

# Stone CE Combined School COVID -19 Risk Assessment and Contingency Plan

Assessment written by: Headteacher  Checked by Chair of Governors, Health & Safety Committee & ratified by Full Governing Body.		Date: 01/01/2022
Distributed to all staff and parents		
Benefit from this activity	To provide a safe environment as possible for children and staff	
Who is at risk	Pupils, families of pupils, staff, families of staff	
Potential Hazard/Risk	Pupils and staff could catch the coronavirus, become unwell and have to isolate  Pupils and staff could spread the coronavirus to members of their household/others who may become unwell  Education could be impacted as a result of pupils/staff isolating  Low levels of staffing could impact the safe and efficient running of the school	
	Baseline Measures	Additional Outbreak Management Plan for if the number of positive cases substantially increases in a <i>class</i> , school or in the local area
Additional measures		In line with current dfe recommendations and Public Health advice, we will review whether additional measures should be put in place for a class when 10% of a class tests positive on PCR tests. Additional measures will be put in place if it appears that the transmission is taking place in school.  Removal of additional measures: This will be when there has been 10 to 14 days since the last reported confirmed case in the class, unless a member of the class is awaiting a PCR.
Testing	Follow and promote <u>public health guidance</u> on testing, self-isolation and managing confirmed cases of COVID-19  Strong communications to encourage pupils and staff to undertake twice weekly LFD testing to help identify infections early and reduce transmission and reinforce advice on symptoms and case isolation.	If class outbreak – Daily LFD testing for contacts of a positive case for 7 days will be strongly recommended.

	<p>Parents to inform school if their child tests positive on an LFD test and parents should book a confirmatory PCR. PCR tests results to be reported to school immediately.</p> <p>The latest guidance is that ‘even if someone has tested positive for COVID-19 within the last 90 days, they are strongly encouraged to take part in LFD testing once they have completed their isolation period for their prior infection.’</p> <p><b>IF IN CONTACT WITH A PCR CONFIRMED POSITIVE CASE</b></p> <p>National guidance now advises 7 days LFD testing for contacts of confirmed positive cases. Anyone aged 5 and over is advised to test but this is parental discretion. Test can be obtained online or via a pharmacy.</p> <p>School to provide advisory information letter to identified group (e.g. class, common activities group). This recommends that those who may have been in contact with a case to take daily LFDs for 7 days. The letter will be sent to all classes as necessary including reception class where children are aged 4. All LFD testing is at parental discretion.</p> <p>If their LFD tests are negative, they should continue to come to school.</p> <p>If pupils LFD test is positive then they should inform school immediately, isolate and book a confirmatory PCR test. Whilst awaiting the PCR result, the child should continue to self-isolate.</p> <p>If the PCR test is taken within the 2 days following the positive LFD result, and is negative, it overrides the self-test LFD test and the child can return to school, as long as they don’t have COVID-19 symptoms.</p> <p>However, the child must continue to self-isolate if:</p> <ul style="list-style-type: none"> <li>• The PCR test result is positive</li> <li>• you choose not to take a follow-up PCR test</li> <li>• The follow-up PCR test was taken more than 2 days after the positive LFD test result</li> </ul>	
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	<p>For children of parents who choose not to book a PCR test, the child must isolate in line with government guidelines i.e. 10 days.</p> <p>Staff to take daily LFD testing if a member of their household/ class tests positive or if they are contacted by test and trace – they can still come to school if LFD is negative. If LFD tests is positive then they should inform school immediately, isolate and book a confirmatory PCR test</p>	
Self-isolation	<p>The 10 day self-isolation period for people who record a positive PCR test result for COVID-19 has been reduced to 7 days in most circumstances, unless you cannot test for any reason.</p> <p>Therefore, children may now take LFD tests on day 6 and day 7 of their self-isolation period. Those who receive two negative test results are no longer required to complete 10 full days of self-isolation.</p> <p>The first test must be taken no earlier than day 6 of the self-isolation period and tests must be taken 24 hours apart.</p> <p>This also applies to children under 5, with LFD testing at parental or guardian discretion. If both these test results are negative, and a child does not have a high temperature, they may end their self-isolation after the second negative test result and return to school from day 8.</p> <p>If a PCR test is not taken, for any reason, the isolation period will continue to be 10 days.</p>	
Communication	<ul style="list-style-type: none"> <li>• Senior leaders will usually be outside welcoming families at the start of the day</li> <li>• Messages can be given to senior leaders to pass on</li> <li>• Parent/carers may approach staff at the end of the day</li> <li>• Parents may approach the school office at the main entrance</li> <li>• Parent/carers can contact the school office by phone or email to make appointments with staff or to receive a call back.</li> </ul>	<p><b>When a class has additional measures in place:</b></p> <ul style="list-style-type: none"> <li>• <b>Parents not to approach staff</b></li> <li>• <b>Parents not to approach the school office if this can be avoided</b></li> <li>• <b>Messages to be phoned or emailed to school</b></li> <li>• <b>Phone appointments to be made via school office</b></li> </ul> <p><b>If a parent/parents attend school, they may be asked for evidence of negative LFD test/Vaccination status in line with guidance</b></p>

	<ul style="list-style-type: none"> <li>Teachers will either speak to parents at the end of the day or phone/email parents if they need to let them know about anything that happened during the day.</li> <li>Face to face meetings can take place but we will do this cautiously and have phone meetings if appropriate. Visitors will wear a mask and have a negative LFD before coming to school</li> </ul>	
Cleaning	<p><a href="#">Maintain appropriate cleaning regimes</a> with one-off additional cleaning following a symptomatic case on site, focusing on touch points and any shared equipment</p> <ul style="list-style-type: none"> <li>Cleaning resources available in each classroom/area</li> <li>Cleaning staff will clean the school each evening after a school day, including frequently touched surfaces.</li> <li>one-off additional cleaning following a symptomatic case on site, focusing on touch points and any shared equipment</li> </ul> <p><b>Hazardous waste</b></p> <ul style="list-style-type: none"> <li>PPE worn before any handling of waste</li> <li>All waste from potential Covid-19 case to be double bagged and marked as such</li> <li>Removed from building to outside storage area</li> <li>Lidded bins in all rooms</li> </ul> <p><b>Cleaning materials</b></p> <ul style="list-style-type: none"> <li>Caretaker/cleaner to ensure each class and toilet area has sufficient cleaner and cloths for surfaces before he leaves each day</li> <li>Ensure cleaning products are clearly labelled with contents</li> <li>Regular stock review by caretaker and report to SBM when supplies need to be reorder (in plenty of time)</li> </ul>	<p><b>Increase cleaning regime, cleaning touch points more regularly throughout the school day</b></p> <ul style="list-style-type: none"> <li>Teachers/TAs will clean frequently touched surfaces in their areas (including toilet blocks) at one other time each day (probably lunchtime) using disinfectant.</li> <li>Touch points in toilet areas will be cleaned after a class that has additional measures in place has used them.</li> </ul>

	<ul style="list-style-type: none"> <li>• SBM to monitor resources</li> </ul>	
Ventilation and gatherings	<p><u>Keep occupied spaces well ventilated</u> and consider moving activities outside when feasible especially where large groups gather, there is contact between those who would not usually mix or where singing, shouting or exercise may be taking place.</p> <p><b>Ventilation</b></p> <ul style="list-style-type: none"> <li>• Doors and windows will remain open where safe to do so (bearing in mind fire safety and safeguarding) to lessen the need to touch them and to aid ventilation.</li> <li>• Open higher-level windows if possible</li> <li>• In cooler weather, staff will use their judgement on the number of windows to open to ensure a comfortable temperature for the children and staff.</li> <li>• Heating will be used as necessary to ensure comfort levels are maintained</li> <li>• <b>External fire exit doors must not be propped opened.</b></li> <li>• CO2 monitors in classrooms</li> </ul> <p><b>Mixing of classes</b></p> <ul style="list-style-type: none"> <li>• Key Stage collective worships</li> <li>• Lunch in hall with screens</li> <li>• Mixing outside</li> </ul> <p><b>Gatherings:</b></p> <ul style="list-style-type: none"> <li>• Visitors to wear face coverings and request they have a negative LFD test – use outside areas if possible</li> </ul>	<p><b>Promote social distancing and reducing crowding.</b>  <b>Reduce the number of children gathering (e.g. assemblies) and minimising pinch points in the school day. To help reduce transmission between groups.</b></p> <p><b>Reducing mixing of staff:</b></p> <ul style="list-style-type: none"> <li>• Staff in classes with additional measures should attend meetings remotely/hold meetings remotely</li> <li>• social distancing</li> <li>• classes with additional measures in place to use meeting room for lunches/breaks</li> <li>• Staff from a class with additional measures not to enter other classes/offices unnecessarily</li> <li>• Wipe down tables, microwave and toaster after staff have eaten their lunch</li> <li>• All staff wash down surface they have touched in shared areas</li> </ul> <p><b>Additional measure for classes may include:</b></p> <ul style="list-style-type: none"> <li>• Collective worship in class</li> <li>• Staggered entry/exit (Parents/carers must be prompt for their drop off and collection slot).</li> <li>• Children use allocated entrance for their group</li> <li>• to eat in their classroom if possible (staffing permitting). If in the hall – screens to be used to keep separate from other classes.</li> <li>• Separate zones on playground</li> <li>• Allocated toilet slots for whole class (individuals may go when needed) – additional cleaning between classes/after individuals</li> <li>• Allocate equipment/resources to a class so they are not sharing e.g. library books, play equipment</li> </ul> <p><b>Further possible measure:</b></p> <ul style="list-style-type: none"> <li>• Access to and exit from school using a one-way system</li> <li>• If a child is unable to walk into school independently we will encourage them into school whilst socially distancing.</li> <li>• Only one parent/carer to drop off and collect</li> <li>• Children will line up facing the gate in groups of 15 to be collected by parents walking through the one-way system</li> </ul> <p><b>If the car park is being used for drop off/collection</b></p>

		<ul style="list-style-type: none"> <li>No staff or parents must use the staff car park during drop off or pick up times as some classes will be entering and exiting through the car park</li> </ul> <p><b>Ventilation</b></p> <ul style="list-style-type: none"> <li>Ventilation may be increased. Pupils may be informed that they can wear additional clothing to keep them warm.</li> </ul>
PPE	<a href="#">Appropriate use of PPE</a> in specific circumstances such as within 2m of a symptomatic student	
Hygiene Measures	<p>Review and reinforce hygiene measures with particular support for those where maintaining hygiene standards may be difficult (eg younger cohorts).</p> <p><b>HAND HYGEINE</b></p> <ul style="list-style-type: none"> <li>Sanitizer will be provided that contains at least 60% alcohol and soap will be available in classrooms and washrooms. Parents to ensure children are used to washing hands independently.</li> <li>Hand sanitiser to be available on entry to school, in each classroom, in main hall, at main entrance, in each office, in staffroom.</li> <li>Children to clean hands on arrival to the setting, after break, before and after eating, after sneezing or coughing and before going home. Teachers to teach handwashing and respiratory hygiene.</li> <li>Small children and pupils with complex needs are helped to clean their hands properly.</li> </ul> <p><b>RESPIRATORY HYGIENE</b></p> <ul style="list-style-type: none"> <li>Staff will instruct children to follow the 'catch it, bin it, kill it' approach. Ensure there is a good supply of disposable tissues to implement the 'catch it, bin it, kill it' approach in each classroom/hall and enough to top up.</li> <li>Procedures in place and a good supply of products acquired and maintained – monitored by caretaker and School Business Manager</li> <li>Lidded bins are available in all classrooms, offices and toilets.</li> </ul>	

Face coverings	Face coverings in <b>communal areas</b> (staff and visitors). DfE now strongly advises this and it is in the guidance <a href="https://www.gov.uk/guidance/actions-for-schools-during-the-coronavirus-outbreak">Actions for schools during the coronavirus outbreak – GOV.UK (www.gov.uk)</a>	
Education/ Attendance	<p><b>Attendance</b> School attendance is mandatory for all pupils of compulsory school age. If a child is not present because they are following public health advice, parents/carers must inform the school.</p> <p><b>Education</b> Face to face in school. We will move to remote learning if there are not enough staff available for the safe and efficient running of the school – this may be for one or more classes. Face-to-face lessons will resume as quickly as possible.</p> <p>If pupils are isolating and are unwell work will not be set. If pupils are well and are isolating parents must inform school and work will be set for pupils in line with our Remote Learning Policy.</p> <p><b>SELF-ISOLATION AND SHIELDING</b> All clinically extremely vulnerable (CEV) children should attend school 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. If this is the case, the parents/carers should contact the headteacher.</p>	<p><b>Education</b> <b>Face to face in school – move to remote learning if lack of staff or if directed by dfe /public health.</b></p> <p><b>Additional measures:</b></p> <ul style="list-style-type: none"> <li>• Teach from front – standing if possible</li> <li>• For verbal feedback during lesson – use visualiser to give feedback if necessary</li> <li>• Books to be marked and teacher to wash their hands before and after transition to next task</li> </ul> <p><b>Work will be set for pupils who are isolating in line with our Remote Learning Policy.</b></p> <p><b>If there is a move to remote learning for a class or whole school, this will be a short-term measure:</b></p> <ul style="list-style-type: none"> <li>• pupils should engage with the learning set.</li> <li>• in all circumstances, priority will continue to be given to vulnerable children and young people and children of critical workers to attend to their normal timetables.</li> </ul>
Educational Visits and School Events	<p>Residentials on school site (staffing numbers allowing).</p> <p>Open events – online where possible, or small groups (outside if possible) - staffing numbers allowing</p> <p>Parents evenings – possible blended approach (refer to gatherings section and keep under review)</p> <p>Live performances – small audiences (outside if possible)</p> <p>Sports Day – avoid mixing of staff and pupils with parents/spectators</p> <p>Educational visits can go ahead if staffing levels allow – parents have been made aware of lack of COVID insurance and that they are unlikely to receive a refund</p>	<p><b>Limitation of residentials, education visits, open days, transition/taster days, parental attendance, live performances, sporting events or similar.</b></p> <p><b>Educational Visits</b> The school will review risk assessment (RA) for educational visit, discuss mitigation measures and consider if it should go ahead depending on RA. The school will discuss the situation with the places they are due to visit.</p> <p><b>Gatherings</b> Parents may not be invited to school gatherings e.g. assemblies, harvest festivals, leavers assemblies, parents evenings etc.</p> <ul style="list-style-type: none"> <li>• Parent evenings or other events/meetings may have to be virtual or video recorded.</li> <li>• Transition days may be cancelled and alternative provisions put in place.</li> <li>• Visitor/parental attendance in settings may have to cease and</li> </ul>

	<p>Swimming lessons – can go ahead (staffing numbers allowing)</p> <p>Transition days – planned carefully and fully risk assessed (staffing numbers allowing)</p>	<p><b>alternative forms of communication put in place.</b></p> <ul style="list-style-type: none"> <li>• <b>Volunteers/visitors may be restricted</b></li> <li>• <b>Live performances in school may be cancelled, recorded and provided to parents/carers online.</b></li> </ul> <p><b>If events do go ahead, e.g. for one class, parents may be asked for evidence of negative LFD test/Vaccination status in line with guidance</b></p>
Safeguarding	<p>All usual procedures apply. We will continue to have regard to statutory safeguarding guidance, including:</p> <ul style="list-style-type: none"> <li>• keeping children safe in education</li> <li>• working together to safeguard children</li> <li>• the early years foundation stage (EYFS) framework</li> </ul> <p>If a child has a social worker, they will be made aware if the child is isolating.</p> <p><i>Close contact will be maintained with all children and families, but more frequently with families of vulnerable children.</i></p>	<p><b>In the event of an outbreak and restricted attendance, a safeguarding lead will be onsite or available by phone at all times. Vulnerable children will be encouraged to attend school. Close contact will be maintained with all children and families, but more frequently with vulnerable children.</b></p> <p><b>Staff will speak directly with a DSL if concerned and record concerns in usual way on CPOMS.</b></p>
Staff Sickness and increased isolation of staff	<p>All staff to book PCR tests at the first sign of symptoms, the PCR should be booked in a walk in/drive through site (not a postal order)</p> <p>If teachers are off:</p> <ol style="list-style-type: none"> <li>1. If teachers are isolating but well – virtual teaching with TA in class</li> <li>2. TAs to cover classes where possible</li> <li>3. Book supply teachers if available</li> <li>4. Reallocate staff if possible</li> <li>5. Review the possibility/appropriateness of combining two classes</li> <li>6. If there are not enough staff for the safe and efficient running of one or more classes, the class/es will move to remote learning</li> <li>7. If there no teachers to set work due to sickness, the line managers/leaders will allocate sequences of lessons from Oak Academy lessons based on medium term plans</li> </ol>	



<p>Mental health and wellbeing</p>	<p>We will follow our usual school procedures to support mental health and wellbeing which are well established. Some children may have experienced bereavements in their immediate family or wider circle of friends or family or had increased/new caring responsibilities.</p> <p>Staff will provide:</p> <ul style="list-style-type: none"> <li>• opportunities for children to talk about their experiences</li> <li>• a recovery curriculum which supports children to collaborate and reintegrate, reignite friendships, practice speaking and listening, develop emotional, social and physical skills.</li> <li>• Opportunities to develop positive working behaviours and metacognitive skills</li> <li>• An emphasis on good mental health and well-being</li> <li>• Opportunities for daily mindfulness</li> <li>• Daily Mile</li> <li>• other enriching developmental activities</li> <li>• Referrals if required</li> </ul> <p><b>STAFF MENTAL HEALTH AND WELLBEING</b></p> <p>Consideration will be made to staff mental health and wellbeing. We will:</p> <p>Encourage all members of the community to treat each other with empathy and respect</p> <ul style="list-style-type: none"> <li>• Keep in mind staff workload and wellbeing</li> <li>• Encourage staff to report honestly about their wellbeing and let other members of staff know when they need support</li> <li>• Support members of staff if they become stressed, such as by providing practical assistance or emotional reassurance and/or signpost them to mental health and well-being resources that can support them</li> </ul>	<p><b>Particular care will be taken by staff to support the mental health and wellbeing of the children when additional measures are in place. They will:</b></p> <ul style="list-style-type: none"> <li>• Provide opportunities to talk/discuss concerns and understand worries are normal</li> <li>• Teach coping strategies</li> <li>• Observe and watch out for any changes in behaviour and discuss any concerns with parents</li> <li>• Staff to report to the wellbeing lead if they are concerned about a child's mental health or well-being</li> </ul> <p><b>STAFF MENTAL HEALTH AND WELLBEING</b></p> <p>Line managers to maintain regular communication with their team during lockdown/home working to check on mental health and well-being and to signpost support if required.</p>
<p>First Aid provision</p>	<p>First Aid provision</p> <ul style="list-style-type: none"> <li>• Administer first aid in classes whenever possible</li> <li>• One child in the welfare room at a time if necessary – surfaces touched to be cleaned afterwards</li> <li>• Seating at 2m distancing outside room to maintain social distancing if needed</li> </ul>	

	<ul style="list-style-type: none"> <li>• Training on safe use of PPE given to all staff and protocol for suspected infection</li> </ul> <p>PPE used in suspected cases First Aid kits available for classroom use and outside use to reduce movement</p>	
SCHOOL MEALS AND FREE SCHOOL MEALS	<p>Available in school as usual</p> <p>Free school meals provided to pupils who are eligible for benefits related free school meals who have to isolate or are moved to remote learning.</p>	<p><b>In the event of restricted attendance, we will provide meal options for all pupils who are in school.</b></p> <p><b>We will also continue to provide free school meals support in the form of meals or lunch parcels for pupils who are eligible for benefits related free school meals and who are not attending school</b></p>
Review	<p><b>Monitoring the additional risks and control measures</b></p> <ul style="list-style-type: none"> <li>• regular review of the risk assessment and procedures and their impact and adapt as required</li> <li>• Update risk assessments and procedures as appropriate and following any changes in public health advice</li> </ul>	