



Preparation for full opening of schools, September 2021 – Outbreak Management Plan

This risk assessment is not likely to cover all scenarios of all Trust Schools. Each school should consider their own unique circumstances, layouts, pupil numbers, resources, class room sizes, staffing capacity and pupils who have EHC plans and/or require intimate care. Each school is required to input their additional control measures specific to their schools in the columns provided and submit back for review by the Trust and Governors.

We remind all schools to follow only professional guidance informed directly from Gov.uk, DfE and PHE.

Risk Assessment Detail

Assessment Reference Number:	COVID-19-01	Date of Assessment	29 /07/2021
Assessment undertaken by:	Emily Harman	Position:	Estates, Facilities and Health and Safety Advisor
Assessment undertaken with (SME): (Subject Matter Expert)	Alison Chambers	Position:	Head Teacher
Activity / Task / Topic / Detail:	COVID Recovery Plan September 2021		
Activity Location:	English Martyrs CVA		
Address:	Willow Crescent, Oakham		
Number of People & Detail: (e.g. one person, 2-5, 6-10, 11-50, 51-100)	Pupil: 30 Teacher: 1 Support: 1		
Expert Guidance: (e.g. HSE - .GOV.UK – PHE – DfE)	<p>School COVID-19 operational guidance – July 2021 Schools COVID-19 operational guidance (publishing.service.gov.uk) Guidance for full opening: Schools (published 2 July 2020) Updated 6 July 2021 https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#soc Face coverings in education Updated 24 May 2021 Face coverings in education - GOV.UK (www.gov.uk) Stay at Home: Guidance for households with possible or confirmed coronavirus infection, Updated 23 June 2021 Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection - GOV.UK (www.gov.uk) Actions for schools during the coronavirus outbreak (published July 2020) updated 6 April 2021 Schools coronavirus (COVID-19) operational guidance (publishing.service.gov.uk) Guidance for school: coronavirus (COVID-19) updated 5 March 2021 Guidance for schools: coronavirus (COVID-19) - GOV.UK (www.gov.uk) COVID-19 Cleaning in non-healthcare settings (updated 16 October 2020) COVID-19: cleaning of non-healthcare</p>		



	<p>settings outside the home - GOV.UK (www.gov.uk) Shielding and protecting people who are clinically extremely vulnerable from COVID-19 (updated 12 July 2021) Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19 - GOV.UK (www.gov.uk) Children of critical workers and vulnerable children who can access schools or educational settings (updated 9 March 2021) Children of critical workers and vulnerable children who can access schools or educational settings - GOV.UK (www.gov.uk) Coronavirus (covid-19) asymptomatic testing in schools and colleges (published 15 December 2020) (guidance under review following announcement on 22 February 2021) Updated 30 March 2021 Coronavirus (COVID-19) asymptomatic testing in schools and colleges - GOV.UK (www.gov.uk) Management of Health and Safety at Work Regulations 1999 Personal Protective Equipment at Work Regulations 1992 Staying alert and safe (social distancing) (published 11 May 2020) Updated 13 August 2020 (withdrawn 24th November 2020) Coronavirus Restrictions: Updated 26 April 2021 (COVID-19) Coronavirus restrictions: what you can and cannot do - GOV.UK (www.gov.uk) Advice for pregnant employees: updated 29 March 2021: Coronavirus (COVID-19): advice for pregnant employees - GOV.UK (www.gov.uk)</p>
<p>Duration: (e.g. Hr - hours - Min - Minutes)</p>	<p>From 12 April 2021 until Government Review</p>

Hazard	Who May be Harmed	Gov.uk Guidance and CMAT Response for Required Controls	Specific Educational Setting Response and Controls	Risk Rating
<p>Spread of Covid-19 –Coronavirus</p>	<ul style="list-style-type: none"> • Staff • Pupils • Visitors to your school • Cleaners • Contractors • Drivers • Vulnerable groups – Pregnant workers, those with existing underlying 	<p>Effective infection protection and control – minimise contact with individuals who are unwell, do not permit attendance to school if they are showing signs of infection or have tested positive in the last 10 days. They must then follow the guidance on self-isolation and not return to school until their period of self-isolation has been completed or they have received a negative PCR result.</p> <p>If anyone in the school becomes unwell with a</p>	<p>School will follow the government guidance and CMAT response for required controls. This guidance will be communicated to all staff, parents and any external contractors visiting the site during this period of time.</p>	



	health conditions	<p>new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' and arrange to have a test through NHS Test and Trace and consult with PHE.</p> <p>Staff and pupils with a positive LFD test result should self-isolate in line with the stay at home guidance.</p> <p>They will also need to get a free PCR test to check if they have COVID19. Whilst awaiting the PCR result, the individual should continue to self-isolate.</p> <p>If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the pupil can return to school, as long as the individual doesn't have COVID-19 symptoms.</p> <p>Additional information on PCR test kits for schools and further education providers is available.</p> <p>As is usual practice, in an emergency, call 999 if someone is seriously ill or injured or their life is at risk.</p> <p>Hand washing - Clean hands thoroughly more than usual, ensure washing facilities are available for use, failing this, supply hand</p>	<p>Children will be reminded how to wash hands effectively and when to do this by staff in school as outlined in required controls. Posters displayed in several places around the school and in toilet areas to remind children. Hand washing materials eg</p>	
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	<p>sanitiser, hand rub or skin friendly skin cleaning wipes to be used.</p> <p>Promote good respiratory hygiene, “CATCH IT, BIN IT, KILL IT” approach. Tissues will be made available throughout the school. Adopt recent Government advice and support HANDS-SPACE-FACE campaign.</p> <p>Clean frequently touched surfaces using standard products held in school such as detergents.</p> <p>Headteacher to ensure daily checks are made with Government updates.</p> <p>Pupils and staff updated as necessary, communication and consultation throughout the school community is key.</p> <p>Display posters, leaflets and other materials.</p> <p>Parents are informed of hygiene expectations and for the need to communicate this message in the home environment.</p> <p>Altering the classroom layouts and timetables, staggering entry and exit times, breaks will be supported should the school decide to keep this control measure.</p> <p>All staff follow and regularly reiterate the hygiene message to pupils/students;</p> <ul style="list-style-type: none">• cover your cough or sneeze with a tissue	<p>soap available at designated hand washing areas for individual groups of children as well as hand drying facilities. Hand sanitiser dispensers are outside classrooms as well as in the foyer, hall and adult toilets as well as outside individual classrooms. Hand washing materials and portable hand sanitiser available at other designated areas in school for all adults. Any adult entering the building will hand sanitise on entry and leaving the building. Hand washing materials and tissues ordered on a rolling programme to ensure that there is no shortage during this period. Children instructed on good respiratory hygiene as well as parents informed to continually reinforce with individual children. Hand washing to take place when children enter school, after break, before and after lunch and at the end of the school day before leaving.. Allocated times to clean surfaces eg break time, lunch time, end of the day.</p>	
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		<ul style="list-style-type: none"> • if you don't have any tissues available, then cough and sneeze into the crook of your elbow • throw the tissue in a bin • avoid touching your eyes, nose and mouth with unwashed hands <p>All pupils/students are asked and reminded to wash their hands;</p> <p>Schools must ensure they understand the NHS Test and Trace process and how to contact their local Public Health England health protection team in the event of a possible case</p>		
PPE	<ul style="list-style-type: none"> • Staff • Pupils • Visitors to your school • Cleaners • Contractors • Drivers <p>Vulnerable groups – Pregnant workers, those with existing underlying health conditions</p>	<p>Face coverings or face masks in schools are not recommended to pupils staff or visitors in the autumn term 2021. However, should any members of your school's community feel they would prefer to continue to use a face covering in order to alleviate stress or anxiety, the CMAT will support the decision.</p> <p>PPE will not be given to children under year 7 to use under any circumstance.</p> <p>Schools and colleges will need to communicate quickly and clearly to staff, parents, pupils and learners any new arrangements that require the use of face coverings in certain circumstances.</p> <p>PPE is still required in cases where; pupils whose care routinely already involves the use</p>	<p>Parents may choose to wear face masks dropping off and collecting their children. Staff may also choose to wear face masks on the gate at the beginning and end of the day.</p> <p>The information above will be communicated to parents and staff at the beginning of the new academic year.</p>	



		<p>of PPE due to intimate care needs so will continue to receive their care in the same way.</p> <p>Face coverings are still strongly advised on public transport.</p>	<p>Children and staff will follow company transport requirements on face masks when travelling as part of a school excursion.</p>	
First Aid	<ul style="list-style-type: none"> • Staff • Pupils • Visitors to your school • Cleaners • Contractors • Drivers <p>Vulnerable groups – Pregnant workers, those with existing underlying health conditions</p>	<p>Please update any first aid risk assessments in line with CPR recommendations COVID-19: guidance for first responders - GOV.UK (www.gov.uk)</p> <p>Mouth to mouth is not currently recommended.</p> <p>If a pupil is awaiting collection, they should be left in a room on their own if possible and safe to do so. A window should be opened for fresh air ventilation if possible. 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. Any rooms they use should be cleaned after they have left.</p>	<p>First aid policy updated to reflect any changes to procedures in line with CPR recommendations.</p> <p>Isolation room will be in operation September 2021 if required. PPE accessible in this space.</p> <p>Room will be cleaned after the children have vacated it.</p>	
Class Sizes	<ul style="list-style-type: none"> • Staff • Pupils • Visitors to your school • Cleaners • Contractors • Drivers <p>Vulnerable groups – Pregnant workers,</p>	<p>The requirement for class or year sized bubbles has been removed, however as previously stated schools will avoid contact with anyone with symptoms, frequently clean hands and practice good respiratory hygiene (CATCH IT, BIN IT, KILL IT) (HANDS-FACE-SPACE) clean areas regularly and ensure good</p>	<p>As mentioned previously all hygiene procedures will remain in place.</p>	



	<p>those with existing underlying health conditions</p>	<p>ventilation.</p> <p>Where schools use transport, it is advised that pupils travelling should reflect the measures that are adopted in school, unless on public transport when it is strongly suggested a facemask should be worn.</p>	<p>Any trips / visits requiring transport off school site - school will follow company procedures regarding the wearing of face masks.</p>	
<p>Health and Safety</p> <p>Ventilation</p>	<ul style="list-style-type: none"> • Staff • Pupils • Visitors to your school • Cleaners • Contractors • Drivers <p>Vulnerable groups – Pregnant workers, those with existing underlying health conditions</p>	<p>Ensure staff who undertake your compliance checks are continuing these as normal practice. Fire alarm testing, emergency light testing, legionella testing, running the taps, fire doors operating correctly, fire appliances in situ and in date, fire alarms are serviced, PAT testing etc.</p> <p>Where possible ensure good ventilation around the school (opening windows/doors), this is to continue in colder months as much as possible.</p> <p>To balance the need for increased ventilation while maintaining a comfortable temperature, consider:</p> <ul style="list-style-type: none"> • opening high level windows in colder weather in preference to low level to reduce draughts • increasing the ventilation while spaces are unoccupied (for example, between classes, during break and lunch, when a room is unused) • providing flexibility to allow additional, 	<p>All compliance checks will take place as scheduled.</p> <p>Where possible classroom spaces will be well ventilated.</p>	



		<p>suitable indoor clothing – for more information see school uniform</p> <ul style="list-style-type: none">• rearranging furniture where possible to avoid direct draughts Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces. <p>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.</p> <p>Where mechanical ventilation systems exist, you should ensure that they are maintained in accordance with the manufacturers' recommendations.</p> <p>Annual H & S audits undertaken and completed</p> <p>Fire drills are undertaken and recorded. Communicate any changes to fire procedures to all staff and children.</p> <p>DPS and Estate Leads will visit schools to undertake compliance checks in line with the submitted approved risk assessments for monitoring purposes and records. This will continue into any national or local lockdown where concerns are raised.</p> <p>Dynamic risk assessments will be updated in line with new government guidance released.</p>	<p>All fire drills will be undertaken in line with health and safety guidelines and recorded.</p>	
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<p>Staff</p>	<ul style="list-style-type: none">• Staff• Pupils• Visitors to your school• Cleaners• Contractors• Drivers <p>Vulnerable groups – Pregnant workers, those with existing underlying health conditions</p>	<p>Staff will not report for work if feeling unwell or if in self-isolation until the full recommended period of self-isolation has expired.</p> <p>If capacity of staff cannot be achieved to keep the school open, then the school will contact the Trust for further advice.</p> <p>Clinically extremely vulnerable:</p> <p>Shielding advice was paused nationally from 31 March. CEV individuals are no longer advised to shield but must continue to follow the rules in place for everyone under the current national guidance. Staff in schools who are CEV will continue to undertake individual risk assessments in line with HR procedure.</p> <p>All pregnant staff follow specific guidance Coronavirus (COVID-19): advice for pregnant employees - GOV.UK (www.gov.uk)</p> <p>If you are 28 weeks pregnant and beyond, or if you are pregnant and have an underlying health condition that puts you at a greater risk of severe illness from COVID-19 at any gestation, you should take a more precautionary approach.</p> <p>This is because although you are at no more risk of contracting the virus than any other non-pregnant person who is in similar health, you have an increased risk of becoming severely ill and of pre-term birth if you contract COVID-19.</p>	<p>Staff feeling unwell will not report for work and will self isolate if necessary following the government guidelines.</p> <p>Capacity of staff closely monitored and trust contacted if advice needed in connection with the closure of the school on health and safety grounds.</p>	
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		<p>Your employer should ensure you are able to adhere to any active national guidance for pregnant women.</p> <p>Continue to undertake individual risk assessments for pregnant workers in line with HR procedure.</p>		
Pupils (CEV)	<ul style="list-style-type: none">• Pupils	<p>All CEV pupils should attend their school unless they are one of the very small number of pupils under paediatric or other specialist care and have been advised by their GP or clinician not to attend. Pupils who live with someone who is CEV should continue to attend school as normal.</p> <p>As normal, you should not encourage parents to request unnecessary medical evidence such as doctors' notes from their GP when their child is absent from school due to illness. This is already set out in the <u>school attendance guidance</u> but is especially important in the context of the pandemic and the coronavirus (COVID-19) vaccination programme. If evidence is required, it can take the form of prescriptions, appointment cards, text or email confirmation of appointments, rather than a doctors' note. As usual, input from GPs should only be sought where there are complex health needs or persistent absence issues.</p>	No children on role currently falling into this category.	



<p>Cleaning</p>	<ul style="list-style-type: none"> • Staff • Pupils • Visitors to your school • Cleaners • Contractors • Drivers <p>Vulnerable groups – Pregnant workers, those with existing underlying health conditions</p>	<p>Retain good cleaning regimes of all facilities throughout the day and at the end of each day.</p> <p>Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as desks, door handles, light switches, welfare facilities, using appropriate cleaning products and methods.</p> <p>Resources being utilised must be cleaned frequently.</p> <p>Retain additional cleaning of outdoor benches in between break times.</p> <p>Review cleaner and caretaker staff hours to accommodate additional cleaning requirements throughout the working day in line with guidance.</p>	<p>All facilities and equipment cleaned throughout the day and at the end of the day. Staff briefed on this.</p> <p>Specific list of areas to be disinfected frequently to be made and discussed with cleaning staff with work rota drawn up.</p> <p>Hand sanitisers located around the school site including entrance, exit, staff toilets and staff room.</p> <p>Teaching staff periodically cleaning used surfaces in teaching areas. Lunchtime supervisors cleaning toilets at the end of lunch time.</p> <p>Cleaner working additional hours where necessary. Schedule for cleaning across the school regularly reviewed.</p>	
<p>Education Visits and public events in school.</p>	<ul style="list-style-type: none"> • Staff • Pupils • Visitors to your school • Cleaners • Contractors • Drivers <p>Vulnerable groups – Pregnant workers, those with existing underlying health conditions</p>	<p>In line with the roadmap, schools can resume educational visits including residential.</p> <p>Any educational visits must be conducted in line with relevant coronavirus (COVID-19) secure guidelines and regulations in place at that time. This includes system of controls and COVID-secure measures in place at the destination should they be required.</p> <p>Schools should undertake full and thorough risk assessments in relation to all educational visits to ensure they can be undertaken safely. As part of this risk assessment, schools will</p>	<p>Risk assessments for any external visits will include coronavirus guidelines and regulations in place at the time. All staff will be made aware of this.</p> <p>Staff training at beginning of the academic year on external trips and visits to reflect this guidance.</p>	



		need to consider what control measures need to be used and follow wider advice on visiting indoor and outdoor venues. Schools should consult the health and safety guidance on educational visits when considering visits.		
Lettings	<ul style="list-style-type: none"> • Staff • Pupils • Visitors to your school • Cleaners • Contractors • Drivers • Vulnerable groups – Pregnant workers, those with existing underlying health conditions 	<p>School lettings are able to proceed, please ensure you have received an reviewed the hirers individual letting risk assessment and their procedures for adhering to .Gov.UK/Dfe and PHE/HSE guidance. Items to be covered on their risk assessments should include:</p> <p>Cleaning of premises, support of the NHS Test and Trace system and their communication procedures with PHE and the school directly. Check the dates on the risk assessments are current and ensure reviewed assessments are forwarded for your consideration immediately.</p>	<p>Lettings have been reviewed and lettings resumed following government guidelines.</p> <p>All risk assessments checked.</p>	
Meetings	<ul style="list-style-type: none"> • Staff • Pupils • Visitors to your school • Cleaners • Contractors • Drivers Vulnerable groups – Pregnant workers, those with existing underlying health conditions 	<p>Meeting are permitted to resume as ‘normal’ however, please be cautious of staff and parent/carers concerns should they feel anxious about convening as a group. Explore the possibilities of a phased approach for reintegration.</p>	<p>Meetings to be resumed face to face taking into consideration number of people meeting and space.</p> <p>Remote meetings to be offered as an alternative where concerns are raised.</p>	



Interviews	<ul style="list-style-type: none"> • Staff • Pupils • Visitors to your school • Cleaners • Contractors • Drivers • Vulnerable groups – Pregnant workers, those with existing underlying health conditions 	Remote interviewing is no longer required, please remain vigilant about inviting candidates into school and explore possibilities of asking them to take an LFD before attending. This is optional.	Interviews to take place face to face.	
Visitors to Setting	<ul style="list-style-type: none"> • Staff • Pupils • Visitors to your school • Cleaners • Contractors • Drivers • Vulnerable groups – Pregnant workers, those with existing underlying health conditions 	All planned visitors to site are now permitted if required. Please continue to ensure all relevant checks are undertaken prior to the visit.	All checks carried out where appropriate.	
Summer Clubs - Out of School Clubs – Wraparound care and extra-curricular activity	<ul style="list-style-type: none"> • Staff • Pupils • Visitors to your school • Cleaners • Contractors • Drivers • Vulnerable groups – Pregnant workers, those 	Resume all your before and after-school educational activities and wraparound childcare for your pupils, where this provision is necessary to support parents to work, attend education and access medical care, and as part of pupil's wider education and training. Vulnerable children can attend these settings regardless of circumstance.	Breakfast and after school clubs will resume September 2021.	



	<p>with existing underlying health conditions</p>	<p>Over the summer, staff and secondary pupils should continue to test regularly if they are attending settings that remain open, such as summer schools and out of school activities based in school settings. Regular testing will then pause in schools over the summer if they are closed.</p>		
<p>Return to school after a summer holidays - Testing</p>	<ul style="list-style-type: none"> • Staff • Pupils • Visitors to your school • Cleaners • Contractors • Drivers • Vulnerable groups – Pregnant workers, those with existing underlying health conditions 	<p>The DFE have stated “Returning to school is vital for children’s education and for their wellbeing. Time out of school is detrimental for children’s cognitive and academic development, particularly for disadvantaged children.”</p> <p>As pupils will potentially mix with lots of other people during the summer holidays, all secondary school pupils should receive 2 on-site lateral flow device tests, 3 to 5 days apart, on their return in the autumn term.</p> <p>Settings may commence testing from 3 working days before the start of term and can stagger return of pupils across the first week to manage this. Pupils should then continue to test twice weekly at home until the end of September, when this will be reviewed.</p> <p>Staff should undertake twice weekly home tests whenever they are on site until the end of September, when this will also be reviewed.</p> <p>Secondary schools should also retain a small asymptomatic testing site (ATS) on-site until further notice so they can offer testing to pupils who are unable to test themselves at</p>	<p>Staff will continue to test Sunday and Wednesday evenings until reviewed at the end of September.</p>	



		<p>home.</p> <p>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.</p> <p>Schools may choose, however, to start testing year 6 pupils earlier, including in summer schools, depending on their local circumstances.</p>		
Mass Testing	<ul style="list-style-type: none">• Staff• Pupils• Visitors to your school• Cleaners• Contractors• Drivers• Vulnerable groups – Pregnant workers, those with existing underlying health conditions	<p>A separate risk assessment has been produced to incorporate all items required under NHS Test and Trace Appendix C template, Public Health England and the Health and Safety Executive require this documentation to ensure end to end health, safety and infection control risks for mass lateral flow testing are identified, pre-assessed, managed and monitored regularly by the site owners and testing operators.</p> <p>Rapid asymptomatic coronavirus (COVID-19) testing for staff in primary schools, school-based nurseries and maintained nursery schools - GOV.UK (www.gov.uk)</p> <p>Coronavirus (COVID-19) asymptomatic testing in schools and colleges - GOV.UK (www.gov.uk)</p>		



OUTBREAK MANAGEMENT PLAN

This outbreak management plan outlines how you should 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.

Hazard	Who May be Harmed	Gov.uk Guidance and CMAT Response for Required Controls	Specific Educational Setting Response and Controls	Risk Rating
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<p>Spread of Covid-19 –Local Outbreaks</p>	<ul style="list-style-type: none">• Staff• Pupils• Visitors to your school• Cleaners• Contractors• Drivers <p>Vulnerable groups – Pregnant workers, those with existing underlying health conditions</p>	<p>Possibility that in some local areas it may become necessary to reintroduce ‘bubbles’ for a temporary period, to reduce mixing between groups. Any decision to recommend the reintroduction of ‘bubbles’ would not be taken lightly and would need to take account of the detrimental impact they can have on the delivery of education. Have your previous defined bubble information ready to be reintroduced should this be required.</p> <p>If you have an outbreak 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).</p> <p>Follow.Gov, PHE, DfE and HSE guidance released in relation to local or national outbreaks only.</p> <p>In the event of new restrictions being imposed, the CMAT will liaise directly with the schools initially to discuss any additional control measures required then schools will need to communicate quickly and clearly to staff, parents, pupils the new arrangements.</p> <p>Use the DfE PHE helpline number if you have any concerns or require clarification or further professional advice – 0800 046 8687</p>		
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Please use this 5 bar matrix to establish and display how you have come to the risk ratings for each hazard listed.

Likelihood	Severity					
		1	2	3	4	5
1		1	2	3	4	5
2		2	4	6	8	10
3		3	6	9	12	15
4		4	8	12	16	20
5		5	10	15	20	25

The following sections should be completed by all staff who need to be made aware of and abide by the findings of the Risk Assessment.
NB: If, as a result of a review, changes are made to the Risk Assessment the relevant box on the attached page should be completed as appropriate by the staff concerned.

I confirm that I am aware of and understand the findings of the Risk Assessment and agree to ensure that I will work to the stated Control Measures and bring to the attention of Management any deficiencies in the findings of the Assessment.

