

## COVID-19 risk assessment – School operation from January 2022

|   |   |                     |                              |
|---|---|---------------------|------------------------------|
| Site / school name:                                   | Wallace Fields Junior School  |                     |                              |
| Name(s) of person(s) covered by this assessment:      | <ul style="list-style-type: none"> <li>▪ Pupils</li> <li>▪ Staff:                             <ul style="list-style-type: none"> <li>▪ Classroom based staff</li> <li>▪ Office / administrative staff</li> <li>▪ Premises / site staff</li> <li>▪ Cleaning staff</li> <li>▪ Catering staff</li> <li>▪ SMSAs</li> </ul> </li> <li>▪ Contractors</li> <li>▪ Visitors</li> </ul> |                     |                              |
| Tasks and activities covered by this risk assessment: | <ul style="list-style-type: none"> <li>▪ School's operation from January 2022</li> <li>▪ Cleaning and sanitisation</li> <li>▪ Adequate ventilation</li> <li>▪ Testing and measures to manage isolation and confirmed cases of COVID-19</li> <li>▪ Contingency planning</li> </ul>   |                     |                              |
| Equipment and materials used:                         | <ul style="list-style-type: none"> <li>▪ General class and teaching materials</li> <li>▪ Practical equipment and materials</li> <li>▪ Sports and PE equipment</li> <li>▪ Cleaning materials and equipment</li> </ul>  |                     |                              |
| Location(s) covered by this risk assessment:          | <ul style="list-style-type: none"> <li>▪ All school premises and grounds</li> </ul>   |                     |                              |
| Name of person completing this risk assessment:       | Steve Lee   | Date of completion: | 4 <sup>th</sup> January 2022 |
| Risk assessment approved by:                          | SL (HT) on behalf of the FGB  | Date of approval:   |                              |
| Date risk assessment to be reviewed by:               | October 2021  | Risk assessment no: | Version 1.2 – 4 January 2022 |

**Record of risk assessment reviews**

|                 |            |              |         |                                 |  |
|-----------------|------------|--------------|---------|---------------------------------|--|
| Date of review: | 17/08/2021 | Reviewed by: | S . Lee | Comments / date of next review: | <ul style="list-style-type: none"> <li>▪ Changes made to reflect updated DfE Schools COVID-19 Operational Guidance dated 17 August 2021</li> <li>▪ Main changes include:                             <ul style="list-style-type: none"> <li>▪ Updated to clarify that 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.</li> <li>▪ Update to make clear who is no longer required to isolate if identified as a close contact</li> <li>▪ Added additional detail on what close contacts should do whilst awaiting their PCR test results</li> <li>▪ Updated information on contingency planning in schools</li> <li>▪ References removed to step 4</li> </ul> </li> <li>▪ All changes have been highlighted in yellow in the body of risk assessment</li> </ul> |
| Date of review: | 4.1.22     | Reviewed by: | S.Lee   | Comments / date of next review: | <ul style="list-style-type: none"> <li>▪ Changes made to reflect upon updates from DfE on Covid 19 operational guidance dated Jan 2022</li> <li>▪ Main changes include</li> <li>▪ Reinstatement of mask wearing for staff in corridors and confined spaces</li> <li>▪ Update to make clear who is no longer required to isolate if identified as a close contact</li> <li>▪ Update who procedures following a positive LFD test</li> <li>▪ Removal of PCR for asymptomatic people who test LFD positive</li> <li>▪ Procedures in school regarding close contact</li> </ul>   |
| Date of review: |            | Reviewed by: |         | Comments / date of next review: | <ul style="list-style-type: none"> <li>▪</li> </ul>  |



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## Key changes in approach

### Mixing and bubbles

- We no longer recommend that it is necessary to keep children in consistent groups ('bubbles'). This means that bubbles will not need to be used in schools unless advised to by UKHSA.
- As well as enabling flexibility in curriculum delivery, this means that assemblies can resume, and we no longer need to make alternative arrangements to avoid mixing at lunch.

### Tracing close contacts and isolation

- Close contacts will now be identified via NHS Test and Trace and education settings will no longer be expected to undertake contact tracing.
- As with positive cases in any other setting, NHS Test and Trace will work with the positive case and/or their parent to identify close contacts. Contacts from a school setting will only be traced by NHS Test and Trace where the positive case and/or their parent specifically identifies the individual as being a close contact. This is likely to be a small number of individuals who would be most at risk of contracting COVID-19 due to the nature of the close contact. Parents will be contacted in cases where children have tested positive on an LFD to help with identifying close contacts, as currently happens in managing other infectious diseases.
- Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply:
  - they are fully vaccinated
  - they are below the age of 18 years and 6 months
  - they have taken part in or are currently part of an approved COVID-19 vaccine trial
  - they are not able to get vaccinated for medical reasons

Instead, they will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to LFT. The government has suspended the taking of a PCR test for asymptomatic people.

- Staff who do not need to isolate, and children and young people aged under 18 years 6 months who usually attend school, and have been identified as a close contact, should continue to attend school as normal after taking an LFT and it is negative. Children who have been in close contact with another child who tested positive should take an LFT and continue to attend school as long as they LFT every day for the next seven days and every test is negative. They do not need to wear a face covering within the school, but it is expected and recommended that these are worn when travelling on public or dedicated transport.
- 18-year-olds will be treated in the same way as children until 6 months after their 18th birthday, to allow them the opportunity to get fully vaccinated. At which point, they will be subject to the same rules as adults and so if they choose not to get vaccinated, they will need to self-isolate if identified as a close contact.
- Settings will continue to have a role in working with health protection teams in the case of a local outbreak. If there is an outbreak in a setting or if central government offers the area an enhanced response package, a director of public health might advise a setting to temporarily reintroduce some control measures.

## Face coverings

- Face coverings are not advised for primary age pupils
- Staff are advised to wear face coverings in corridors and confined spaces (not classrooms)
- Visitors must wear masks when visiting school and in classrooms or in communal areas
- The government has replaced the requirement to wear face coverings in law and recommends that they are worn in enclosed and crowded spaces where you may meet people you do not normally meet. This includes public transport and dedicated transport to school or college.
- If you have a substantial increase in the number of positive cases in your school, a director of public health might advise you that face coverings should temporarily be worn in communal areas or classrooms (by pupils, staff and visitors, unless exempt).

## Stepping measures up and down

- We have a contingency plan (sometimes called outbreak management plan) outlining how we operate if there were an outbreak in our school or local area.
- Central government may offer local areas of particular concern an enhanced response package to help limit increases in transmission.
- For most settings, it will make sense to consider taking extra action if the number of positive cases substantially increases. Information on what circumstances might lead us to consider taking additional action, and the steps we should work through, can be found in the contingency framework.
- The contingency framework describes the principles of managing local outbreaks of COVID-19 in education and childcare settings. Local authorities, directors of public health (DsPH) and PHE health protection teams (HPTs) can recommend measures described in the contingency framework in individual education and childcare settings – or a small cluster of settings – as part of their outbreak management responsibilities.

## Control measures

### We will:

1. Ensure good hygiene for everyone
2. Maintain appropriate cleaning regimes.
3. Keep occupied spaces well ventilated
4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.

## Risk assessment

### What are the hazards?

- Potential for spread of COVID-19 between persons at school showing symptoms of coronavirus or those who are confirmed to have coronavirus.

### Who might be harmed and how?

- Staff, pupils, contractors, and visitors may catch COVID-19 via direct or indirect contact with carriers whilst on site.
- Potential for spread to other family members / persons.

**Note:** We have specifically removed any rating or scoring from this risk assessment. We do not feel this adds any significant benefit to this atypical situation. The basis of the approach to mitigating the risks from coronavirus is such that all measures should be carried out alongside each other rather than in sequence. The planning and assessment we undertake forms the basis of an overall plan to manage the risks specific to our setting which is the most important aspect of this process.

This risk assessment is based on Department for Education (DfE) School's coronavirus (COVID-19) operational guidance (applies from Step 4) as published on 17 August 2021 and additional guidance sent 2<sup>nd</sup> January 2022 (and all additional DfE advisory information)

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance>

| DfE Guidance   | Measures to consider  | What do you need to do at your school to manage this  | Who will do this?   | By when?  | Completed on: |
|--|---|---|---|---|---------------|
| <b>1. Ensure good hygiene for everyone</b>   |   |   |   |   |               |
| <b>Hand hygiene</b>  |   |   |   |   |               |
| <ul style="list-style-type: none"> <li>▪ Frequent and thorough hand cleaning should now be regular practice.</li> <li>▪ You should continue to ensure that pupils clean their hands regularly.</li> <li>▪ This can be done with soap and water or hand sanitiser.</li> </ul> | <ul style="list-style-type: none"> <li>▪ Consider how often pupils and staff will need to wash their hands and incorporate time for this in timetables or lesson plans.</li> <li>▪ Are there enough hand washing or hand sanitiser ‘stations’ available so that all pupils and staff can clean their hands regularly?</li> <li>▪ Ensure supervision of hand sanitiser use given the risks around ingestion. Skin friendly skin cleaning wipes can be used as an alternative.</li> <li>▪ Build these routines into school culture, supported by behaviour expectations and helping ensure younger pupils and those with complex needs understand the need to follow them</li> <li>▪ Sufficient cleaning supplies and hand soap to be maintained.</li> <li>▪ All staff should be briefed weekly as a minimum on expected hygiene standards.</li> <li>▪ All staff instructed to actively monitor to ensure all pupils and colleagues are adhering to principles of good hygiene.</li> <li>▪ CLEAPSS current advice is that alcohol based hand gels should not be used in science labs and D&amp;T rooms where practical activities take place. CLEAPSS guidance is understood to be under review.</li> </ul> | <ul style="list-style-type: none"> <li>▪ Staff will ensure that pupils clean their hands regularly; when they arrive at school, return from breaks, when they change rooms before and after eating.</li> <li>▪ Supervision of hand sanitiser use will take place due to risk around ingestion.</li> <li>▪ Pupils with complex needs will continue to be helped to clean their hands properly.</li> <li>▪ The school will build hand washing routines into school culture, supported by behaviour expectations set out in the school Behaviour Policy (this will be discussed at Inset and during school return assembly.</li> <li>▪ Weekly briefing to remind staff of hygiene expectations.</li> <li>▪ Sufficient handwashing facilities are available. Cleaning supplies will be regularly</li> </ul> | <p>All</p> <p>All staff</p> <p>SLT</p> <p>Premises team</p> | <p>Sept 2021</p> <p>Jan 2022</p> <p>Ongoing</p> |               |

| DfE Guidance | Measures to consider | What do you need to do at your school to manage this   | Who will do this?                       | By when? | Completed on: |
|--------------|----------------------|--|---|----------|---------------|
|              |                      | <p>reviewed and reordered premises team to be responsible for procurement of supplies and control stock so we do not run out.</p> <ul style="list-style-type: none"> <li>▪ Where a sink is not nearby, hand sanitisers are available in classrooms and other learning environments.</li> <li>▪ Everyone will wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell.</li> <li>▪ The area around the person with symptoms must be cleaned with normal household disinfectant after they have left to reduce the risk of passing the infection on to other people.</li> </ul> | <p>SLT</p> <p>Premises manager (JF)</p> |          |               |

**Respiratory hygiene**



| DfE Guidance  | Measures to consider  | What do you need to do at your school to manage this  | Who will do this?   | By when?                     | Completed on: |
|---|---|---|---|------------------------------|---------------|
| <ul style="list-style-type: none"> <li>The 'catch it, bin it, kill it' approach continues to be very important</li> </ul> | <ul style="list-style-type: none"> <li>Are there enough tissues and bins available in the school to support pupils and staff to follow this routine?</li> <li>Ensure that younger children and those with complex needs are helped to get this right.</li> <li>Are there risk assessments in place for pupils with complex needs who will struggle to maintain as good respiratory hygiene as their peers?</li> <li>All staff should be briefed weekly as a minimum on expected hygiene standards.</li> <li>All staff instructed to actively monitor to ensure all pupils and colleagues are adhering to principles of good hygiene.</li> </ul> | <ul style="list-style-type: none"> <li>'catch it, bin it, kill it.' signage around school site.</li> <li>Corona Virus posters around school</li> <li>All classrooms have sufficient bins and tissues. Teachers to regularly check supplies.</li> <li>Hygiene routines explained via social stories for those pupils with complex needs. Signage around school.</li> <li>Weekly updates to remind staff of hygiene expectations.</li> <li>Weekly update in staff newsletter to brief staff regarding expected hygiene standards.</li> <li>Bins at all entrances for removed face coverings.</li> <li>Any Staff wearing face coverings must ensure that they are properly used and disposed of. In addition to facemasks, other measures will be used for effective management of the risk in schools.</li> </ul> | <p>SLT</p> <p>All staff</p> <p>SLT</p> <p>HT</p> <p>Premises Manager.<br/>All staff</p> | <p>Sept 2021<br/>Ongoing</p> |               |





| DfE Guidance  | Measures to consider   | What do you need to do at your school to manage this   | Who will do this?           | By when?                            | Completed on: |
|---|--|--|-----------------------------|-------------------------------------|---------------|
| <ul style="list-style-type: none"> <li>Eye protection if a risk assessment determines that there is a risk of fluids entering the eye, for example, from coughing, spitting or vomiting</li> </ul>  |  |  |                             |                                     |               |
| <b>Face coverings</b>   |  |  |                             |                                     |               |
| <ul style="list-style-type: none"> <li>Face coverings are not advised for primary pupils,</li> <li>Mask advised for staff in communal and confined areas.</li> <li>Masks must be worn by visitors either in classrooms or in communal areas</li> <li>The government has replaced the requirement to wear face coverings in law but expects and recommends that they are worn in enclosed and crowded spaces where you may meet people you do not normally meet. This includes public transport and dedicated transport to school or college.</li> <li>If you have a substantial increase in the number of positive cases in your school, a director of public health might advise you that face coverings should temporarily be worn in communal areas or classrooms (by pupils, staff and visitors, unless exempt). You should make sure your contingency plans cover this possibility.</li> </ul> | <ul style="list-style-type: none"> <li>Review use of face coverings for enclosed and crowded spaces including where you would meet people you do not normally meet.</li> <li>Recommend use on all school transport, public or dedicated.</li> <li>Consider face coverings for events such as open days and productions.</li> </ul> | <ul style="list-style-type: none"> <li>Staff wear face coverings when appropriate. Including when in contact with visitors/ people who they would not normally mix with.</li> <li>Face coverings advised in busy spaces / where ventilation is limited for any reason</li> <li>Consider face coverings for events. SLT to advise.</li> </ul> | <p>All staff</p> <p>SLT</p> | <p>Sept ongoing</p> <p>Jan 2022</p> |               |



| DfE Guidance  | Measures to consider   | What do you need to do at your school to manage this   | Who will do this? | By when? | Completed on: |
|---|--|--|-------------------|----------|---------------|
| <p>events where visitors such as parents are on site, for example school plays.</p> <ul style="list-style-type: none"> <li>▪ Mechanical ventilation is a system that uses a fan to draw fresh air, or extract air from a room. These should be adjusted to increase the ventilation rate wherever possible and checked to confirm that normal operation meets current guidance and that only fresh outside air is circulated.</li> <li>▪ If possible, systems should be adjusted to full fresh air or, if this is not possible, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply.</li> <li>▪ Where mechanical ventilation systems exist, you should ensure that they are maintained in accordance with the manufacturers’ recommendations.</li> <li>▪ Opening external windows can improve natural ventilation, and in addition, opening internal doors can also assist with creating a throughput of air. If necessary, external opening doors may also be used (if they are not fire doors and where safe to do so).</li> <li>▪ You should balance the need for increased ventilation while maintaining a comfortable temperature.</li> </ul> | <p>changing filters.</p> <ul style="list-style-type: none"> <li>▪ Airing rooms as frequently as you can, will help improve ventilation. This involves opening all doors and windows wide to maximise the ventilation in the room. It may be easier to do this when the room is unoccupied or between uses particularly in colder or adverse weather.</li> <li>▪ Manage colder temperatures in rooms by opening high level not low level windows, opening window just enough to allow for ventilation, increasing heating and allowing for flexibility on uniform.</li> <li>▪ Identify any poorly ventilated areas and consider if these areas should be restricted or if ventilation can be improved by increasing the flow of fresh air.</li> <li>▪ Desk or ceiling fans can be used provided the area is well ventilated but they should not be used in poorly ventilated areas.</li> <li>▪ With due regard to fire safety, some doors may be temporarily propped open to limit touching of door handles and aid ventilation. Fire doors including doors at the top and base of stairs, or to higher risk areas of fire starting e.g. kitchens / IT suites / plant rooms should not be propped open.</li> <li>▪ Where events such as school plays or open days are planned consider the</li> </ul> | <ul style="list-style-type: none"> <li>▪ CO2 levels to be maintained between 400 and 1500ppm</li> <li>▪ Air conditioning units are up to date with servicing and set to use fresh air supply.</li> <li>▪ Teachers to open windows in their classroom at the start of each day for ventilation. High levels windows are used when weather becomes colder</li> <li>▪ Staff room, offices intervention rooms and library – open windows for ventilation</li> <li>▪ Doors in corridors propped open to aid ventilation through the school (through-put)</li> </ul> | <p>All staff</p>  |          |               |





| DfE Guidance   | Measures to consider | What do you need to do at your school to manage this  | Who will do this?                 | By when? | Completed on: |
|--|----------------------|---|-----------------------------------|----------|---------------|
| <p>should be opened for fresh air ventilation if possible.</p> <ul style="list-style-type: none"> <li>▪ Appropriate PPE should also be used if close contact is necessary, further information on this can be found in the use of PPE in education, childcare and children’s social care settings guidance.</li> <li>▪ Any rooms they use should be cleaned after they have left.</li> <li>▪ The household (including any siblings) should follow the PHE stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection.</li> </ul> |                      | <p>as Code X in the register. Siblings will also be asked not to attend school until the test is confirmed. They must follow PHE guidance. <a href="https://www.gov.uk/guidance/stay-at-home-guidance-for-households-with-possible-or-confirmed-coronavirus-covid-19">Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection - GOV.UK (www.gov.uk)</a></p> <ul style="list-style-type: none"> <li>▪ Pupils who are a close contact of another pupil who has tested positive for COVID-19 will be contacted by the school.</li> <li>▪ Pupils who are identified as a close contact by school will be advised to take a LFT</li> <li>▪ Close contacts do not need to self-isolate while waiting for their result. If they received a positive PCR result, they must self-isolate.</li> <li>▪ Pupils with a positive test result with symptoms and confirmed case of COVID-19 should be marked as Code I (illness) until they are able to return to school.</li> <li>▪ Pupils displaying symptoms during a school day will be placed in the quad area and exit via the external door when they are collected.</li> <li>▪ PPE will be available in the first aid room and should be</li> </ul> | <p>AO</p> <p>Premises Manager</p> |          |               |





| DfE Guidance  | Measures to consider | What do you need to do at your school to manage this | Who will do this? | By when? | Completed on: |
|---|----------------------|--|-------------------|----------|---------------|
| <p>and frequently touched areas such as bathrooms, door handles, telephones, grab rails in corridors and stairwells.</p> <ul style="list-style-type: none"> <li>▪ Use disposable cloths or paper roll and mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings – think one site, one wipe, in one direction.</li> <li>▪ Use one of the options below: <ul style="list-style-type: none"> <li>▪ a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine (ppm av.cl.) or</li> <li>▪ a household detergent followed by disinfection (1000 ppm av.cl.). Follow manufacturer’s instructions for dilution, application and contact times for all detergents and disinfectants or</li> <li>▪ if an alternative disinfectant is used within the organisation ensure that it is effective against enveloped viruses</li> </ul> </li> <li>▪ Avoid mixing cleaning products together as this can create toxic fumes. Avoid creating splashes and spray when cleaning.</li> <li>▪ Any cloths and mop heads used must be disposed of and should be put into waste bags as contaminated waste</li> <li>▪ When items cannot be cleaned using detergents or laundered, for example, upholstered furniture and mattresses, steam cleaning should be used.</li> </ul> |                      |  |                   |          |               |



| DfE Guidance  | Measures to consider   | What do you need to do at your school to manage this  | Who will do this?                   | By when?          | Completed on: |
|---|--|---|-------------------------------------|-------------------|---------------|
| <b>Contaminated waste</b>   |  |   |                                     |                   |               |
| <ul style="list-style-type: none"> <li>Contaminated or potentially contaminated waste must be dealt properly to reduce the risk of the spread of coronavirus.</li> </ul>  | <ul style="list-style-type: none"> <li>Personal waste from individuals with symptoms of COVID-19 and waste from cleaning of areas where they have been (including PPE, disposable cloths and used tissues) should be:               <ul style="list-style-type: none"> <li>Put in a plastic rubbish bag and tied when full</li> <li>The plastic bag should then be placed in a second bin bag and tied</li> <li>This should be put in a suitable and secure place and marked for storage until the individual's test results are known</li> </ul> </li> <li>This waste should be stored safely and kept away from children. It should not be placed in communal waste areas until negative test results are known, or the waste has been stored for at least 72 hours.</li> <li>If the individual tests negative, this can be disposed of immediately with the normal waste.</li> <li>If COVID-19 is confirmed this waste should be stored for at least 72 hours before disposal with normal waste.</li> </ul> | <ul style="list-style-type: none"> <li>Waste from possible cases and cleaning of areas where possible cases have been (including disposable cloths and tissues) should be double bagged in plastic rubbish bags and ideally then in a bin.</li> <li>These bins will be securely stored in the outdoor storage shed until negative test results are known or the waste has been stored for at least 72 hours before put into communal waste</li> </ul> | Premises Officer<br><br>Office /SBM | Sept 2021         |               |
| <b>Asymptomatic testing</b>   |  |   |                                     |                   |               |
| <ul style="list-style-type: none"> <li>Testing remains important in reducing the risk of transmission of infection within schools. That is why, whilst some measures are relaxed, others will remain, and if necessary, in response to</li> </ul> | <ul style="list-style-type: none"> <li>Plan for retaining a small on site testing centre in secondary schools only.</li> <li>Complete a risk assessment for the testing process relevant for your setting (templates are available).</li> </ul>  | <ul style="list-style-type: none"> <li>Staff should undertake twice weekly home tests whenever they are on site. This will be formally reviewed.</li> </ul>   | All Staff                           | Sept 2021 Ongoing |               |

| DfE Guidance   | Measures to consider   | What do you need to do at your school to manage this   | Who will do this?                    | By when?                       | Completed on: |
|--|--|--|--------------------------------------|--------------------------------|---------------|
| <p>the latest epidemiological data, we all need to be prepared to step measures up or down in future depending on local circumstances.</p> <ul style="list-style-type: none"> <li>▪ Kits were provided at the end of term for all staff.</li> <li>▪ All staff should undertake twice-weekly home tests (Monday /Wednesday) whenever they are on site until advised to stop. This risk will be re-assessed every two weeks.</li> <li>▪ There is no need for primary age pupils (those in year 6 and below) to test over the summer period. They will be offered the 2 tests at an ATS at the beginning of the autumn term when they start at their secondary school as a new year 7. Schools may choose, however, to start testing year 6 pupils earlier, including in summer schools, depending on their local circumstances.</li> </ul> | <ul style="list-style-type: none"> <li>▪ Communicate procedures for continued testing for the start of term and during September and continue to encourage take up of testing.</li> </ul>  | <ul style="list-style-type: none"> <li>▪ There is no need for primary age pupils (those in year 6 and below) to test.</li> <li>▪ Staff and pupils with a positive LFT should isolate for seven days and test day 6 and 7 (not within 24 hours of each other). Then follow NHS/ advice.</li> <li>▪ If taken within 2 days PCR overrides LFT. If PCR is negative staff/ pupils may return to school</li> <li>▪ Staff to use same process (via school office) for ordering LFT kits until the end of September</li> <li>▪ Results for staff LFT to be reported online (to WFJS link and government link) as before</li> </ul> | <p>All staff</p> <p>SLT (review)</p> |                                |               |
| <b>Confirmatory PCR tests</b>  |  |  |                                      |                                |               |
| <ul style="list-style-type: none"> <li>▪ Staff and pupils with a positive LFD test result should self-isolate in line with the stay at home guidance.</li> <li>▪ Additional information on PCR test kit providers is available.</li> </ul>   | <ul style="list-style-type: none"> <li>▪ Ensure staff, students and parents understand what to do in the event of a positive test, including no longer arranging a confirmatory PCR test if asymptomatic.</li> <li>▪ Ensure that staff, students, and parents understand that symptomatic testing</li> </ul> | <ul style="list-style-type: none"> <li>▪ Staff training during September for all staff</li> <li>▪ If LFT is positive staff must isolate for 7 days</li> <li>▪ If staff or pupil has symptoms, they will be advised to book a PCR test.</li> </ul>  | <p>SLT</p> <p>ALL</p>                | <p>Jan 2021</p> <p>Ongoing</p> |               |

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|--|---|---|-------------------|-------------------|---------------|
|  | <p>still needs to take place and that it can be booked online.</p>  | <p>They must isolate until the result is obtained.</p> <ul style="list-style-type: none"> <li>▪ Other household members may not attend school</li> </ul>                                |                   |                   |               |
| <b>Tracing close contacts and isolation</b>  |   |   |                   |                   |               |
| <ul style="list-style-type: none"> <li>▪ Close contacts will now be identified via NHS Test and Trace and education settings will no longer be expected to undertake contact tracing.</li> <li>▪ Contacts from a school setting will only be traced by NHS Test and Trace where the positive case and/or their parent specifically identifies the individual as being a close contact. You may be contacted in exceptional cases to help with identifying close contacts, as currently happens in managing other infectious diseases.</li> <li>▪ Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply: <ul style="list-style-type: none"> <li>▪ they are fully vaccinated</li> <li>▪ they are below the age of 18 years and 6 months</li> <li>▪ they have taken part in or are currently part of an approved COVID-19 vaccine trial</li> <li>▪ they are not able to get vaccinated for medical reasons</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>▪ Communicate latest requirements on who is required to isolate and who is not to the school community.</li> <li>▪ Encourage those contacted by NHS Test and Trace to take a PCR test where advised to do so.</li> <li>▪ Advise that those who do not need to self-isolate who have been identified as a close contact can attend school as normal and do not need to wear a face covering in schools, but that it is expected that they should wear a face covering on public and school transport.</li> <li>▪ Work with NHS Test and Trace and local health protection teams where requested.</li> </ul> | <ul style="list-style-type: none"> <li>▪ Staff informed of isolation requirements following a positive case.</li> <li>▪ School work with NHS track and trace where requested</li> </ul> | HT                | Sept 2021 Ongoing |               |

| DfE Guidance  | Measures to consider | What do you need to do at your school to manage this | Who will do this? | By when? | Completed on: |
|---|----------------------|--|-------------------|----------|---------------|
| <ul style="list-style-type: none"> <li>▪ Instead, they will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test. We would encourage all individuals to take a PCR test if advised to do so.</li> <li>▪ Staff who do not need to isolate, and children and young people aged under 18 years 6 months who usually attend school, and have been identified as a close contact, should continue to attend school as normal.</li> <li>▪ Primary age children do not need to wear a face covering within the school.</li> <li>▪ 18-year-olds will be treated in the same way as children until 6 months after their 18th birthday, to allow them the opportunity to get fully vaccinated. At which point, they will be subject to the same rules as adults and so if they choose not to get vaccinated, they will need to self-isolate if identified as a close contact.</li> <li>▪ Settings will continue to have a role in working with health protection teams in the case of a local outbreak. If there is an outbreak in a setting or if central government offers the area an enhanced response package, a director of public health might advise a setting to temporarily reintroduce some control measures.</li> </ul> |                      |  |                   |          |               |
| <b>Other considerations</b>   |                      |  |                   |          |               |
| <b>Clinically extremely vulnerable (CEV) children</b>   |                      |  |                   |          |               |

| DfE Guidance  | Measures to consider  | What do you need to do at your school to manage this  | Who will do this?                        | By when?  | Completed on: |
|---|---|---|--|-----------|---------------|
| <ul style="list-style-type: none"> <li>All CEV children and young people should attend their education setting unless they are one of the very small number of children and young people under paediatric or other specialist care who have been advised by their clinician or other specialist not to attend.</li> <li>Further information is available in the guidance on supporting pupils at school with medical conditions.</li> </ul>   | <ul style="list-style-type: none"> <li>Identify any pupils who may not be able attend school, where they have received specific medical advice. All other CEV pupils should attend school.</li> <li>Ensure there is provision for remote education for those unable to attend school.</li> <li>Monitor engagement with remote education.</li> </ul> | <ul style="list-style-type: none"> <li>Attendance Officer to identify any CEV children that are absent. To inform the DHT</li> <li>Inclusion Team to identify any CEV children once Attendance Officer has the information completed.</li> <li>These pupils will be offered the remote access arrangements (see below)</li> </ul>                                     | AO (LB/CDV)<br>DHT<br><br>AHT<br><br>YGL | Sept 2021 |               |
| <b>Contractors and visitors to the school</b>   |   |   |  |           |               |
| <ul style="list-style-type: none"> <li>You should ensure that key contractors and visitors are aware of the school's control measures and ways of working.</li> </ul>   | <ul style="list-style-type: none"> <li>Inform contractors and visitors prior to arrival of any specific measures in place.</li> <li>Ensure staff hosting contractors and visitors are aware of their responsibilities.</li> </ul>   | <ul style="list-style-type: none"> <li>School Business Manager/Premises Team to ensure all visitors to site understand COVID measures in place.</li> </ul>  | SBM                                      | Sept 2021 |               |
| <b>Admitting children into school</b>   |   |   |  |           |               |
| <ul style="list-style-type: none"> <li>In most cases, parents and carers will agree that a pupil with symptoms should not attend the school, given the potential risk to others.</li> <li>If a parent or carer insists on a pupil attending your school, you can take the decision to refuse the pupil if, in your reasonable judgement, it is necessary to protect other pupils and staff from possible infection with COVID-19.</li> <li>Your decision would need to be carefully considered in light of all the</li> </ul> | <ul style="list-style-type: none"> <li>Communicate with parents on process that pupils with symptoms should not attend and that they may not be allowed to attend school to protect other persons.</li> </ul>   | <ul style="list-style-type: none"> <li>Reminder to be sent to all parents and carers early September to detail all Covid procedures.</li> <li>Attendance Officer to log all details of pupils and staff who are isolating / have symptoms/ awaiting test results etc.</li> <li>Information to also be published in the Covid area of the website and where</li> </ul> | SLT<br><br>AO<br><br>HT/CM               | Sept 2021 |               |

| DfE Guidance   | Measures to consider   | What do you need to do at your school to manage this  | Who will do this?                          | By when?         | Completed on: |
|--|--|---|--|------------------|---------------|
| <p>circumstances and current public health advice.</p>   |  | <p>appropriate on social media streams.</p> <ul style="list-style-type: none"> <li>▪ If a pupil arrives with symptoms or these develop at school, they must be sent immediately to the main office area (placed in quad if possible). School office to contact parents so they can be collected asap.</li> </ul>  | <p>Admin Team<br/>SLT</p>                  |                  |               |
| <b>Attendance</b>  |  |   |  |                  |               |
| <ul style="list-style-type: none"> <li>▪ School attendance is mandatory for all pupils of compulsory school age and it is priority to ensure that as many children as possible regularly attend school.</li> </ul> | <ul style="list-style-type: none"> <li>▪ Communicate with parents on requirements for attendance.</li> <li>▪ Put in place measures to keep in contact with vulnerable children.</li> </ul> | <ul style="list-style-type: none"> <li>▪ Letter to all parents and carers early September to include details of attendance guidance.</li> <li>▪ HT/ Attendance officer to review and update the attendance policy addendum and update on the website.</li> <li>▪ Any children on the vulnerable list to be monitored by AO and DHT at bi –weekly attendance meetings. Those of serious concerns to receive direct communicate from AO and DHT and where necessary, invite parents/pupil for meeting at school to</li> </ul> | <p>HT</p> <p>AO/HT<br/>(</p> <p>AO/DHT</p> | <p>Sept 2021</p> |               |



| DfE Guidance   | Measures to consider   | What do you need to do at your school to manage this   | Who will do this? | By when?          | Completed on: |
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|  |  | discuss steps to improve attendance.   |                   |                   |               |
| <b>Travel and quarantine</b>   |  |  |                   |                   |               |
| <ul style="list-style-type: none"> <li>▪ Where pupils travel from abroad to attend a boarding school, you will need to explain the rules to pupils and their parents before they travel to the UK.</li> <li>▪ <i>All pupils travelling to England must adhere to travel legislation, details of which are set out in government travel advice.</i></li> <li>▪ <i>Boarding school pupils who are ordinarily resident in the UK, including those who are unaccompanied and who are attending boarding schools on a child student visa or student visa, who have travelled from or through amber list countries (and have not been in a red country in the previous 10 clear days), are exempt from the requirements to quarantine and take a day 8 test.</i></li> <li>▪ <i>Those aged 11 to 17 need proof of a negative COVID-19 test to travel to England (children aged 10 and under are exempt from this) and those aged 5 to 17 must take a COVID-19 travel test on or before day 2. More information is provided in the government's quarantine and testing guidance.</i></li> <li>▪ <i>Additional guidance has been issued on the quarantine arrangements for boarding school pupils travelling from red-list countries to attend a boarding school in England.</i></li> </ul> | <ul style="list-style-type: none"> <li>▪ Continue to communicate and engage with families.</li> <li>▪ Consider arrangements for provision of remote education and assessment for pupils who are abroad where appropriate.</li> <li>▪ Review arrangements for any pupils travelling from abroad where needed.</li> <li>▪ Review arrangements for boarding school pupils who are ordinarily resident in the UK.</li> </ul> | <ul style="list-style-type: none"> <li>▪ Regular updates for travel and quarantine to be sent via ParentMail and newsletters.</li> <li>▪ AO/DHT to communicate with families returning from countries which require quarantine and ensure year groups provide remote education.</li> </ul> | AO/DHT            | Sept 2021 Ongoing |               |

| DfE Guidance  | Measures to consider  | What do you need to do at your school to manage this   | Who will do this?                              | By when?         | Completed on: |
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| <ul style="list-style-type: none"> <li>Parents travelling abroad should bear in mind the impact on their child's education, which may result from any requirement to quarantine or isolate upon return.</li> </ul>  |   |  |  |                  |               |
| <b>Remote education</b>   |   |  |  |                  |               |
| <ul style="list-style-type: none"> <li>Not all people with COVID-19 have symptoms. Where appropriate, you should support those who need to self-isolate because they have tested positive to work or learn from home if they are well enough to do so. Schools subject to the remote education temporary continuity direction are required to provide remote education to pupils covered by the direction where their attendance would be contrary to government guidance or legislation around COVID-19.</li> <li>You should maintain your capacity to deliver high quality remote education for next academic year, including for pupils who are abroad, and facing challenges to return due to COVID-19 travel restrictions, for the period they are abroad.</li> <li>Independent Schools (not including academies) are only covered by the remote education temporary continuity direction in relation to state-funded pupils in their schools. However, they are still expected to meet the</li> </ul> | <ul style="list-style-type: none"> <li>Have plans in place for high quality remote provision of education for those unable to attend school.</li> <li>Have plans in place and work with families to have appropriate provision for pupils with SEND.</li> </ul> | <ul style="list-style-type: none"> <li>When pupils are well enough but cannot attend school <b>due to Covid related reasons</b> teachers and support staff will ensure that they can access work via Google Classrooms and Google Meets</li> <li>Responsibility of the Admissions Officer to inform the Class Teacher. CT to check with AO if contacted directly by parents requesting work.</li> <li>Work from the 'core education' will be made available via Google Classroom (Maths/Writing/ Reading, plus any other subject being taught that can be facilitated by on-line learning)</li> <li>Where appropriate pupils can be asked to join during lessons via Teams. This is</li> </ul> | <p>CT</p> <p>CT/TA/SNA</p> <p>CT</p> <p>CT</p> | <p>Sept 2021</p> |               |

| DfE Guidance  | Measures to consider   | What do you need to do at your school to manage this   | Who will do this?                               | By when?         | Completed on: |
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| <p>Independent School Standards in full at all times.</p> <ul style="list-style-type: none"> <li>The remote education provided should be equivalent in length to the core teaching pupils would receive in school.</li> <li>You should work collaboratively with families and put in place reasonable adjustments so that pupils with SEND can successfully access remote education.</li> </ul> |  | <p>at the Class Teacher's discretion.</p> <ul style="list-style-type: none"> <li>Class Teacher (or TA/SNA) must provide daily feedback to the pupil.</li> <li>Where a pupil has an EHCP is it the responsibility of the assigned SNA to make contact with the pupils and offer support via Teams.</li> <li>Reasonable adjustments should be made for SEN children. This is the responsibility of the Class Teacher with support from the SENDCo/Inclusion Team.</li> </ul> | <p>CT/TA/SNA</p> <p>CT/TA/SNA</p> <p>SENDCo</p> |                  |               |
| <b>Pupil wellbeing and support</b>  |  |  |   |                  |               |
| <ul style="list-style-type: none"> <li>Some pupils may be experiencing a variety of emotions in response to the COVID-19 pandemic, such as anxiety, stress or low mood. You can access useful links and sources of support on promoting and supporting mental health and wellbeing in schools.</li> </ul>   | <ul style="list-style-type: none"> <li>Take a whole school, coordinated and evidence-informed approach to mental health and wellbeing.</li> <li>Consider the provision of pastoral and extra-curricular activities for pupil wellbeing and support where appropriate.</li> <li>Provide more focused pastoral support where issues are identified that individual pupils may need help with,</li> </ul> | <ul style="list-style-type: none"> <li>Following school internal referral systems pupils will be identified</li> <li>Range of interventions; ELSA, Social groups, maths groups, individual well-being interventions delivered to appropriate individuals where possible avoiding crossing bubbles</li> </ul>   | <p>CT</p> <p>ELSA/CT/</p>                       | <p>Sept 2021</p> |               |



| DfE Guidance   | Measures to consider  | What do you need to do at your school to manage this  | Who will do this?  | By when?         | Completed on: |
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|  | <p>including support resources available from DfE and partners.</p> <ul style="list-style-type: none"> <li>▪ Consider support needs of groups that you are already aware need additional help (for example, children in need), and any groups you identify as newly vulnerable because of the pandemic.</li> <li>▪ Communicate what help is available to families.</li> </ul> | <ul style="list-style-type: none"> <li>▪ Emotional Literacy Support (ELSA) in place to support pupils needing extra pastoral care.</li> <li>▪ PSHE focusing on return to school, outdoor learning and team building.</li> <li>▪ Monitor pupil well-being and report on CPOMS.</li> <li>▪ Children to complete Wellbeing and attitudes to learning survey AUT 1</li> <li>▪ Parent communication in newsletter re available wellbeing support</li> <li>▪ Continue with termly staff wellbeing newsletter</li> </ul> | <p>ELSA</p> <p>CT</p> <p>All staff</p> <p>ELSA</p> <p>ELSA</p> |                  |               |
| <b>School workforce</b>  |   |   |  |                  |               |
| <ul style="list-style-type: none"> <li>▪ School leaders are best placed to determine the workforce required to meet the needs of their pupils.</li> <li>▪ Clinically extremely vulnerable (CEV) people advised, as a minimum, to follow the same guidance as everyone else. It is important that everyone adheres to this guidance but CEV people may wish to think particularly carefully about the additional precautions they can continue to take.</li> <li>▪ Social distancing measures have now returned in the workplace and it is</li> </ul> | <ul style="list-style-type: none"> <li>▪ Share this risk assessment with staff and invite feedback.</li> <li>▪ Carry out individual risk assessments and discussions as required.</li> </ul>  | <ul style="list-style-type: none"> <li>▪ Risk Assessment made available on website and shared area for all staff. Details given during INSET.</li> <li>▪ All CEV staff to make appointment with SBM to update/complete individual risk assessment.</li> </ul>   | <p>HT</p> <p>SBM</p>   | <p>Sept 2021</p> |               |



| DfE Guidance   | Measures to consider | What do you need to do at your school to manage this  | Who will do this? | By when? | Completed on: |
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| <ul style="list-style-type: none"> <li>▪ 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.</li> <li>▪ You should speak to either your visit provider, commercial insurance company, or the Risk Protection Arrangement (RPA) to assess the protection available. Independent advice on insurance cover and options can be sought from the British Insurance Brokers' Association (BIBA) or Association of British Insurers (ABI). Any school holding ATOL or ABTA refund credit notes may use these credit notes to rebook educational or international visits.</li> <li>▪ You should undertake full and thorough risk assessments in relation to all educational visits and ensure that any public health advice, such as hygiene and ventilation requirements, is included as part of that risk assessment. General guidance about educational visits is available and is supported by specialist advice from the Outdoor Education Advisory Panel (OEAP).</li> </ul> |                      | <p>risk assessed, and venue risk assessments requested and reviewed at least 8 weeks prior to the trip.</p> <ul style="list-style-type: none"> <li>▪ All appropriate Covid measures enforced, in accordance with guidance and venue/area guidance.</li> </ul> | SLT               |          |               |

| DfE Guidance  | Measures to consider  | What do you need to do at your school to manage this   | Who will do this?  | By when?                        | Completed on: |
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| <b>Wraparound provision and extra-curricular activity</b>   |   |  |  |                                 |               |
| <ul style="list-style-type: none"> <li>▪ Out-of-school settings and wraparound childcare providers can offer provision to all children, without restriction on the reasons for which they may attend.</li> <li>▪ Wraparound childcare and other organised activities for children may take place in groups of any number.</li> <li>▪ We are no longer recommending that it is necessary to keep children in consistent groups ('bubbles').</li> <li>▪ Close contacts will be identified via NHS Test and Trace and out-of-school settings will not be expected to undertake contact tracing.</li> <li>▪ We now advise that providers limit the attendance of parents and carers at sessions. You should continue to ensure that you have parents' and carers' most up-to date contact details in case of an emergency.</li> <li>▪ All sports provision, including competition between settings, should be planned and delivered in line with current guidance.</li> </ul> | <ul style="list-style-type: none"> <li>▪ Have cleaning arrangements been considered, particularly for frequently touched surfaces and any equipment that is shared.</li> <li>▪ Ensure there is clear communication with any external providers on school measures and approach.</li> <li>▪ Consider contingency arrangements and planning in place in case of any local public health protection advice.</li> </ul> | <ul style="list-style-type: none"> <li>▪ Extracurricular activity to be scheduled outside where possible</li> <li>▪ Risk assessment to be available on the school website and shared with all external providers</li> <li>▪ Cleaning regime to be adhered to with all shared areas and equipment cleaned after each club use</li> <li>▪ Inter school competitions follow Epsom and Ewell safety guidance at all events and risk assessments to be completed and shared with all staff/volunteers.</li> <li>▪ In case of cancellations due to Covid outbreaks of local public health protection advice, external providers communicate directly with parents and will share in advance all procedures to manage risk.</li> <li>▪ Club leaders and School staff will communicate with parents if school</li> </ul> | <p>SBM</p> <p>HT</p> <p>SBM</p> <p>SBM</p> <p>SLT</p> <p>HT/DHT</p> <p>AO/club leaders</p> | <p>Sept 2021</p> <p>Ongoing</p> |               |

| DfE Guidance  | Measures to consider   | What do you need to do at your school to manage this  | Who will do this? | By when?  | Completed on: |
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|   |  | delivered clubs are cancelled following school procedures.  |                   |           |               |
| <b>Contingency planning / outbreak management plan</b>  |  |   |                   |           |               |
| <ul style="list-style-type: none"> <li>▪ You should have outbreak management plans outlining how you would operate if there were an outbreak in your school or local area. Given the detrimental impact that restrictions on education can have on children and young people, any measures in schools should only ever be considered as a last resort, kept to the minimum number of schools or groups possible, and for the shortest amount of time possible.</li> <li>▪ The contingency framework describes the principles of managing local outbreaks of COVID-19 in education and childcare settings. Local authorities, directors of public health (DsPH) and PHE health protection teams (HPTs) can recommend measures described in the contingency framework in individual education and childcare settings – or a small cluster of settings – as part of their outbreak management responsibilities.</li> </ul> | <ul style="list-style-type: none"> <li>▪ Prepare a contingency or outbreak management plan.</li> <li>▪ Review your plans against the DfE contingency framework.</li> <li>▪ Have plans in place for high quality remote provision of education.</li> <li>▪ Consider how bubbles, wearing of face coverings, and other social distancing measures could be reintroduced if they were required.</li> <li>▪ Consider how testing may need to be increased if an onus is placed on schools to manage this.</li> <li>▪ Ensure key staff understand the escalation process to get further public health advice via the DfE helpline.</li> </ul> | <ul style="list-style-type: none"> <li>▪ Plan and risk assessment to be reviewed against DfE guidelines</li> <li>▪ Outbreak management plan is shared with SLT before retuning and wider staff during Inset.</li> <li>▪ Plan includes, communicating with PHE, parents, staff, roles and responsibilities and remote learning.</li> <li>▪ This is to be read in conjunction with risk assessment version 3A.2 (May 21) for full details of bubble operations, face coverings, staggered lunches, arrival and pick up etc</li> </ul> | SLT               | Sept 2021 |               |