



## Recommended Controls for COVID-19 Risk Assessment V15 Jan 2022

The expectation is that our schools should be operating as close to normal as possible. Pupils and staff should only be out of school where clinically advised by NHS Test and Trace, i.e.

- have received a positive covid test within the **last 7 days** and are still testing positive on LFT
- are displaying symptoms and waiting for PCR test results, or
- have been identified as a close contact, are over 18 years and 6 months and not fully vaccinated for reasons other than medical.

Schools will take with particular care in following the redefined system of controls communicated by the DfE.

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.

The Governing Body/Trust Board must take ownership of the risk assessment and have an oversight of the principles behind its contents. It is based on the core operational guidance for schools found at

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

School Leaders should revisit, update and share their risk assessment with the school workforce and should publish it on their website to provide transparency of approach to parents, carers and pupils.

It should be used alongside the government guidance below:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1011704/20210817\\_Contingency\\_Framework\\_FINAL.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1011704/20210817_Contingency_Framework_FINAL.pdf)

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>

<https://www.hse.gov.uk/coronavirus/assets/docs/risk-assessment.pdf>

<https://www.gov.uk/guidance/national-lockdown-stay-at-home#going-to-work>

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

[Dedicated transport to schools and colleges COVID-19 operational guidance \(publishing.service.gov.uk\)](#).

<https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own>

Schools should review and update their wider premises, staff and pupil risk assessments considering the need for relevant revised controls in respect of their conventional risk profile taking into account the implications of COVID-19. Schools should have an Outbreak Management Plan in place outlining how they would operate if there was an outbreak in their school or in the local area.

The following school policies (but not limited to) will also be reviewed and updated as required:

Behaviour Policy, Safeguarding and Child Protection Policy, Health and Safety Policy, Infection Control Policy, First Aid Policy, School Emergency Plan, School Business Continuity Plan, Premises Lettings, Policy and Contract.

Identified Risk & Mitigation Area	Recommended Controls & Protective Measures	By whom?	Actioned date
<p><b>Asymptomatic Transmission:</b>  <b>Promote &amp; Engage in asymptomatic Testing where available</b></p> <p><b>Home Testing</b></p> <p><b>Close contact Tracing &amp; PCR testing</b></p>	<ul style="list-style-type: none"> <li>• All staff should undertake twice weekly home tests <del>whenever they are on site</del></li> <li>• Testing is not mandatory although participation in testing is strongly encouraged.</li> <li>• Subjects who have had a positive test within 90 days are still encouraged to participate in the scheme once they have completed their isolation period for prior infection</li> <li>• Test subjects must report their result to NHS Test and Trace as soon as the test is completed either online or by telephone as per the instructions in the home test kit.</li> <li>• Anyone with a positive LFD test result will need to self-isolate in line with the stay at home guidance and arrange a polymerase chain reaction (PCR) test, isolating until the PCR result is known.</li> <li>• Anyone with a subsequent negative PCR test result within 2 days of the positive LFD can continue to attend school provided they have no covid symptoms.</li> <li>• Primary and Early years children will not be tested with LFD's.</li> <li>• Pupils not undergoing testing should attend school in line with return arrangements.</li> </ul> <p><b>Schools are no longer expected to fulfil contact tracing duties; close contacts will now be identified and contacted by NHS Test and Trace.</b></p> <ul style="list-style-type: none"> <li>• Those testing positive should follow the isolation guidance, currently: <ul style="list-style-type: none"> <li>○ Individuals may take an LFD test on day 6 and 7 of their isolation, 24 hours apart.</li> </ul> </li> </ul>		<p><b>6<sup>th</sup> Jan 2022</b></p>

	<ul style="list-style-type: none"> <li>○ Those who test negative on both tests no longer need to complete the 10 day isolation and providing they do not have a high temperature; they may return to school from <b>day 7</b>.</li> <li>○ Anyone who is unable to take an LFD test will need to complete 10 days of isolation.</li> <li>● Individuals identified as close contacts should take an LFD test every day for 7 days and continue to attend school unless they develop symptoms or return a positive test result.</li> <li>● Close contacts are not required to self-isolate if 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> <li>● Close contacts contacted by NHS Test and Trace will be advised to take a <u>PCR test</u>. If this is positive, their <del>10 day</del> isolation begins from the test date.</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>● 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>● School may be contacted in exceptional cases to identify close contacts, as currently happens in managing other infectious diseases.</li> <li>● If there is a substantial increase in the number of positive cases (see below) or if central government offers the area an enhanced response package, school may be advised to temporarily reintroduce some control measure</li> </ul>		<p><b>2<sup>nd</sup> Jan 2022</b></p>
<p><b>Symptomatic Transmission: Minimising contact with individuals who are unwell with COVID-19 symptoms</b></p>	<ul style="list-style-type: none"> <li>● Staff or pupils should not come into the school if they have coronavirus (COVID-19) symptoms, they should seek a PCR test asap.</li> <li>● Anyone who has tested positive, confirmed with a PCR test, <del>within in the last 10 days</del> should isolate in line with guidance <b>above</b>.</li> </ul>	<p>All staff present in school, guided by SLT.</p>	<p>On-going</p>

	<ul style="list-style-type: none"> <li>○ Remote learning provision may be available for those pupils well enough to learn in isolation if required. This will be the only regular circumstance that remote learning will be provided outside of the contingency framework.</li> <li>● Staff to be informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing, high temperature and anosmia (loss of taste and smell), and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus. <a href="#">COVID-19: guidance for households with possible coronavirus infection</a></li> <li>● If anyone in the school becomes unwell with recognised COVID-19 symptoms, they are sent home and advised to follow 'stay at home' guidance. They should arrange to have a PCR test and follow the guidance. <ul style="list-style-type: none"> <li>○ If the result is positive, report the result to NHS and inform the school as soon as possible.</li> <li>⊖ Their isolation period includes the day symptoms started or the day their test was taken if they did not have symptoms, whether this was a Lateral Flow Device (LFD) or Polymerase Chain Reaction (PCR) test, and the next 10 full days.</li> </ul> </li> <li>● Any pupil who displays signs of being unwell is immediately referred to the designated member of staff. While waiting to be collected, children will be supervised in an empty room/medical room to ensure social distancing is maintained. A window should be opened for ventilation.</li> <li>● PPE will be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs)</li> <li>● Pupils displaying symptoms of coronavirus should not come in to contact with other pupils and as few staff as possible, whilst still ensuring the pupil is safe.</li> <li>● The relevant member of staff calls for emergency assistance immediately if the pupil's symptoms worsen.</li> <li>● The parents of any unwell pupils are informed as soon as possible of the situation by a relevant member of staff.</li> <li>● Areas used by unwell pupils who need to go home are thoroughly cleaned once vacated. The Infection Control Policy and COVID-19: cleaning of non-healthcare settings guidance to be followed to clean the area.</li> </ul>		
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	<ul style="list-style-type: none"> <li>• If unwell pupils are waiting to go home, they are instructed to use different toilets to the rest of the school to minimise the spread of infection. If this is not possible, toilets are to be cleaned and disinfected using the standard cleaning products immediately after use before being used by anyone else.</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. See the COVID-19: cleaning of non-healthcare settings guidance.</li> <li>• In an emergency, call 999 if someone is seriously ill or injured or their life is at risk. First aid can be administered however, strict hygiene measures (hand washing etc.) should be carried out as soon as possible after.</li> <li>• Any medication given to ease the unwell individual's symptoms, e.g. paracetamol, is administered in accordance with the school's policy.</li> <li>• Members of staff displaying symptoms of COVID-19 will report to SLT and follow advice given.</li> <li>• If a member of staff or child subsequently receives a positive test result for COVID 19, they should inform the school office as soon as possible.</li> <li>• If the staff member or pupil test negative and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating and return to school. In normal circumstances, no proof of negative test is needed.</li> <li>• In the event that school and parents disagree that a child may be suffering from COVID-19, school can refuse to allow a child to attend until a negative test has been provided in order to protect other pupils and staff from possible infection. This will be carefully considered in light of current public health advice.</li> </ul>		
<p><b>Increased level of community transmission:</b>  <b>Response to increased levels of infection</b></p>	<ul style="list-style-type: none"> <li>• School will seek public health advice and consider invoking the contingency framework on reaching the lower threshold of: <ul style="list-style-type: none"> <li>○ 5 pupils or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; or</li> <li>○ 10% of pupils or staff <b>in the school</b> test positive for COVID-19 within a 10-day period</li> </ul> </li> <li>• The definition of a group that is likely to have mixed closely is <ul style="list-style-type: none"> <li>○ form group or subject class</li> <li>○ friendship group mixing at breaktimes</li> </ul> </li> </ul>		

	<ul style="list-style-type: none"> <li>○ sports team</li> <li>○ group in an after-school activity</li> <li>● School will communicate with parents in the event of the contingency framework being activated</li> </ul>		
<p><b>On site transmission:</b> <b>Preventative Hygiene Practices</b></p>	<p>The COVID-19: cleaning of non-healthcare settings guidance is followed;</p> <ul style="list-style-type: none"> <li>● <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></li> <li>● Minimise contact with individuals who are unwell</li> <li>● Sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitisers in classrooms and other learning environments. Coronavirus (COVID-19) is an easy virus to remove when it is on skin. This remains true for the new variant.</li> <li>● The school will build hand-washing routines into school culture supported by the behaviour expectations set out in the school Behaviour Policy.</li> <li>● Surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters are cleaned more regularly than normal;</li> <li>● All adults and children are told to: <ul style="list-style-type: none"> <li>● frequently wash their hands with soap and water for 20 seconds and dry thoroughly;</li> <li>● clean their hands on arrival at school, before and after eating, and after sneezing or coughing;</li> <li>● are encouraged not to touch their mouth, eyes and nose <ul style="list-style-type: none"> <li>○ use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')</li> <li>○ Help is available for children and young people who have trouble cleaning their hands independently</li> <li>○ Young children are encouraged to learn and practise these habits through games, songs and repetition</li> </ul> </li> </ul> </li> <li>● Bins for tissues are emptied throughout the day;</li> <li>● Posters are displayed throughout the school reminding pupils to frequently wash their hands.</li> </ul>	<p>All staff present in school, guided by SLT.</p>	<p>On-going</p>

	<ul style="list-style-type: none"> <li>• Sufficient amounts of soap (or hand sanitiser where applicable), clean water, paper towels and waste disposal bins are supplied in all toilets and kitchen areas.</li> <li>• Bar soap is not used – liquid soap dispensers are installed and used instead.</li> <li>• Pupils are supervised by staff as appropriate when washing their hands to ensure it is done correctly, where necessary.</li> <li>• Pupils do not share cutlery, cups or food.</li> <li>• All utensils are thoroughly cleaned before and after use.</li> <li>• Cleaners are employed by the school to carry out daily, thorough cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy.</li> </ul>		
<b>Airborne Transmission: Ventilation</b>	<p>Ventilation reduces the concentration of the virus in the air which reduces the risk from airborne transmission. Occupied spaces should be well ventilated and a comfortable environment is maintained by using the following measures:</p> <ul style="list-style-type: none"> <li>• Systems should be well maintained in accordance with the manufacturer’s recommendations</li> <li>• Fresh air is essential at all times in classrooms, open windows for natural ventilation. Windows should be opened enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space</li> <li>• Opening external doors may also be appropriate (as long as they are not fire doors and where safe to do so)</li> <li>• School will use DfE supplied CO2 monitors in line with published guidance</li> </ul>		ongoing
<b>Close contact transmission: Face Coverings</b>	<p><b>Primary Schools</b> In response to rising cases, face coverings have been advised in communal areas (excluding classrooms) for all staff &amp; visitors. Schools may further increase the level of mask wearing as part of the contingency framework if cases continue to rise.</p> <ul style="list-style-type: none"> <li>• The school has a small contingency supply available to meet such needs.</li> <li>• Face coverings can be masks or transparent face coverings so that they can aid communication.</li> <li>• No pupil will be denied education on the grounds of whether they are, or are not, wearing a face covering.</li> </ul>		Jan 2nd 2022



<p><b>Close contact transmission:</b> <b>First Aid contact</b></p>	<ul style="list-style-type: none"> <li>• Pupils/students who require first aid should continue to receive care in the same way. No additional PPE is needed for anyone who does not have coronavirus (COVID-19) symptoms.</li> </ul> <p>Where it is necessary for first aid to be administered in close proximity, those administering it should pay particular attention to sanitation measures immediately afterwards including washing of hands</p>		
<p><b>Close contact transmission:</b> <b>PPE</b></p>	<p>Face coverings are not classified as PPE (personal protective equipment)</p> <ul style="list-style-type: none"> <li>• Most staff will not require PPE beyond what they would normally need for their work.</li> <li>• If a pupil already has a routine intimate care needs that involve the use of PPE, the same PPE should continue to be used.</li> <li>• PPE for COVID scenarios is only required when: <ul style="list-style-type: none"> <li>○ A pupil becomes ill with COVID-19 symptoms, and only then if a 2 metre distance cannot be maintained</li> <li>○ Performing aerosol generating procedures (AGP's)</li> </ul> </li> <li>• Children and young people who cough, spit or vomit but do not have COVID-19 symptoms, any PPE that would be routinely worn, should be worn</li> </ul>		
<p><b>Negative educational impact:</b> <b>Attendance &amp; recording attendance</b></p>	<p>School attendance is mandatory for all pupils and the usual rules on school attendance will apply, including:</p> <ul style="list-style-type: none"> <li>• Parents' duty to secure their child's regular attendance at school (where the child is a registered pupil at the school and they are of compulsory school age)</li> <li>• In the context of the pandemic and coronavirus vaccination programme, if evidence of persistent absence is required, it can take the form of prescriptions, appointment cards, text or email confirmation of appointments, etc. rather than a doctors' note.</li> <li>• Remote education should only be provided to pupils who are unable to attend because they are complying with isolation guidance around coronavirus (COVID-19) – i.e. they have registered a positive test and are following the stay at home guidance but are well enough to attend lessons remotely.</li> </ul>		

	<ul style="list-style-type: none"> <li>• Use code X if a child is self-isolating because of coronavirus (COVID-19)</li> <li>• Usual uniform policies will be maintained, this plays a valuable role in contributing to the ethos of the school and sets an appropriate tone.</li> <li>• School retains the ability to issue sanctions, including fixed penalty notices in line with local codes of conduct.</li> </ul>		
<b>Increased risk due to vulnerability: Self-isolation, Shielding &amp; Vulnerable staff and pupils</b>	<p>Shielding is no longer advised; vulnerable staff and pupils, or pupils who live with someone previously CEV should attend school and must continue to follow the rules in place under current national restrictions and the system of controls at school.</p> <ul style="list-style-type: none"> <li>• Staff and pupils previously considered to be <b>Clinically Extremely Vulnerable (CEV)</b> (i.e. were on the <a href="https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19">shielding patient list</a> ) should discuss an individual risk assessment with their line manager and/or leadership team with reference to <a href="https://www.gov.uk/government/publications/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</a></li> </ul>		
<b>Increased risk due to vulnerability: Staff who are pregnant</b>	<ul style="list-style-type: none"> <li>• Pregnant staff were considered in the ‘clinically vulnerable’ category. The school and the individual will follow the advice in the coronavirus (COVID-19) advice for pregnant employees and refer to the school risk assessment for pregnant women.</li> <li>• Increase hand washing and cleaning of frequently touched areas in the workplace and follow the “System of Control” measures.</li> <li>• Joint Committee for Vaccination and Immunisation (JCVI) has announced it will be offering pregnant women the COVID-19 vaccine, in line with the vaccine roll out plan for the UK.</li> </ul>		
<b>Community transmission: Mixing</b>	<ul style="list-style-type: none"> <li>• Bubble system will no longer operate in school <b>unless contingency framework measures have been evoked.</b></li> <li>• Whole school assemblies and whole school mass can resume.</li> <li>• The use of shared space such as halls and staff room can now be open for all staff to use freely, however good ventilation should be maintained ensuring windows and doors are open where possible</li> <li>• Visitors to the site, such as contractors, local authority employees and health employees to be fully briefed on the school’s arrangements and follow site guidance</li> </ul>	SLT & Premises staff	Sept 6 <sup>th</sup> 2021

<p><b>Community transmission:</b> Measures for arriving at and leaving school</p>	<ul style="list-style-type: none"> <li>• School specific arrangements</li> <li>• Drop off time will no longer be staggered but one-way systems around school will remain in place so that parents quickly vacate the grounds.</li> <li>• Collection times will no longer be staggered. Everyone picks up at the same time and continue to use the one-way system.</li> <li>• Communicate the changes (if any) to parents</li> </ul>	SLT	Sept 6 <sup>th</sup> 2021
<p><b>Community transmission:</b> Afterschool Activities Extended School provision and Breakfast Clubs Wraparound</p>	<p>All parents may access wraparound and extra-curricular provision, without any restrictions on the reasons for which they may attend and there is no limit on the number of children who can attend a club.</p> <ul style="list-style-type: none"> <li>• Children no longer need to be in consistent bubbles</li> <li>• The Contingency Framework includes the possibility of re-introducing bubbles if deemed necessary. Any decision should not be taken lightly and would need to take account of the detrimental impact they can have on the delivery of education.</li> </ul>		19 <sup>th</sup> July 2021
<p><b>Community transmission:</b> Educational Visits Domestic and International</p>	<p>Any educational day visits must be conducted in line with relevant coronavirus (COVID-19) secure guidelines and regulations in place at that time.</p> <ul style="list-style-type: none"> <li>• Organisers of international visits must recognise the risk of disruption to education resulting from any need to isolate and test on return to the UK. They are subject to international travel legislation; contingency plans must be in place in case of changes to travel list which may occur at any time</li> <li>• New visits can only be booked if sufficient financial protection is in place via RPA (school insurance scheme) and school will verify this directly with RPA.</li> <li>• Trip organisers will undertake a full and thorough risk assessments in relation to all educational visits to ensure they can be undertaken safely</li> </ul>	SLT Site Managers & Premises staff	Sept 6 <sup>th</sup> 2021
<p><b>Community transmission:</b> Managing school transport</p>	<ul style="list-style-type: none"> <li>• Parents, children and young people are encouraged to walk or cycle to their education setting where possible;</li> <li>• Parents and pupils are discouraged from using public transport, where possible particularly during peak times. If public transport is used then a face covering must be worn at all times.</li> <li>• Transport arrangements are organised to cater for any changes to start and finish times</li> </ul>	Admin	On-going

	<ul style="list-style-type: none"> <li>• Transport providers are advised that they do not work if they or a member of their household are displaying any symptoms of coronavirus (if applicable)</li> <li>• Transport providers, as far as possible, are advised of the need to follow hygiene rules and try to keep distance from their passengers (if applicable)</li> </ul>		
<b>Emergencies</b>	<ul style="list-style-type: none"> <li>• All pupils' emergency contact details are up-to-date, including alternative emergency contact details, where required.</li> <li>• Pupils' parents are contacted as soon as practicable in the event of an emergency.</li> <li>• Pupils' alternative contacts are called where their primary emergency contact cannot be contacted.</li> </ul>	Admin	On-going
<b>Negative educational impact: Volunteer support</b>	<ul style="list-style-type: none"> <li>• Volunteers may be used to help support the work of the school.</li> <li>• School will continue to follow the checking and risk assessment process as set out in the volunteer section in part 3 of Keeping Children Safe in Education.</li> </ul>		
<b>Poor community compliance: Awareness of procedures and risk</b>	<ul style="list-style-type: none"> <li>• Safeguarding and Health &amp; Safety Policies have been reviewed and updated where needed in light of the COVID-19 advice. Updated policies have been shared with relevant staff.</li> <li>• Facilities, catering and lettings procedures have been reviewed with reference to specific guidance as published by gov.uk.</li> <li>• Staff to receive any necessary training that helps minimise the spread of infection.</li> <li>• The school keeps up-to-date with advice issued by Gov.uk</li> <li>• Staff to be made aware of the school's infection control procedures in relation to coronavirus. (Xavier guidance available 15/05/2020)</li> <li>• Parents are kept aware of the procedures put in place to help keep the children safe in school. Parents are informed that they must not send their child to school if they have Coronavirus (COVID-19) symptoms, or have tested positive in the last 10 days</li> <li>• Pupils made aware of rules for staying safe in school and what to do if they feel unwell. Any changes to behaviour expectations should be communicated and published via revised school behaviour policy</li> <li>• Any cases of illness, including COVID-19 are to be treated with confidentiality</li> </ul>	SLT  Instructions to parents to go out	Initially before return to school and continuing once school has resumed.