



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	12/07/2021
Assessment undertaken by:	Emily Harman	Position:	Estates, Facilities and Health and Safety Advisor
Assessment undertaken with (SME): (Subject Matter Expert)	Mrs Tina Cox	Position:	Head Teacher
Activity / Task / Topic / Detail:	COVID Recovery Plan September 2021		
Activity Location:	Saint Augustine's Catholic Voluntary Academy		
Address:	Kesteven Road, Stamford, PE9 ISR		
Number of People & Detail: (e.g. one person, 2-5, 6-10, 11-50, 51-100)	Pupil: 94 Teacher: 7 Support: 13		
Expert Guidance: (e.g. HSE - .GOV.UK – PHE – DfE)	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)		



	<p>COVID-19 Cleaning in non-healthcare settings (updated 16 October 2020) COVID-19: cleaning of non-healthcare settings outside the home - GOV.UK (www.gov.uk)</p> <p>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)</p> <p>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)</p> <p>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)</p> <p>Management of Health and Safety at Work Regulations 1999</p> <p>Personal Protective Equipment at Work Regulations 1992</p> <p>Staying alert and safe (social distancing) (published 11 May 2020) Updated 13 August 2020 (withdrawn 24th November 2020)</p> <p>Coronavirus Restrictions: Updated 26 April 2021 (COVID-19) Coronavirus restrictions: what you can and cannot do - GOV.UK (www.gov.uk)</p> <p>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>I. Spread of Covid-19 – Coronavirus</p> <p>If presenting with the following symptoms the following advice is given by the NHS:-</p> <p>High Temperature New continuous cough</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>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</p>	<p><u>System of controls: Prevention</u></p> <p><u>Covid 19 Symptoms/Diagnosis</u></p> <p><u>Minimising contact with those who are unwell by ensuring that those who have Coronavirus symptoms, do not attend school.</u></p> <p>➤ Staff showing symptoms of Covid 19 whilst on school premises, will be isolated immediately and instructed to</p>	<p>5</p>



<p>Loss of taste/smell</p> <p>https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/</p> <p>Actively engage with test & trace if symptoms develop:-</p> <ul style="list-style-type: none">- Book a test: <p>https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</p> <ul style="list-style-type: none">- Provide details of close contacts <p>https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-develop-symptoms-of-coronavirus</p> <ul style="list-style-type: none">- self isolate <p>https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</p>		<p>been completed or they have received a negative PCR result.</p> <p>If anyone in the school becomes unwell with a 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>return home and follow the DfE testing guidance.</p> <ul style="list-style-type: none">➤ We retain the right to refuse to allow a pupil to attend school if they are symptomatic and, in our reasonable judgement, it is necessary to protect other pupils and staff from possible infection with Covid-19. Any decision to refuse a child will be made by the headteacher after careful consideration in light of all the circumstances and current public health advice.➤ Pupils showing symptoms of Covid 19 whilst in school will be isolated in the small room next to EYFS classroom with one adult to supervise them until a parent collects them at the earliest opportunity. If the child cannot wait outside (which is preferable) then the supervising adult must open the window to ventilate the room and take reasonable preventative measures to protect themselves by wearing PPE whilst attending to the child's needs.➤ PPE must be worn by staff caring for any 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). More information on PPE use can be found in the safe working in education, childcare and children's social care
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		<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 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>settings, including the use of personal protective equipment (PPE) guidance</p> <ul style="list-style-type: none">➤ The parents of the child in question should be contacted by a member of staff and told to follow the latest Government guidance to isolate for the recommended period from school.➤ Staff will continue to take twice weekly LFD test at home until the end of September. If a member of staff tests positive for Covid 19, staff member must inform the Headteacher as soon as possible and follow the government guidance to take a confirmatory PCR test and follow the latest stay at home guidance. School will contact relevant staff members/pupils if necessary (e.g. non vaccinated staff or CEV pupil) <p>Hand Washing</p> <ul style="list-style-type: none">➤ All staff and pupils are expected to wash/ sanitise their hands on arrival at school and then to wash their hands frequently throughout the day for a minimum of 20 seconds each time; i.e. before and after eating/toileting/sneezing/ using any shared resources or equipment.➤ Staff must wash/sanitise their hands after handling pupils’ books or resources.
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		<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• 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 <u>Public Health England health protection team in the event of a possible case</u></p>	<ul style="list-style-type: none">➤ School will ensure that soap/warm water/sanitiser (for adults) paper towels, hand dryers are readily available in all appropriate and accessible areas of the school where staff and pupils are working.➤ <u>Staff will implement a frequent hand washing regime for pupils on arrival at school, and at regular intervals throughout the day. Staff will explain the importance of frequent hand washing to pupils.</u> <p><u>Personal Equipment</u></p> <p>Cloakrooms will be used again and children allowed to bring their coats and bags into school.</p> <p>Equipment and belongings such as pencil cases and reading books are able to travel to and from school.</p> <p>Reading/Library books will continue to be quarantined for 72 hours before being put back into circulation.</p> <p>Children will wear PE kits for the whole day on PE days, rather than changing in school. PE uniform will be extended to include navy leggings/jogging bottoms and navy sweatshirt or school jumper in colder months.</p> <p><u>New Routines</u></p> <ul style="list-style-type: none">➤ Staff will be responsible for teaching the pupils the new routines concerning not touching their faces and good hand hygiene etc. using ebug resources, and
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also how to support pupils with their mental health.

Good Respiratory Hygiene: Catch it bin it kill it.

School will ensure there is a plentiful supply of tissues in all working areas for staff and pupils to access as and when required. Lidded bins will be located in all working areas and emptied daily.

Adults will model and set the expectations for 'catch it bin it kill it' routines for pupils.

Enhanced Cleaning Regime

Disinfectant wipes and cleaning spray will be available in all working areas for staff in 'Bubbles' to wipe down tables, chairs and resources after use as required e.g. at the end of the morning or if a child sneezes onto a table.

Frequently Touched Surfaces

An enhanced cleaning regime will be in place to ensure that surfaces used more often will be cleaned thoroughly **twice daily** to include, toilets, sinks, door handles, table surfaces, chairs, photocopier, laptop screens, telephones, general school resources.

Fogging

All classrooms, Little Stars and entrance hall will be fogged daily and the rooms aired as an extra measure to catch all surfaces in the spaces used most frequently. The fogging machine contains an anti-bacterial liquid.



	<table border="1"> <thead> <tr> <th>Setting Type</th> <th>Reporting Threshold</th> </tr> </thead> <tbody> <tr> <td>Most education and childcare settings, whichever of these thresholds is reached first:</td> <td>5 children, pupils, students and staff, from any group who are likely to have mixed closely, test positive within a 10 day period OR 10% of any group who are likely to have mixed closely test positive within a 10 day period</td> </tr> <tr> <td>Special schools, residential settings, and settings that operate with 20 or fewer people:</td> <td>2 children, pupils, students and staff from any group who are likely to have mixed closely, test positive within a 10 day period</td> </tr> </tbody> </table>	Setting Type	Reporting Threshold	Most education and childcare settings, whichever of these thresholds is reached first:	5 children, pupils, students and staff, from any group who are likely to have mixed closely, test positive within a 10 day period OR 10% of any group who are likely to have mixed closely test positive within a 10 day period	Special schools, residential settings, and settings that operate with 20 or fewer people:	2 children, pupils, students and staff from any group who are likely to have mixed closely, test positive within a 10 day period		<p>Headteacher and Office Manager to closely monitor number of positive cases in school and 'groups' that have 'mixed closely' in line with Lincolnshire Health Protection Team outbreak reporting guidance. Guidance can be sought by calling 01522 552993 or emailing healthprotectionteam@lincolnshire.gov.uk</p> <p>Government Updates</p> <p>The Headteacher will check, read and disseminate any key messages, changes to advice from Government to staff/parents/pupils/Governors as necessary.</p> <p>Information</p> <p>Relevant posters, leaflets, information will be distributed to school community as necessary.</p> <p>Parents will be reminded of hygiene expectations at home for children via email.</p>	
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Special schools, residential settings, and settings that operate with 20 or fewer people:	2 children, pupils, students and staff from any group who are likely to have mixed closely, test positive within a 10 day period									
<p>2. PPE</p> <p>Further advice available:</p> <p>Covid-19, school operations:</p> <p>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak?priority-taxon=b350e61d-</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>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</p>	<p>Information on PPE use can be found in the safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) guidance</p> <p>School will make protective gloves available for all staff. Gloves, face masks, aprons and visors will be available to staff to wear when dealing with a child's intimate care.</p> <p>Face visors are now not required to be worn by members of staff in classrooms or around school. However, staff may continue to wear face visors in classrooms if they wish.</p>	4						



<p>ldb9-4cc2-bb44-fab02882ac25</p> <p>Use of PPE from Step 4:</p> <p>https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care?priority-taxon=b350e61d-ldb9-4cc2-bb44-fab02882ac25</p> <p>Face coverings:</p> <p>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</p>		<p>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 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>Staff who are supervising a child suspected of Covid 19 symptoms will be asked to wear gloves, apron and face mask/visor.</p> <p>A staff member will accompany the child to the designated room labelled 'No Entry' off the dining room and remain distanced from the child. They will both remain there, or take them outside (which is preferable) until a parent collects the child. The room and any surfaces/areas touched/used by the child will be cleaned thoroughly. The Fogging machine will be used in the relevant affected areas. Parents will be advised to obtain a Covid 19 test for their child and to isolate them immediate following advice. Parents must inform school of the result of any testing at the earliest opportunity.</p> <p>PPE is stored in the Covid isolation room</p> <p>Caretaker will check the PPE weekly to ensure stock levels are maintained.</p> <p>Parents, staff and pupils will be notified of changes to requirements and measures in place they must follow whilst on site via email, meetings or messaging.</p>	
<p>3. First Aid</p>	<ul style="list-style-type: none"> • Staff • Pupils • Visitors to your school • Cleaners • Contractors • Drivers 	<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 adults have close contact with a child i.e. if a child needs first aid, the attending adult should take all reasonable protective measures such as wearing gloves, aprons, using hand sanitiser etc as necessary.</p>	5



	Vulnerable groups –Pregnant workers, those with existing underlying health conditions	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.		
4. Class Sizes	<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 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 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>Bubbles have been removed, see above for appropriate prevention procedures including cleaning procedures.</p> <p>Regular hand sanitising and classroom cleaning will allow shared use of resources.</p>	5
5. Health and Safety	<ul style="list-style-type: none"> • Staff • Pupils • Visitors to your school 	Ensure staff who undertake your compliance checks are continuing	Good ventilation	5



<p>Ventilation</p>	<ul style="list-style-type: none">• Cleaners• Contractors• Drivers <p>Vulnerable groups –Pregnant workers, those with existing underlying health conditions</p>	<p>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, suitable indoor clothing – for more information see school uniform• rearranging furniture where possible to avoid direct draughts Heating should be used as necessary to ensure	<p>Staff will ensure all areas are well ventilated by:</p> <ul style="list-style-type: none">• Opening windows or fire doors, guarding against the classroom being too cold for effective learning – children will be allowed to wear extra layers of clothing as needed and parents informed of this.• Class teachers to rearrange classroom furniture as needed to prevent children sitting directly in draughts• Keeping internal doors open to promote the flow of air• Use of CO2 monitors, once received from DfE, to identify any areas needing further action e.g. mechanical ventilation <p>Office Manager to:</p> <ul style="list-style-type: none">• Plan fire safety drills• Book in H & S audit <p>Caretaker to:</p> <ul style="list-style-type: none">• Provide heaters or switch heating on as requested by staff and as agreed by Headteacher	
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		<p>comfort levels are maintained particularly in occupied spaces.</p> <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>		
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		<p>Dynamic risk assessments will be updated in line with new government guidance released.</p>		
<p>6. 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</p>	<p>Staff to inform Headteacher as soon as possible if their intended absence, their situation regarding symptoms and testing, any advice from NHS and isolation period dates.</p> <p>Headteacher to make necessary cover arrangements in order to continue to the education of children in school.</p> <p>Headteacher and Office Manager to follow HR guidance on sickness absence and working from home during periods of Covid-19 isolation.</p> <p>DfE guidance followed for pregnant and clinically vulnerable staff members, as appropriate e.g.</p> <ul style="list-style-type: none"> • Mrs Worrick will be working outside of the classroom until her maternity leave commences • Staff who aren't vaccinated will be informed of close contacts and advised to take the relevant action in line with DfE self-isolation guidance, working from home if not ill. 	<p>10</p>

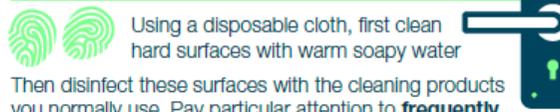


		<p>gestation, you should take a more precautionary approach.</p> <p>This is because although you are at no more risk of contracting the virus than any other non-pregnant person who is in similar health, you have an increased risk of becoming severely ill and of pre-term birth if you contract COVID-19.</p> <p>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>	<ul style="list-style-type: none">• Staff who aren't vaccinated are able to use extra PPE if they require, in line with DfE and HR guidance.	
7. 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</u></p>	<p>Attendance of all pupils to continue to be robustly monitored in line with school safeguarding and attendance procedures, with relevant attendance codes used relating to Covid-19.</p> <p>School SENCO to write individual risk assessments for any CEV pupils, in conjunction and agreement with parents.</p> <p>DfE remote education guidance to be followed, as best the school situation allowed, for any CEV and/or isolating pupils</p>	2



		<p><u>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>	<p>who are at home but well enough to engage in learning. This could include:</p> <ul style="list-style-type: none"> • Pre-recorded lessons or slides posted on seesaw in line with class learning • MSTEams live-linked learning • Work packs • Guidance on independent activities to be done at home e.g. reading, TT rockstars etc. 	
<p>8. 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</p>	<p>Cleaning staff trained in NHS way on 2.9.21, Office Manager to order relevant resources and discuss any necessary change in working hours with Headteacher.</p> <p>Class staff to clean class resources (and outdoor equipment for EYFS) either between sessions (if needed e.g. shared art resources) or at the end of each day using Dettol disinfectant spray or equivalent, as needed outside of fogging.</p> <p>Sports apprentice to disinfect playground and PE equipment at the end of each session, including benches and fixed equipment.</p> <p>Classrooms to be fogged each day.</p>	5



	 <p>Cleaning an area with regular household disinfectant after someone with suspected coronavirus has left will reduce the risk of passing the infection on to other people</p>  <p>Wherever possible, wear disposable or washing up gloves and aprons for cleaning. These should be double bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished</p>  <p>Using a disposable cloth, first clean hard surfaces with warm soapy water Then disinfect these surfaces with the cleaning products you normally use. Pay particular attention to frequently touched areas and surfaces, such as bathrooms, grab-rails in corridors and stairwells and door handles</p>	<p>cleaning requirements throughout the working day in line with guidance.</p>		
<p>9. 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</p>	<p>Evolve EVC training for all teachers on 3.9.21</p> <p>Risk assessments to be completed at least 2 weeks before activities to ensure Covid-19 measures can be carefully planned for and checked, in line with current guidance.</p> <p>Necessary arrangements for pupils with SEND and/or medical needs (including those with IHCs) to be risk assessed separately as needed, in conjunction with parents.</p> <p>CEV pupils to be individually risk assessed, in conjunction with parents.</p>	<p>10</p>



		can be undertaken safely. As part of this risk assessment, schools will 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.		
10. 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 and 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>	School not currently letting premises.	4
11. SLT Meetings	<ul style="list-style-type: none">• Staff	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	Morning briefings to commence each morning in the dining hall, maintaining 'space' and for no longer than 15 minutes.	5



		possibilities of a phased approach for reintegration.	Staff meetings to take place in person due to small number of teachers, with doors and windows open. Any staff member who would rather participate remotely can 'Teams' in and necessary arrangements will be made for this to happen.	
12. 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.	School will follow HR guidance on in-person interviews. Any planned visitor to the school will be advised to LFD on the morning of attending the site. Interviews will take place in a well-ventilated space (intervention room, not sensory room). Staff involved to clean down the room and equipment after use or notify caretaker/cleaner to do this.	5
13. 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.	Any planned visitor to the school with be advised to LFD on the morning of attending the site. Meetings will take place in a well-ventilated space (intervention room, not sensory room). Staff involved to clean down the room and equipment after use or notify caretaker/cleaner to do this.	5



<p>14. Summer Clubs - Out of School Clubs – Wraparound care and extra-curricular activity</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>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.</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>Staff and pupils attending/working at ‘Little Stars’ to follow this risk assessment guidance in aspects of points 1-8.</p> <p>Parents dropping or collecting their children should ring the bell and wait in the entrance or outside of the building for their children.</p> <p>Little Stars to closely monitor number of positive cases in their ‘group’ in line with Lincolnshire Health Protection Team outbreak reporting guidance. Little Stars leader to work with Headteacher in the management of all positive cases at Little Stars.</p>	<p>10</p>
<p>15. 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</p>	<p>We are currently not asking our Year 6 pupils to begin testing.</p> <p>Staff will continue twice-weekly LFD testing until the end of September as advised.</p>	<p>5</p>



		<p>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 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</p>		
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		in summer schools, depending on their local circumstances.		
16. 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>	School to follow CMAT guidance on mass testing as advised.	N/A



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 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 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>School will follow Contingency Framework: Annex guidance on baseline measures, considering extra action and taking action once a threshold is reached.</p> <p>At such time the school is advised to manage a local outbreak, operational management such as outlined in previous July 2021 risk assessment would be considered such as:</p> <ul style="list-style-type: none">• Reintroduction of 'bubbles'• Social distancing measures, both in school and playgrounds• Staggering of the day including lunchtimes• Children to sit in rows in the classrooms, facing forwards• Assemblies and all staff meetings to return to MSTeams <p>Testing:</p> <p>Instruct staff to increase home testing, LFD. Office staff team to re-engage information processing of this. Re-ordering test kit supplies as appropriate. Action School Office Manager</p> <p>Face Coverings:</p> <p>Re-introduce for staff into communal areas, corridors etc.</p> <p>Shielding:</p> <p>If instructed by national government & on the advice of individual's clinicians, shielding pupils would be taught remotely & staff instructed to work from home.</p>	<p>15</p>
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		<p>Use the DfE PHE helpline number if you have any concerns or require clarification or further professional advice – 0800 046 8687</p>	<p>Other measures:</p> <p>Cancellation, (or limit to only the essential), of the following activities: residential visits, open days, transition/taster days, parental attendance inside the building, performances/plays.</p> <p>All of these activities have a potentially higher chance of people mixing in/out of our setting and the virus spreading.</p> <p>Attendance</p> <p>Will only be limited as a last resort. Priority will be given to vulnerable children & those of critical workers, then EYFS/Y1/Y2 pupils. The remote education capability has been retained. In this eventuality, staff will be trained in using a combination of SeeSaw & MSTeams, supported by the delivery of physical resources in order to maintain high quality educational provision.</p> <p>Special consideration will be given to those pupils with SEND and EHCP pupils will be individually risk assessed regarding their Covid vulnerability and necessary measures.</p> <p>Remote Education</p> <p>Staff will be trained in providing seesaw learning at home. Timetable will produced to include live sessions using MSTeams and parents informed of remote education requirements.</p> <p>Workforce organised to provide on-site delivery of remote education package for most vulnerable, whilst some teachers work from</p>	
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home producing seesaw learning and live sessions.

Safeguarding and DSLs

Safeguarding and Child Protection Policy will be reviewed in line with local restrictions.

CPOMS reporting will continue remotely for all staff.

Vulnerability of all children will be monitored robustly with a member of staff assigned to:

- Tracking of contact with families (once or twice weekly)
- Making contact with families (including doorstep welfare checks) as needed to ensure ongoing safety of the child(ren)
- Tracking online engagement and following up poor engagement
- Ensuring families have the technology they need to access remote education, and support with the use of this technology

A trained DSL will always be available on site:

- Lead DSL: Tina Cox
- Deputy DSL: Andy Atter
- Reserve DSL: Jo Oliver

We will continue to work with all relevant agencies in supporting our most vulnerable pupils.

Transport to site of vulnerable pupils will continue in line with pandemic guidance.



			<p>FSM will continue on-site and food parcels/vouchers will continue to be provided for those required to stay at home.</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

