

Coronavirus (COVID-19) Whole School Risk Assessment – Spring Term 2022	<b><u>ST GREGORY'S CATHOLIC ACADEMY</u></b>	Ref No	C19/001
		Date	04/01/2022

Task Description	Whole School Risk Assessment – Spring Term 2022	Location	All Areas			Date of Review			
Persons Affected Individuals or Groups	Employees, children, contractors, visitors, members of the public and family members/carers		Risk Assessment			Revised Risk Assessment with Further Control Measures			
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			L	S	R		L	S	R

<b>Spring Term 2022</b>	<p>4<sup>th</sup> January 2022 – Whole school returns.</p> <p>Following further advice from the Local Authority and Public Health England regarding the rise in Covid cases within the area. A number of additional control measures will be re-introduced.</p> <p>The school will continue to act on any Government, Public Health England and any Local Health Protection guidance/advice and will increase control measures where necessary.</p>	3	4	<b>M</b>	<p>The further measures may include:</p> <ul style="list-style-type: none"> <li>- Face masks (or visor if a face mask cannot be worn for medical reasons) to be worn by <b>ALL</b> staff and visitors in all corridors and general communal areas including staff rooms.</li> <li>- Staffing will be monitored on a school by school basis and in line with DFE guidance additional controls introduced where necessary</li> <li>- Additional attention will be given to ventilation, cleaning and respiratory and hand hygiene.</li> <li>- Staff and governor meetings,</li> </ul>	2	4	<b>M</b>
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					<p>where feasible to be carried out <b>virtually</b>, rather than face to face.</p> <ul style="list-style-type: none"> <li>- Limit visitors to the school and consider carefully whether events that bring parents into the school can be managed safely or should return to online.</li> <li>- Careful consideration will be given to the risk assessment of all events to maximise the use of control measures which reduce the risk of transmission.</li> <li>- From 14 December 2021, adults who are fully vaccinated and all children and young people aged between 5 and 18 years and 6 months identified as a</li> </ul>			
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						contact of someone with COVID-19 are strongly advised to take a LFD test every day for 7 days and continue to attend their setting as normal, unless they have a positive test result.			
<b>All year groups</b>	All year groups will be open to all children in line with Government Guidance.  The school's risk assessment will be regularly reviewed and re-evaluated to ensure the setting remains safe for all staff and children.	3	4	<b>M</b>	See Organisational plan for specific group arrangements.	2	4	<b>M</b>	
<b>Volunteers, CTPP, those wanting to gain experience for ITT etc?</b>	All volunteers, student placements etc. must complete a full health and safety induction including Covid.  All volunteers etc will be encouraged to obtain LFD home test kits and swab themselves	3	4	<b>M</b>	The Trusts Volunteer Policy is available on Teams/BishopHogarthAllStaff/Files/AllTrust Policies & Documentation	2	4	<b>M</b>	

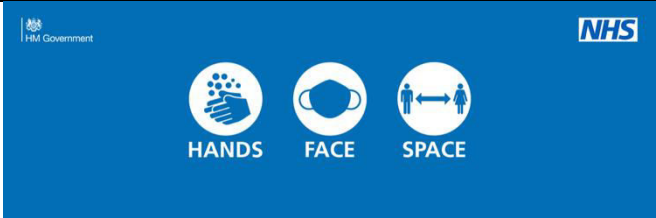
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	twice weekly at home.  Volunteers will be encouraged to take part in the national COVID 19 vaccination programme.							
<b>Visitors to premises: Including Contractors and Parents</b>	All visitors to be directed to wash their hands/apply alcohol gel on their arrival to the school site.  A visitor's risk assessment is in place and is communicated with visitors prior to attending school.	3	4	<b>M</b>	Face masks (or visor if a face mask cannot be worn for medical reasons) to be worn by <b>ALL</b> staff and visitors in all corridors and general communal areas including staff rooms.  Staff and pupils will be discouraged from congregating in corridors.	2	4	<b>M</b>

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<b>Before/After School Entry/Exit Procedures.</b>	<p>See Organisational plan for specific group arrangements.</p> <p>Each year group will continue to have a dedicated entrance and outside space.</p>	2	4	M	<p>All parents/guardians will be encouraged (where possible) to continue to wear face coverings when dropping off and picking up.</p> <p>Parents/guardians are not permitted to congregate outside the school gate.</p>	2	4	M
<b>Hands/Face/Space</b>		2	4	M	<p><b>Hands</b> - Washing your hands with soap and water for at least 20 seconds, or using hand sanitiser, regularly throughout the day will reduce the risk of catching or passing on the virus.</p> <p><b>Face</b> - Coronavirus is carried in the air by tiny respiratory droplets that carry the virus.</p>	2	4	M

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					Face coverings reduce the spread of these droplets, meaning if you're carrying the virus, you're less likely to pass it on when you exhale. <b><u>Find out how to make your own face covering on the gov.uk website.</u></b>			
<b>Handwashing</b>	Pupils taught how to wash their hands by staff members. A member of staff supports pupils	2	4	M	All persons including staff, parents/carers and visitors are	2	4	M

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	<p>that need support to wash their hands.</p> <p>Where need identified, alcohol gel will be available to staff and pupils.</p> <p>Staff members supervise pupils throughout the school day to wash their hands for 20 seconds. Staff follow the guidance provided. Staff and Pupils are directed to wash their hands before and at the end of the school day, before and after eating and following coughing and sneezing and where additional need identified.</p> <p>Pupils and Staff ensure that they thoroughly dry their hands.</p> <p>Handwashing posters located in pupil and staff toilet areas and in the classroom areas. Catch it, bin it, kill it posters located in pupil, staff toilet areas and around the school site.</p>				<p>advised to sanitise hands on arrival (sanitising station in reception).</p> <p>Pupils and staff are advised to wash hands and/or sanitise throughout the day i.e. on arrival, break times, lunchtime (before and after eating) and when changing rooms etc.</p> <p>Provisions and time have been allocated to facilitate all necessary hand washing and/or sanitising.</p> <p>Disposal facilities for wipes available.</p> <p>Ongoing Monitoring</p>			
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	<p>Pupils and staff follow the 'Catch it, Bin it, Kill it', guidance and avoid touching their faces, noses etc. practice followed whilst at school.</p> <p>Pupils taught to cough and sneeze into their elbow and away from the direction of other pupils and staff.</p>							
<b>Catering/Lunchtimes/ Playtimes</b>	<p>Lunchtimes/Playtime to be staggered. See organisational plan for specific timings.</p> <p>Due to space restrictions within the kitchen, only 2 members of staff will be allowed at the hatch area at any one time.</p> <p>One member of staff is permitted at the dishwasher.</p> <p>See organisational plan for specific timings.</p>	2	4	M	<p>School kitchens are operational but must comply with the <a href="#">"Guidance for food businesses on Coronavirus (COVID 19)"</a>.</p> <p>Lunchtime support staff will not enter the kitchen area but will use kitchen office area to get changed and enter and exit through the food store.</p>	2	4	M



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	<p>Cleaning will take place between year groups.</p> <p>Each year group will continue to have a dedicated outside space.</p> <p>All windows in the hall will be open to ensure ventilation.</p>							
<b>Classrooms</b>	<p>To prevent infection spread on handles and for airflow, where possible, classroom doors and windows should be kept open.</p> <p>Soap, hand wash, tissues and other related products will be available in all teaching areas. Lidded bins will be provided in all classrooms for disposal of tissues and any other waste.</p> <p>Children to wear PE kit on days they have PE – timetable needed.</p>	2	4	M	<p>See Organisational plan for specific group arrangements.</p> <p>Face masks (or visor if a face mask cannot be worn for medical reasons) to be worn by <b>ALL</b> staff and visitors in all corridors and general communal areas including staff rooms.</p> <p>Provisions for regular spot cleaning are located in each</p>	2	4	M

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<b>Resources/Pupil Supplies</b>	Individual children's equipment will be minimal and kept, where possible, at their table (in individual wallets).  Pupils will be encouraged not to share resources other than those allocated to their group or class.	2	4	M	classroom. Children encouraged to wash hands / use hand gel at the start of day and at appropriate breaks in the day.  Resources will only be shared, where necessary, within allocated groups or class.	1	4	L
<b>Facilities and Premises</b>	Complete all usual pre-term opening checks.	1	4	L	Site Team to ensure all PPM (planned preventative maintenance) is scheduled and carried out.	1	4	L
<b>Ventilation</b>	Good ventilation with fresh air is essential at all times in classrooms and particularly during this period. Refer to the system of controls for guidance on keeping occupied spaces well ventilated. The school now have access to ?? Co2 monitors. They will be used in areas of the	3	4	M	All the school's mechanical ventilation systems are serviced and maintained in accordance with the manufacturers recommendations. All areas of the school must be kept well ventilated. It is the	1	4	L

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	<p>school where ventilation is most restricted. Monitoring will be carried out and recorded daily so decisions can be made regarding ventilation i.e., windows open/closed.</p> <p>Where there are positive Covid cases or an outbreak, Co2 monitors can be monitored to track air quality.</p>				<p>individual's responsibility to ensure that the windows and doors (where appropriate) are fully opened within their office, classroom etc.</p> <p>Results from Co2 monitors will be used as the basis of SLT discussions regarding increased ventilation and ways to improve air quality if required.</p>			
<b>Extra-curricular Activities</b>	All extra-curricular activities can resume from the 1 <sup>st</sup> of September 2021.	3	4	<b>M</b>	A review of all extra-curricular activities (other than essential wrap around care) will be undertaken in line with Government Guidelines and PH advice.	2	4	<b>M</b>
<b>Educational Visits</b>	From the 1 <sup>st</sup> of September 2021 all	2	4	<b>M</b>	The school will consider whether	2	4	<b>M</b>

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	<p>educational visits including international visits can resume.</p> <p>You should be aware that the travel list (and broader international travel policy) is subject to change and green list countries may be moved into amber or red. The travel lists may change during a visit and you must comply with international travel legislation and should have contingency plans in place to account for these changes.</p>				to go ahead with planned international educational visits in line with Government Guidelines.			
<b>Lettings</b>	<p>From the 1<sup>st</sup> of September 2021 all lettings, includes sporting fixtures can resume.</p> <p>Due diligence is carried out to ensure the necessary insurance and risk assessments are in place for all letting hirers.</p>	3	4	<b>M</b>	A review of all lettings will be undertaken in line with Government Guidelines and PH advice.	2	4	<b>M</b>
<b>Home Visits</b>	A home visits risk assessment is in place and is communicated with all parties prior to attending the visit.	2	4	<b>M</b>	Where possible face to face visits should be replaced with video conferencing.	2	4	<b>M</b>

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<b>Deliveries</b>	<p>Advise all delivery drivers that no goods or food should be physically handed over.</p> <p>Decide on a location as a set drop-off point agreed in advance.</p>	1	4	L	<p>Only essential items are ordered for delivery. Any member of staff accepting any deliveries must wash or sanitise their hands before and after.</p> <p>Items wiped down before being stored or passed on.</p>	1	4	L	
<b>Offices/Meetings rooms/Staff Room</b>	<p>Encourage increased natural ventilation in smaller offices.</p> <p>Staff should leave their desks as clear as possible so that it can be easily cleaned.</p> <p>Waste bins to have lids on for any discarded tissues etc, should be lined with a bag for easy removal and should be operated by foot.</p>	2	4	M	<p>Clean down tables after you have finished and remove all uneaten food and drink and dispose of in bin or rubbish bag.</p> <p>Hand gel is available throughout the building for staff use.</p>	2	4	M	
<b>Cleaning</b>	PPE will be worn by all cleaning staff	2	4	M	NTH NHS will carry out termly	2	4	M	

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	(disposable gloves and aprons).  Where possible cleaners will have own set of cleaning resources (with the exception of large equipment i.e. Floor buffers) to reduce the risk of indirect transmission.  Cleaning schedule in place.				cleaning audits and training where necessary.  All areas within school will be cleaned thoroughly on a daily basis.			
<b>Handling Cash</b>	Reduce the amount of cash payments from parents/carers.  Disposable gloves are available for any member of staff handling cash.  Hand sanitiser is available in the school office.	1	4	L	Encouraging parents/carers to use the school's online payment systems where possible i.e. My Ed – Scopay.	1	4	L
<b>Emergency Procedures</b>	Fire Emergency procedures are reviewed regularly to ensure that arrangements remain valid for Fire Safety including the numbers and locations of trained fire wardens and the	2	4	M	A fire drill will be carried out during the Spring Term TBA.  The school's caretaker will carry	2	4	M

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	<p>validity of Personal Emergency Evacuation Plans consider social distancing measures where possible.</p> <p>Staff must maintain 2-metre separation as far as possible during evacuation and at assembly points.</p> <p>Emergency lockdown procedures are reviewed regularly to ensure that arrangements remain valid.</p>				<p>out weekly testing of the fire alarm to ensure legal requirements are met.</p> <p>A partial and full lockdown drill will also be planned for autumn term 2021.</p>			
<b>First Aid/Possible COVID-19 Symptoms</b>	<p>First aid equipment will be available in each classroom. Where possible, teachers should provide minor first aid to any child who requires it. Protective equipment, such as disposable gloves, aprons and a mask, should be worn when first aid is administered.</p> <p>First Aid trained/responsible person/s in</p>	2	4	M	<p>PPE is in place.</p> <p>Personal protective equipment <b>must</b> be worn when administering first aid.</p> <p><a href="https://assets.publishing.service.gov.uk/government/uploads/syst">https://assets.publishing.service.gov.uk/government/uploads/syst</a></p>	2	4	M

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	<p>place.</p> <p>Disposable gloves and aprons available.</p> <p>Children showing signs of Covid-19 will be isolated, in the sick bay, until parents can collect them.</p>				<p><a href="https://www.stgregoryscatholicacademy.com/uploads/attachment_data/file/877658/Quick_guide_to_donning_doffing_standard_PPE_health_and_social_care_poster_.pdf">em/uploads/attachment_data/file/877658/Quick_guide_to_donning_doffing_standard_PPE_health_and_social_care_poster_.pdf</a></p> <p>There is a protocol in place for managing individuals who present with symptoms of Covid-19. Individuals who fall within the moderate or high-risk category will not be expected to assist any individual who presents with possible symptoms of Covid-19.</p> <p>Not all pupils received the annual flu vaccinations in November 2020 due to isolation periods. Flu vaccinations will be offered to pupils following normal NHS procedures.</p>			
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<b>Contact due to personal / intimate care</b>	Staff must wear the normal personal protective equipment they need for giving intimate/personal care.  Disposable gloves and aprons available.	2	4	<b>M</b>	PPE is in place and staff have been given instructions on how to use, store, clean and dispose.  See PPE Matrix.	2	4	<b>M</b>
<b>Staff/Pupil Wellbeing</b>	Staff have been provided with Public Health England Guidance for the public on the mental health and wellbeing aspects of coronavirus (COVID-19).  <a href="https://www.gov.uk/government/collections/public-mental-health#improving-the-lives-of-people-with-mental-health-problems">https://www.gov.uk/government/collections/public-mental-health#improving-the-lives-of-people-with-mental-health-problems</a>  Staff receive sufficient breaks during the school day.  Staff informed of 24-hour free counselling	2	4	<b>M</b>	Ongoing monitoring  Staff are made aware of: <a href="#">healthy child programme</a>  Parents and carers to be made aware of the following agencies.  - <b>MindEd</b> - a free educational resource from Health Education England on children and young people's mental health. - <b>Rise Above</b> is a website co-	2	4	<b>M</b>

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	service.				<p>created and produced by young people.</p> <ul style="list-style-type: none"> <li>- <b>Every Mind Matters</b> includes an online tool and email journey which aims to support everyone to feel more confident in taking action to look after their mental health and wellbeing.</li> <li>- Barnardo's <b>See, Hear, Respond</b> programme, focusing on finding and reaching out to vulnerable children around the country who are experiencing negative impacts on their health and wellbeing, as well as those at risk of harm; and are not being seen by statutory agencies.</li> <li>- <b>Bereavement UK</b> and the <b>Childhood Bereavement</b></li> </ul>			
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						<b>Network</b> provide information and resources to support bereaved pupils, schools and staff.			
<b>Sensory Seeking Behaviours displayed (SEND issues)</b>	<p>Pupils with sensory seeking behaviours identified.</p> <p>Risk assessments are in place for pupils who demonstrate sensory seeking behaviours.</p> <p>Relevant staff are involved in the risk assessment and follow action set out via risk assessment.</p> <p>Staff and pupils to wash their hands regularly.</p>	2	4	<b>M</b>	<p>Review whether PPE is required when managing sensory seeking behaviours e.g. gloves to be worn, access to cleaning equipment / disinfectant wipes.</p> <p>Behaviour Policy amended.</p>	2	4	<b>M</b>	
<b>Potential Symptoms (General) High Temperature Coughing and sneezing</b>	<p>General precautions as advised by the Government to be strictly observed:</p> <ul style="list-style-type: none"> <li>Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze</li> </ul>	2	4	<b>M</b>	Any member of staff presenting with symptoms whilst in school will inform the Head Teacher or SLT on rota. Advice will be sought from Public Health	2	4	<b>M</b>	

Coronavirus (COVID-19) Whole School Risk Assessment – Spring Term 2022	<b><u>ST GREGORY'S CATHOLIC ACADEMY</u></b>	Ref No	C19/001
		Date	04/01/2022

Task Description	Whole School Risk Assessment – Spring Term 2022	Location	All Areas	Date of Review				
Persons Affected Individuals or Groups	Employees, children, contractors, visitors, members of the public and family members/carers		Risk Assessment		Revised Risk Assessment with Further Control Measures			
Hazards / Consequences	Existing Control Measures	L	S	R	Further Control Measures Whole School	Modified		
						L	S	R

<b>Loss of taste and smell</b>	<ul style="list-style-type: none"> <li>Put used tissues in the bin immediately</li> <li>Wash your hands with soap and water often – use hand sanitiser gel if soap and water are not available</li> <li>Try to avoid close contact with people who are unwell</li> <li>Don't touch your eyes, nose or mouth if your hands are not clean</li> </ul> <p>Each person in school, staff, student or visitor will where possible maintain a practical distance away from each other and not get into close proximity with each other if it can be avoided.</p>				England.  To arrange a test call 119 or visit <a href="http://www.gov.uk/coronavirus">www.gov.uk/coronavirus</a>			
<b>Clinically Extremely Vulnerable / Clinically Vulnerable Staff (Including BAME, pregnancy etc.)</b>	Shielding is currently paused. Although the advice to shield has ended, clinically extremely vulnerable people must continue to follow the <a href="#">rules</a> that are in place for everyone. We are also advising clinically extremely vulnerable people to continue to take extra	3	4	<b>M</b>	A risk assessment review will be carried out with all pregnant staff approaching 28+ weeks, so that additional control measure can be considered (if required).	2	4	<b>M</b>

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			L	S	R		L	S	R

	precautions to protect themselves. <a href="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">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</a>								
<b>Tracing close contacts and isolation</b>	<p>Close contacts in schools are now identified by NHS Test and Trace and education settings will no longer be expected to undertake contact tracing.</p> <p>From 14 December 2021, adults who are fully vaccinated and all children and young people aged between 5 and 18 years and 6 months identified as a contact of someone with COVID-19 are strongly advised to take a LFD test every day for 7 days and continue to attend their setting as normal, unless they have a positive test result. Daily testing of</p>	3	4	M	All travellers arriving into the UK will need to isolate and get a PCR test by 'day two' after arrival. They may end their isolation once they receive a negative result. If the result is positive, they should continue to isolate and follow rules on isolation following a positive test. Unvaccinated arrivals aged over 18 will follow the existing, more onerous, testing and isolation regime. All Red list	2	4	M	

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						L	S	R

	<p>close contacts applies to all contacts who are:</p> <ul style="list-style-type: none"> <li>fully vaccinated adults – people who have had 2 doses of an approved vaccine.</li> <li>all children and young people aged 5 to 18 years and 6 months, regardless of their vaccination status.</li> <li>people who are not able to get vaccinated for medical reasons.</li> <li>people taking part, or have taken part, in an approved clinical trial for a COVID-19 vaccine.</li> </ul> <p>Children under 5 years are exempt from self-isolation and do not need to take part in daily testing of close contacts.</p> <p>Individuals may now take LFD tests on day 6 and day 7 of their self-isolation period. Those who receive two negative test results are no</p>				arrivals will enter quarantine.			
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	longer required to complete 10 full days of self-isolation. The first test must be taken no earlier than day 6 of the self-isolation period and tests must be taken 24 hours apart. This also applies to children under 5, with LFD testing at parental or guardian discretion. 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 and return to your education or childcare setting from day 7.  <a href="#">Report your LFD test results</a> after taking each test,							
<b>Asymptomatic testing of staff</b>	From 11 January 2022 any member of staff or student who receives a positive lateral flow device (LFD) test result for coronavirus (COVID-19) will be required to self-isolate immediately and won't be required to take a confirmatory PCR test.	2	4	M	All staff have been provided with LFD home test kits to swab themselves twice a week at home.  Households of children	2	4	M

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						L	S	R	

	This is a temporary measure while COVID-19 rates remain high across the UK.				attending Education can now access lateral flow tests as per Government Guidance. <a href="https://www.gov.uk/guidance/rapid-lateral-flow-testing-for-households-and-bubbles-of-school-pupils-and-staff">https://www.gov.uk/guidance/rapid-lateral-flow-testing-for-households-and-bubbles-of-school-pupils-and-staff</a>			
<b>Impact on individuals who may be more vulnerable to COVID-19 due to their vaccination status</b>	The Trust encourage all employees to take part in both LFD testing twice a week and where medical conditions allow the National Vaccination Programme.	3	4	<b>M</b>	Ongoing Monitoring  Unvaccinated, employees who are identified by Track & Trace as a close contact should self-isolate as instructed, and where possible work from home.	3	4	<b>M</b>



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**Risk Assessment Notes:**

**Government Guidance**

[Managing COVID 19 in Educational and Childcare Settings](#)

[Actions for school during the COVID 19 outbreak](#)

[Guidance on protecting Clinically Extremely Vulnerable from COVID 19](#)

[When to Self-isolate and what to do](#)


***\*Throughout the re-opening process there will be incidents that require a dynamic risk assessment – an assessment of unforeseen or emergency hazards. The staff will assess the risk at the time of the event.***

The normal duties of consultation on health and safety matters still apply during the pandemic. Section 2(6) HSWA states:

“It shall be the duty of every employer to consult any such representatives with a view to the making and maintenance of arrangements which will enable him and his employees to co-operate effectively in promoting and developing measures to ensure the health and safety at work of the employees, and in checking the effectiveness of such measures.”

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<b>Hazards / Consequences</b>	<b>Existing Control Measures</b>	<b>L</b>	<b>S</b>	<b>R</b>	<b>Further Control Measures Whole School</b>
					<b>Modified</b>
					<b>L</b> <b>S</b> <b>R</b>

Declaration of Competent Person	Print Name: Tracy Metcalfe	Head Teacher	Print Name: Marie Best
	Signed:   <b><i>I am satisfied that the controls within this risk assessment are sufficient to mitigate identified risks.</i></b>		Signed: <i>M Best</i>  <b><i>I undertake to implement the control measures identified in this risk assessment and to review the assessment on a dynamic basis</i></b>

**Rating: Low = 1 – 6, Medium = 8 – 15, High = over 15**

Risk Assessment Matrix (Probability and Likelihood Scales)							
		Likelihood Rating					
Severity Rating	Description	1	2	3	4	5	6
		Very Unlikely	Unlikely	May happen	Likely	Very likely	Certain or imminent
1	Delay only	<p>The matrix grid consists of 6 rows and 6 columns of cells. The cells are colored as follows: Row 1 (Severity 1) is entirely green. Row 2 (Severity 2) has the first two columns green and the remaining four yellow. Row 3 (Severity 3) has the first column green, the next two yellow, and the last three red. Row 4 (Severity 4) has the first column green, the next two yellow, and the last three red. Row 5 (Severity 5) has the first column green, the next two yellow, and the last three red. Row 6 (Severity 6) has the first column green, the next two yellow, and the last three red. The labels 'LOW', 'MEDIUM', and 'HIGH' are placed in the center of the grid: 'LOW' is in the center of the green area (rows 1-2, columns 1-2), 'MEDIUM' is in the center of the yellow area (rows 2-3, columns 3-4), and 'HIGH' is in the center of the red area (rows 3-6, columns 5-6).</p>					
2	Minor injury, minor damage						
3	Lost time injury, illness, major damage						
4	Major injury, disabling illness, major damage						
5	Single fatality, or permanent total disability						
6	Multiple fatalities						

**COVID-19 Re-opening Organisational Plan for January 2022 – Whole School**

Managing the organisation of the school day... (things to consider)	
<b>Who is returning?</b>	4 <sup>th</sup> January 2022 – Whole school returns
<p><b>Entrance/Exit to school</b>  <i>Things to consider: Staggered start/finish times to avoid congestion on the yard and around school, create 'learning bubbles' within different sections of the school</i></p>	<p>Staggered times: (all gates open at 8.40)</p> <p><u>OPENING TIMES</u></p> <p>Nursery - AM session 8:40am, PM session 12.15pm. Reception 8.45 – 8.55am. Nursery children will enter and exit through the EYFS gate and enter and exit the building through the nursery door. Reception children will enter through the bottom gate onto the playground and enter their classroom through the pirate ship gate.</p> <p>8.45 – 8.55am KS1 (Y1 &amp; Y2) 8:45 – 8:55am KS2 (Y3, Y4, Y5 &amp; Y6) children enter and exit through the bottom gate and follow staff onto the playground, where they will enter the building through individual classroom doors.</p> <p>Parents will drop off and pick up their children on the playground. Parents will be encouraged to disperse quickly.</p>

	<p><u>HOME TIME;</u></p> <p>EYFS: Nursery AM 11.40am PM 3.15pm, Reception – Y6 – 3.15pm</p> <p>Any parents, who wish to speak to a member of staff, must make an appointment by calling the school office.</p> <p>Staff will be a visible presence at the entrance/exit areas to support the children, encourage parents to move on if they start to congregate reminding them of the current government guidance.</p> <p>All children and staff will wash their hands as soon as they arrive in school and before they leave at the end of the day.</p> <p>Breakfast club starts at 8am. The children will be asked to enter through the hall/main entrance and use allocated resources at designated seating areas.</p>
<p><b>Movement around school, including toilets.</b></p>	<p>Early Years children based in Reception and Nursery classes: Individual toilets available in the Nursery classroom for Nursery and Reception children to use. Nursery children will use their outdoor classroom area. Nursery and Reception children will use the pirate ship play area and the conservatory. Reception will also use their bubble area on the yard.</p> <p>KS1 have two toilets, girls and boys. KS2 share toilets between four classes. Y6 will use the mobile classroom toilets for handwashing to ease congestion. Signs in toilet re: washing hands.</p> <p>Hand sanitiser is available in every classroom and in communal areas around the school. Hand washing will take place on arrival to school, before lunch, after the children return from activities outside, at the end of the school day before they leave the building and if they sneeze or cough into their hands. Hand sanitiser is also used periodically throughout the day.</p> <p>Stocks of soap, hand towels etc. will be continually monitored by the cleaning staff and caretaker and ordered timely to ensure we do not run out.</p>

<p><b>Lunch and break arrangements.</b></p>	<p>The school hall will be used at lunchtime. There will be a rota for lunches to accommodate all classes – Reception, KS1 and KS2. The CT or TA will bring the children into the lunch hall. <b>Staff on rota</b> to remain with the children while they have lunch and take <b>children in groups as they finish</b> onto their designated play area or back to class.</p> <p><b>Reception, Y1 &amp; Y2:</b> 11:40 – 12.00 hall, 12.00-12.30 outdoor/indoor play  <b>KS2:</b> Y3, Y4, Y5 &amp; Y6 12.00-12.30 hall, 12.30-1.00 outdoor/indoor play  Classes enter hall <b>with appropriate intervals to allow cleaning</b> and ease congestion.</p> <p>The children will order their lunch in the morning and <b>collect their lunch from the hatch</b>. Allocated staff will clean tables and chairs between KS classes. Each KS will have their own box of equipment for outside play and the lunchtime staff will sanitise this daily. All necessary rotas will be in place.  During lunchtime, the children will use the same toilets as they use during the day and be supervised by an adult to ensure correct handwashing is in place.</p> <p>School Kitchen to provide cooked lunches each day or children can bring their own packed lunch. The children will not bring drinks into school.</p>
<p><b>Staffing requirement</b></p>	<p><b>EYFS</b>  5 Staff across 2 rooms  Nursery - AC/RC  Reception - LA/AMW/LB (LA &amp; AMW job share.)</p> <p><b>KS1</b>  4 staff across 2 rooms  Year 1 - AQ/AM  Year 2 - ER/SC</p> <p><b>KS2</b>  11 staff across 4 rooms  Year 3 - LT/AMW/JB (AMW job share with LT)</p>

	<p>Year 4 - JR/DW/DT (DW job share with JR)  Year 5 – JB/RP  Year 6 – LC/FL</p>
<p><b>Classrooms needed</b></p>	<p><b>Classroom Organisation</b>  All classrooms in the main building will be used. The mobile classroom will be used for parent/outside agency meetings to avoid them entering the main body of the school – entrance to this will be through the main entrance and via the hall. A further decontamination from NHS will be completed termly.  Desks (including teacher desks to have minimum resources) to be clear at the end of the day to allow cleaning daily.  Classrooms should always be well ventilated – doors and windows open if possible.  All children to be provided with a document wallet for homework/reading book.  Children to wear PE kit on days they have PE/after school clubs – timetable will be in place. Cloakroom areas will be used for the storage of children’s boots, packed lunch bags, gym shoes and coats only.</p>
<p><b>Cleaning Arrangements</b></p>	<p>Kitchen support staff will clean the tables and chairs between sittings, where required.  Teachers/TAs will contribute to the end of day cleaning as well by keeping surfaces clean throughout the day by cleaning surfaces that children and young people are touching, such as toys, books, desks, chairs, door handles, sinks, light switches, more regularly than normal.  Personal hygiene reminders – children and staff to wash hands and sanitise regularly.  Additional cleaning/First Aid supplies to be monitored by cleaning staff and the caretaker to ensure we do not run out.  All necessary staff to have completed COSHH Training.</p>



## Outbreak Management Plan

<b>Date Adopted</b>	July 2021
<b>Date Reviewed</b>	
<b>Next Review Date</b>	July 2022
<b>Version</b>	1.0
<b>Review Cycle</b>	Annual
<b>Publication Scheme</b>	Trust Website Local Schools' Websites



This Outbreak Management Plan is based on the contingency framework for managing local outbreaks of COVID 19 and the school's/college's operational guidance from step 4, published by the Department for Education (DfE).

We will only implement some, or all, of the measures in this plan in response to recommendations provided by our local authority (LA), director of public health (DsPH), Public Health England (PHE) health protection team or the national government.

It may be necessary to implement these measures in the following circumstances:

- To help manage a COVID-19 outbreak within the school/college
- If COVID-19 infection rates in the community are extremely high, and other measures have failed to reduce transmission
- As part of a package of measures responding to a 'variant of concern' (VoC)

The Trust will have an up-to-date risk assessment in place, it will be communicated to the whole staff team; appropriate information will be shared with students, parents/carers, visitors, and any other people impacted by the school/college activities.

The Senior Leadership Team will review the risk assessment each month to make sure the measures included are providing the best level of protection available, whilst allowing the school/college to run in a way which will prioritise student's education and growth.

The Trust will have arrangements in place so it can re-introduce measures, up to and in line with the Summer 2021 COVID-19 risk assessment. This may include:

- Reintroduction of face coverings in communal areas
- Adhering to national guidance on the reintroduction of shielding which would apply to those on the shielded patient list (SPL). We will speak to individuals required to shield about additional protective measures in school/college or arrangements for home working or learning
- If recommended to reduce mixing between groups, we would:
  - Reintroduce bubbles
  - Have separate entrances/exits for bubbles
  - Deliver lunches to classrooms
  - Separate rota for breaks and lunches
  - Timetabled use of specialist rooms
  - Reintroduce 'maximum capacity' notices for all communal areas
- If recommended, we would limit:
  - Residential educational visits
  - Transition days
  - Parents coming into school/college
  - Non-essential visitors coming into school/college
  - Live performances

As well as increasing the level of controls, the measures will include providing high quality remote education where students are not able to attend. The school will continue to provide meals or lunch parcels for students eligible for benefits-related free school meals while they are not attending school because of COVID-19 isolation guidelines.

LFD Testing kits will be available on site and supplies will allow for a scaling up of testing if required to allow students and staff to attend. LFD testing is not appropriate for people with symptoms, and they should not attend school/college whilst they have symptoms.

PCR Testing kits will be available for any individual who is symptomatic and may not be able to access a PCR test by other means. Individuals (and where appropriate their parents/carers) should be encouraged to use PCR testing centres where they are likely to get a rapid result. Individuals (and where appropriate their parents/carers) should be strongly encouraged to share the results with the school/college at the earliest opportunity.

- Where a suspected case occurs, the individual will be asked to self-isolate and take a PCR test.
- It is possible when there are confirmed cases the school/college will be asked to provide a list of close contacts, this could lead to the need to take advice from PHE or the Local Health Protection team.
- Where there are multiple cases within a year group, further measures in line with the summer term risk assessment may be re-introduced. Public Health England will be consulted (08000468687 (1)) and any changes in their immediate or publicised guidance will be acted upon. In line with guidance released in August, if the school/college hits the outbreak threshold (General education 5 individuals or 10% of people test positive in a group), advice will be taken, and significant measures introduced.






Where an individual is asked to self-isolate, they will be provided with an isolation number. The number will allow the individual and the school/college to track how long the isolation must be in place.

Individuals who have been informed by Test and Trace to isolate, or have symptoms, must not attend the school/college. The school/college retains the authority to refuse entry to individuals who have symptoms or where the school/college feels their attendance may lead to an outbreak.

### Personal Protective Equipment Matrix

The matrix below details the type (not make) of Personal Protective Equipment which may be suitable for a specific task. Government advice specifically states:

*The majority of staff in education settings will not require PPE beyond what they would normally need for work, even if they are not always able to maintain a distance of 2 metres from others. PPE will only be required in a very small number of cases.*

	(Not PPE) Sanitiser	Face Mask	Disposable Gloves	Disposable Apron	Full Face Shield
					
Teaching or Assisting Teaching	When hand washing facilities are not available	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>
Cleaning / Site responsibilities	When hand washing facilities are not available	When specific protection is needed due to chemicals being used or cleaning a potentially infected area.	When specific protection is needed due to chemicals being used or cleaning a potentially infected area.	When specific protection is needed due to chemicals being used or cleaning a potentially infected area.	<b>X</b>
Kitchen/Dining roles	When hand washing facilities are not available	<b>X</b>	In line with normal guidance and while clearing used crockery/cutlery	<b>X</b>	<b>X</b>
First Aid	When hand washing facilities are not available	When close contact is needed whilst administering First Aid	In line with normal guidance	In line with normal guidance	<b>X</b>
Required close contact (within 2 metres) with an actual or suspected COVID 19 case	When hand washing facilities are not available	When close contact is required whilst supporting an individual before they are transported off site, and until area is cleaned.	When close contact is required whilst supporting an individual before they are transported off site, and until area is cleaned.	When close contact is required whilst supporting an individual before they are transported off site, and until area is cleaned.	When close contact is required whilst supporting an individual before they are transported off site.
Cleaning an area after a suspected COVID 19 case	When hand washing facilities are not available	Used when cleaning an area where a significant chance of infection exists (room where individual has waited for attention or toilet used)	Used when cleaning an area where a significant chance of infection exists (room where individual has waited for attention or toilet used)	Used when cleaning an area where a significant chance of infection exists (room where individual has waited for attention or toilet used)	<b>X</b>
Transporting in vehicles	Required along with disposable wipes	Available and provided for employees. Pupils encouraged to use their own	<b>X</b>	<b>X</b>	<b>X</b>