appropriate storage of large supplies of alcohol gel	<i>No flammable store</i>	<i>H</i>	<i>Source appropriately sized flammable store</i>	<i>01.09.21</i>	<i>L</i>
Classrooms	Classrooms allow as much space between individuals as practical.				<i>01.09.21</i>	<i>L</i>

	<p>Appropriate resources are available within all classrooms e.g. IT, age specific resources.</p> <p>Review non-essential equipment or resources which are not easily washable or wipeable.</p> <p>Review information posters which are displayed across the site; at the main entrance, places visible to those at the school gate, in the staffroom and in all toilets, are any changes necessary?</p>	<p><i>Inappropriate sized equipment for smaller children in Classroom B.</i></p> <p><i>Soft toys, cushions and beanbags in classroom are not easily washable.</i></p> <p><i>No COVID19 information posters currently in place. Limited reminders/ awareness for children.</i></p>	<p>L</p> <p>M</p> <p>L</p>	<p>Cleaning measures required</p> <p><i>Remove soft furnishings</i></p> <p><i>e-Bug posters displayed:</i></p> <ul style="list-style-type: none"> • <i><u>Horrid hands</u></i> • <i><u>Super sneezes</u></i> • <i><u>Hand hygiene</u></i> • <i><u>Respiratory hygiene</u></i> <p><i><u>Microbe mania</u></i></p>	<p>01.09.21</p> <p>01.09.21</p> <p>01.09.21</p> <p>01.09.21</p> <p>01.09.21</p>	<p>L</p> <p>L</p> <p>L</p>
	<p>Furniture arranged to minimise contact as much as possible e.g. Desks side by side, facing front, where age appropriate.</p>	<p><i>Chairs not comfortable for long term use i.e. science lab re-purposing as a classroom.</i></p>	<p>M</p>	<ul style="list-style-type: none"> • <i>Acquiring more suitable chairs/stools.</i> 	<p>01.09.21</p>	<p>L</p>
	<p>Increased ventilation (where reasonably practicable – cost versus risk exercise).</p> <p>21/08/21 update from GOV.UK</p>	<p><i>Reminder to keep windows/doors open as much as practically possible and/or purge fresh air at mid-morning and lunch break. Investigating options for</i></p>	<p>M</p>	<p><u>Ventilation and air conditioning during the coronavirus (COVID-19) pandemic (hse.gov.uk)</u></p>	<p>01.09.21</p>	<p>L</p>

	<p>All schools to receive carbon dioxide monitors - GOV.UK (www.gov.uk)</p> <p>Currently under review by OCC H&S in conjunction with other LA's/DfE/HSE Guidance - <i>The Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak and CIBSE COVID-19 advice provides more information.</i></p> <p>The current Schools COVID guidance states</p> <p><i>"DfE is working with Public Health England, NHS Test and Trace, and the Scientific Advisory Group for Emergencies (SAGE) on a pilot project to measure CO2 levels in classrooms and exploring options to help improve ventilation in settings, where needed."</i></p>	<p><i>improving mechanical ventilation system, where practicable to do so.</i></p> <p><i>Following DfE, HSE and CIBSE guidance, schools should, as part of their risk assessment, be identifying any areas of concern. e.g., where there's no natural ventilation/air flow; areas that feel stuffy etc.</i></p>				
Staffing	<p>Review staffing numbers required for Sept 2021 return have been determined including support staff such as facilities, IT, midday and office/admin staff.</p>		L		01.09.21 Oct 25 th Dec 6th	L
	<p>Approach to staff absence reporting and recording in place. All staff aware.</p>		L		01.09.21 25.10 06.12	L

	<p>Review any individual staff risk assessments (clinically extremely vulnerable, pregnant staff), are there appropriate and sufficient arrangements in place for mitigating risks as identified.</p> <p>Guidance on protecting people who are clinically extremely vulnerable from COVID-19 - GOV.UK (www.gov.uk)</p> <p>Coronavirus: how to stay safe and help prevent the spread - GOV.UK (www.gov.uk)</p> <p>Communication arrangements are in place and clear for staff concerning their role in continuing to support the working of the school.</p>		H	Specific RA template available H&S A-Z	01.09.21 25.10 06.12	L
	<p>Plans to respond to any increased sickness levels are in place. Cover arrangements determined (including leaders and safeguarding designated leads) – on a weekly rather than daily basis to minimise contacts.</p>				01.09.21	L
	<p>Where appropriate/necessary, consideration given to staff clothing expectations and information shared with staff. to ensure clothes worn are easily washable (e.g. no ties).</p>				01.09.21	L
	<p>Approaches for meetings and staff training in place.</p>				01.09.21	L

	Staffing roles and responsibilities with regards to the contingency remote provision alongside in-school provision agreed and communicated.				01.09.21 More online where possible 25.10 06.12	L
	<p>Consideration given to the options for redeployment of staff to support the effective working of the school.</p> <p>If redeployment is taking place staff are aware of controls and processes in respect of tasks they are unfamiliar with.</p>	<p><i>TA s are required to lead some groups as not enough teachers on site to cover numbers.</i></p>			01.09.21	L
	<p>Approach to support wellbeing, mental health and resilience in place, including bereavement support.</p> <p>How staff are supported to follow this within their own situations and that of pupils and colleagues is clear.</p>			<p><i>Staff are aware of support and advice for schools and pupils available from OCC</i></p> <p><i>Schools who subscribe to the EAP can access this link</i></p> <p>http://schools.oxfordshire.gov.uk/cms/content/employee-assistance-programme</p>	01.09.21 25.10 06.12	L
	Arrangements for accessing testing are in place. Staff are clear on how and when to access a test.			<p>https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</p>	01.09.21	L

	The approach for inducting new starters has been reviewed and updated in line with current situation.				01.09.21	L
	Any staff contracts that need to be issued, extended or amended considering the current situation have been.				01.09.21	L
	Any HR processes that were in-train prior to or put on hold due to the COVID19 emergency, have been appropriately resolved.				01.09.21	L
	<p>Review and communicate arrangements for any visitors/contractors on site, protocols and expectations required.</p> <p>NB: Their employer may require them to wear PPE. This should be documented as part of the risk assessment carried out by the Contractor.</p>			<p><i>Check with the contractor any requirements their employer has specified before visit. Share school protocols.</i></p>	01.09.21	L
	<p>Arrangements in place for any externally employed adults delivering learning in school e.g. sports coaches, music tutors, forest school leaders. Protocols and expectations shared.</p> <p>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-3</p>	<p><i>Decide on the delivery of this learning</i></p> <p><i>Share amended procedures, obtain their assessments outlining controls, e.g. only offering limited activities which maintain distancing, all equipment stringently cleaned.</i></p>			01.09.21	

	curriculum-behaviour-and-pastoral-support					
<p>Mixing and 'bubbles'</p> <p>Schools COVID-19 operational guidance - GOV.UK (www.gov.uk)</p>	<p>GOV.UK no longer recommend that it is necessary to keep children in consistent groups ('bubbles'). This means that bubbles will not need to be used for any summer provision (for example, summer schools) or in schools from the autumn term.</p> <p>As well as enabling flexibility in curriculum delivery, this means that assemblies can resume, and you no longer need to make alternative arrangements to avoid mixing at lunch.</p> <p>You should make sure your contingency plans (sometimes called outbreak management plans) cover the possibility that in some local areas it may become necessary to reintroduce 'bubbles' for a temporary period, to reduce mixing between groups.</p> <p>Any decision to recommend the reintroduction of 'bubbles' would not be taken lightly and would need to take account of the detrimental impact they can have on the delivery of education.</p>		M		<p>01.09.21</p> <p>25.10</p> <p>06.12</p>	L

	Identified solutions to any workforce capacity issues are in place.		M		01.09.21 25.10 06.12	L
<p>Social Distancing? Hands, face, space and fresh air!</p>	<p>From GOV.UK; Social distancing measures have now ended in the workplace and it is no longer necessary for the government to instruct people to work from home. Employers should be able to explain the measures they have in place to keep CEV staff safe at work. The Health and Safety Executive (HSE) has published guidance on protecting vulnerable workers, including advice for employers and employees on how to talk about reducing risks in the workplace. If necessary, review arrangements for any continuation of protocols from summer term 2021:</p> <ul style="list-style-type: none"> • Staggered school drop off/pick up times and locations (if possible) without reducing teaching time • Staggered or limited amounts of moving around the school/ corridors • Classroom design • Break and lunch times are staggered. Plans for social distancing during these 		M M M	<p><i>Consider zonal organisation to reduce movement and interaction between 'bubbles' in corridors and communal spaces.</i></p>	01.09.21 25.10 06.12	

	<p>times in place, such as when queuing for lunches</p> <ul style="list-style-type: none"> • Toilet arrangements 					
	Approach to avoiding children and young people entering school congregating in large numbers		M	<i>On arrival, students move straight to class and sit at named table and wait for rest of class to arrive/class to begin.</i>	01.09.21 25.10 06.12	
	<p>Approach to assemblies – https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-1-public-health-advice-to-minimise-coronavirus-covid-19-risks</p>	<i>Consider and review any alternative outdoor areas (weather permitting) for assemblies, classes etc.,</i>	M		01.09.21	
	Review arrangements in place for the use of the playground, including equipment.		M	<i>Where reasonably practicable to do so, enhanced safe cleaning process in place for outdoor equipment</i>	01.09.21 25.10 06.12	
Transport	Information shared with parents regarding pupils travelling to school, encouraging walking and avoiding public transport as much as possible.		M		01.09.21	
	Dedicated school transport follows the grouping/ bubble arrangement in line with the protocols in school, as much as possible.		M		01.09.21	

	Support in place for CYP who have no alternative, to access public transport safely, recommending social distancing protocols where possible.		M		01.09.21	
	Arrangements in place with transport providers to support any staggered start/end times.		M		01.09.21	
	Children and young people reminded to wear face coverings on public and school transport. See Visors/Face Covering below		M		01.09.21 25.10 06.12	
Catering	Review arrangements in place to provide food to CYP on site, including the requirement of universal free school meals. Liaise with catering team/Contractor re any changes to processes and procedures/RA update		M		01.09.21 25.10 06.12	
	Review arrangements for when and where pupils and staff will take lunch (and snack time if necessary) – any adjustments necessary?		M	e.g. Lunch sitting A time: 12.15- 1.00 location: Hall Lunch sitting B time: 12.30 - 1.15 location: Classroom C	01.09.21 25.10 06.12	
	Review arrangements for food deliveries in place – any adjustments necessary?		M		01.09.21	
PPE	Review PPE requirements and are appropriate supplies in place?		M		01.09.21	

<p>Visors/face coverings</p>	<p>Schools COVID-19 operational guidance - GOV.UK (www.gov.uk)</p> <p>Face coverings Face coverings are no longer advised for pupils, staff and visitors either in classrooms or in communal areas.</p> <p>The government has removed the requirement to wear face coverings in law but expects and recommends that they are worn in enclosed and crowded spaces where you may come into contact with people you don't normally meet. This includes public transport and dedicated transport to school or college.</p> <p>Contingency framework: education and childcare settings (publishing.service.gov.uk)</p>		<p>M</p>		<p>01.09.21</p> <p>25.10</p> <p>06.12 face coverings in communal areas and for visitors.</p>	<p>L</p>
<p>Response to suspected/ confirmed case of COVID19 in school</p>	<p>Approach to confirmed COVID19 cases in place: during school day</p> <ul style="list-style-type: none"> • Which staff member/s should be informed/take action • Area established to be used if an individual is displaying symptoms 		<p>M</p>		<p>01.09.21</p> <p>25.10</p> <p>06.12</p>	<p>L</p>

	<p>during the school day and needs to be isolated</p> <ul style="list-style-type: none"> • Cleaning procedure in place • Arrangements for informing parent community in place 			<p>Disposable mop heads recommended, see link: COVID-19: cleaning of non-healthcare settings outside the home - GOV.UK (www.gov.uk)</p>		
	<p>Approach to confirmed COVID19 cases in place: outside of school hours</p> <ul style="list-style-type: none"> • Cleaning procedure in place • Arrangements for informing parent community in place • Contact tracing arrangements if needed 		M		<p>01.09.21</p> <p>Extra cleaning 25.10 06.12</p>	L
	<p>Review any changes to the school day/timetables and communicate with parents.</p>				<p>01.09.21 25.10 06.12</p>	L
	<p>All students instructed to bring a NAMED water bottle each day. Robust water fountain cleaning arrangements in place, if determined safe to use/re-instate!</p>		M		01.09.21	L
	<p>Approach to supporting wellbeing, mental health and resilience, including bereavement support is in place.</p>		M		01.09.21	L

	<p>Consideration of the impact of COVID19 on families and whether any additional support may be required:</p> <ul style="list-style-type: none"> • Financial • Increased FSM eligibility • Referrals to social care and other support • PPG/ vulnerable groups 		<i>M</i>		<i>01.09.21</i>	<i>L</i>
Remote Education Plan	Contingency plan for remote learning developed should self-isolation or restricted attendance be required.	<i>Response to positive case(s) of COVID19.</i>	<i>M</i>	<i>Remote learning contingency available and ready to be 'switched-on' when needed.</i>	<i>01.09.21 25.10 06.12</i>	<i>L</i>
	Technology support/DfE laptop allocation in place.		<i>M</i>	<i>Refer to GOV.UK guidance</i>	<i>01.09.21</i>	<i>L</i>
Safeguarding	Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.		<i>M</i>	<i>Staff refresher training session on processes and procedures and the revised wellbeing material.</i>	<i>01.09.21</i>	<i>L</i>
	Reviewed/updated Child Protection Policy in place		<i>M</i>	<i>Adopted most recent Child Protection Policy</i>	<i>01.09.21</i>	<i>L</i>
	Where appropriate, work with other agencies, such as social care, has been undertaken to support vulnerable CYP and families to		<i>M</i>		<i>01.09.21</i>	<i>L</i>

	complete risk assessments and planning.					
	Where physical contact is required in the context of managing behaviour, ensure appropriate hygiene measures are in place to mitigate any risk of transmission.		M	<i>Review individual consistent management plans to ensure they include protective measures.</i>	01.09.21	L
			M		01.09.21	L
Curriculum / learning environment	Current learning plans, revised expectations and required adjustments have been considered.		M		01.09.21	L
	<p>Each activity should be risk assessed and should not be run unless the risks can be mitigated</p> <ul style="list-style-type: none"> • PE guidance on the phased return of sport and recreation and guidance from Sport England for grassroot sport. Advice from organisations such as the Association for Physical Education and the Youth Sport Trust • Practical science lessons https://www.cleapss.org.uk/ • DT/ FT https://www.data.org.uk/for-education/primary/ 		M		01.09.21	L

	<ul style="list-style-type: none"> Swimming https://www.swimming.org/swimengland/pool-return-guidance-documents/ Contents (oeapng.info) 					
	<p>Whole school approach to adapting curriculum (S/M/L term), including:</p> <ul style="list-style-type: none"> Wellbeing curriculum recognising 'non-curriculum' learning that is being done at home, where/if applicable capturing pupil achievements/ outcomes utilising the DFE 'catch-up' funding and programmes contingency remote learning plan 		M	<i>staff are trained and supported in front of classroom delivery style and aware of how best to provide students with additional support.</i>	01.09.21	L
	Student behaviour policy reviewed and amended where necessary to reflect the current circumstances.		M		01.09.21	L
	Arrangements for teaching pupils how to keep themselves safe online are in place and aligned to the contingency remote learning plan.		M		01.09.21	L
			M		01.09.21	L

SEND PUPILS	Approach to provision of the elements of the EHCP including health/therapies in place. https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#B		<i>M</i>		<i>01.09.21</i>	<i>L</i>
	Annual reviews.		<i>M</i>		<i>01.09.21</i>	<i>L</i>
	Consider any SEN pupils who may need support with their return to school and consult with the family and other agencies involved.		<i>M</i>		<i>01.09.21</i>	<i>L</i>
	Requests for assessment considered.		<i>M</i>		<i>01.09.21</i>	<i>L</i>
			<i>M</i>		<i>01.09.21</i>	<i>L</i>
Attendance	Approach to promoting and supporting attendance for all pupils determined, including those who may be anxious.		<i>M</i>	<i>Refer to GOV.UK guidance</i>	<i>01.09.21</i>	<i>L</i>
	Approach to support for parents where rates of persistent absence were high before closure.		<i>M</i>		<i>01.09.21</i>	<i>L</i>
			<i>M</i>		<i>01.09.21</i>	<i>L</i>
Communication	Information shared with staff around the Sept 2021 return to school and any amendments to		<i>M</i>	<i>Refer to GOV.UK guidance</i>	<i>01.09.21</i>	<i>L</i>

	usual working patterns/practices and groups.					
	Union representatives informed of Sept 2021 return to school plans.		<i>M</i>		<i>01.09.21</i>	<i>L</i>
	Updated Risk Assessment published on website.		<i>M</i>		<i>01.09.21</i>	<i>L</i>
	<p>Communications with parents on the:</p> <ul style="list-style-type: none"> • Sept 2021 return to school • Any continuing social distancing requirements? • Wellbeing/ pastoral support/ support and acknowledgement to parents of home learning • Attendance • Uniform • Transport • Behaviour • NHS Test and Trace • Staggered start and end times • Expectations when in school • Anticipated sanctions for breach of school guidelines and processes • Contingency plans – Outbreak Management Plan 		<i>M</i>		<i>01.09.21</i>	<i>L</i>
	<p>Pupil communications around:</p> <ul style="list-style-type: none"> • Any changes to timetable 		<i>M</i>		<i>01.09.21</i>	<i>L</i>

	<ul style="list-style-type: none"> Any continuing social distancing arrangements Any staggered start times Expectations when in school Travelling to and from school safely 					
	On-going regular communication plans determined to ensure parents are kept well-informed		<i>M</i>	<i>Letters, website updates, social media</i>	<i>01.09.21</i>	<i>L</i>
Governors/ Governance	Meetings and decisions that need to be taken are prioritised.		<i>M</i>		<i>01.09.21</i>	<i>L</i>
	Governors have oversight of Sept 2021 return to school and risk assessments. Approach to communication between Leaders and Governors is clear and understood.		<i>M</i>		<i>01.09.21</i>	<i>L</i>
	Review any aspects of Governance which may have been on-hold in order to review/reinstate as required		<i>M</i>		<i>01.09.21</i>	<i>L</i>
	Governors have oversight of all staff wellbeing and appropriate arrangements in place to support Headteacher and SLT.		<i>M</i>		<i>01.09.21</i>	<i>L</i>

School events, including trips	Review the school's annual calendar of events. Schools COVID-19 operational guidance - GOV.UK (www.gov.uk)		<i>M</i>		<i>01.09.21 25.10 06.12 04.01.22</i>	<i>L</i>
Finance	Review any continuing additional costs incurred due to COVID19; are they clearly documented.		<i>M</i>		<i>01.09.21</i>	<i>L</i>
	Review any claims submitted for reimbursement e.g., increased premises related costs, additional cleaning, additional waste removal, support for FSM etc		<i>M</i>		<i>01.09.21</i>	<i>L</i>
	Any loss of income understood, including the impact of lettings and the financial implications of possibly not restarting.		<i>M</i>		<i>01.09.21</i>	<i>L</i>
	Insurance claims, including visits/trips booked previously.		<i>M</i>		<i>01.09.21</i>	<i>L</i>
	Reintroduction or re-contracting of services, such as: <ul style="list-style-type: none"> • Cleaning • IT support • Catering • Waste management 		<i>M</i>		<i>01.09.21 25.10 06.12</i>	<i>L</i>
	Consideration given to any support that may be brokered through working together, for example, partnerships, trusts etc.		<i>M</i>		<i>01.09.21 25.10 06.12</i>	<i>L</i>

Before and after school clubs	Approach in place for before/after school clubs implements the necessary protective measures including restricted attendance https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak		<i>M</i>		<i>01.09.21</i>	<i>L</i>
Testing	Test kits are securely stored and distributed to staff and students (secondary).		<i>M</i>		<i>01.09.21</i> <i>25.10</i> <i>06.12</i>	<i>L</i>
	Staff are aware of how to safely take and process the test. Share the following: <ul style="list-style-type: none"> • NHS instruction leaflet • Training video and online resources on the document sharing platform • Contact details if queries • Process for reporting incidents • PPE provision • Layout of testing space and one-way foot fall as per guidelines 		<i>M</i>		<i>01.09.21</i>	<i>L</i>
	Staff are aware of how to report their test results to school and to NHS Test and Trace.		<i>M</i>		<i>01.09.21</i> <i>25.10</i> <i>06.12</i> <i>04.01.22</i>	<i>L</i>

	Staff and students (secondary) are aware of how to report any incidents both clinical and non-clinical.		<i>M</i>		<i>01.09.21</i>	<i>L</i>
	Process in place to monitor and replenish test supplies Process in place for appropriate PPE to be available (Secondary)		<i>M</i>		<i>01.09.21</i>	<i>L</i>

[Actions for early years and childcare providers](#)

[Schools COVID-19 operational guidance - GOV.UK \(www.gov.uk\)](#)

[Contingency framework: education and childcare settings \(publishing.service.gov.uk\)](#)

[All schools to receive carbon dioxide monitors - GOV.UK \(www.gov.uk\)](#)[Coronavirus \(COVID-19\): advice for pregnant employees - GOV.UK \(www.gov.uk\)](#)

[Guidance on protecting people who are clinically extremely vulnerable from COVID-19 - GOV.UK \(www.gov.uk\)](#)

<https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak#who-can-attend>

Outbreak measures for implementation for educational settings (as detailed in [Managing coronavirus \(COVID-19\) in education and childcare settings - GOV.UK \(www.gov.uk\)](#))

Baseline Measures	Comments
Measures all settings should have in place at all times	
Follow and promote <u>public health guidance</u> on testing, self-isolation and managing confirmed cases of COVID-19	
<u>Maintain appropriate cleaning regimes with one-off additional cleaning following a symptomatic case on site, focusing on touch points and any shared equipment</u>	
<u>Keep occupied spaces well ventilated and consider moving activities outside when feasible especially where large groups gather, there is contact between those who would not usually mix or where singing, shouting or exercise may be taking place.</u>	

Strong communications to encourage pupils (or parents of primary/nursery/preschool children) and staff to undertake twice weekly LFD testing and reinforce advice on symptoms and case isolation.	
Appropriate use of PPE in specific circumstances such as within 2m of a symptomatic student	
Review and reinforce hygiene measures with particular support for those where maintaining hygiene standards may be difficult (eg younger cohorts).	
Face coverings in communal areas (year 7 and above pupils, staff and visitors. DfE now strongly advises this and it is in the guidance Actions for schools during the coronavirus outbreak - GOV.UK (www.gov.uk)	
Outbreak Measures For when there is evidence of transmission within a class, year group or whole school. Depending on the outbreak these measures may relate to a specific class, year group or whole school.	Comments
Instigate daily LFD testing for household contacts or contacts identified by Test and Trace, who do not have symptoms until they receive their PCR result. This can be in response to an outbreak or in areas of high prevalence. LFDs are effective in identifying cases of Covid. Instigating daily LFD testing for household contacts allows for cases to be identified whilst awaiting the result of a PCR tests. Primary school pupils can also be requested via parents to undertake this testing and can obtain tests online or via a pharmacy but this is parental discretion.	
School/nursery/preschool to provide advisory information letter to identified group (e.g. class, year group, common activities group). (Template letter in appendix B of outbreak pack). Letter can be used when headteacher/early years manager feels appropriate for their setting but does not need to be sent after every single confirmed case. LA may have also developed an inform and advise letter to use. Schools may also wish to alert staff and students who are clinically extremely vulnerable, where they may have closely mixed with a PCR confirmed case (e.g. within the class or part of friendship group).	
Reducing mixing of staff e.g., by holding meetings remotely, social distancing or staggered breaks in the staff room. Indication of transmission between staff or escalating* staff case numbers. Staff may be socialising outside of school and there are no restrictions on social distancing. However, moving to remote meetings and staggered breaks can help prevent transmission in the setting.	
Promote social distancing and reducing crowding. This may include reducing the number of children gathering (e.g. assemblies) and minimising pinch points in the school day. To help reduce transmission between groups.	

<p>Reduce intergroup mixing (e.g. separate break times, staggered entry etc, seating plans in classrooms or on school transport) This is most likely to be effective when there is substantial mixing between classes and most likely to be proportionate when implementing does not disrupt lesson planning. If a particular year/class(es)/ group(s) affected, can they be kept separate from the rest of the school e.g. a separate break or eating area be identified?</p>	
<p>Temporary reinstating face coverings in classrooms (secondary school). When there is evidence of transmission within the school, could limit to a particular class/year group but the decision should be made by the school taking into account acceptability amongst pupils/staff/parents and impact on teaching.</p>	
<p>Limitation of residential education visits, open days, transition/taster days, parental attendance, live performances, sporting events or similar where there is evidence of ongoing transmission within cohort where visits/events etc are planned. Could limit this measure to a particular group. The school should review risk assessment (RA) for educational visit, discuss mitigation measures and consider if it should go ahead depending on RA. Advice for schools regarding RA for residential trips at Coronavirus and Educational Visits (oeapng.info) The school should discuss the situation with the places they are due to visit.</p>	
<p>Further Testing Options If cases are rising rapidly, transmission is occurring within the school, and after discussion with local authority who can provide relevant letters.</p>	
<p>Increased frequency of LFD testing (staff and secondary/college pupils only) daily for 5 days, up to 7 days, if the last day of testing falls on a non-school day to allow the last day of testing to be a school day. If evidence of high spread within the setting. This may include increasing testing to daily for a well-defined cohort.</p>	
<p>Re-instate supervised LFD testing on-site for a 2-week period (may need discussion with LA) Likely to be easier in a boarding school. More challenging in a day school (consider if cases rising and uptake of home LFD testing remains low despite communications to parents)</p>	
<p>Advise all individuals within a class, cohort, or year group get a PCR test. Large number of class or year group (if they mix for classes) are positive. Be mindful that this is a single action and should not be repeat PCR testing the same group of children on an ongoing basis. Maybe more relevant to primary schools as they don't generally use LFDs.</p>	

This list is not exhaustive and, based on the individual circumstances and setting, DPH, LA public health teams and/or HPT may recommend other measures as appropriate and proportionate to the outbreak.

*Escalating case numbers

- Case numbers continuing to rise after positive cases have begun isolation out of the setting