



## Full opening of schools, December/January 2022 V2

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

<b>Assessment Reference Number:</b>	COVID-19-01	<b>Date of Assessment</b>	11/01/2022
<b>Assessment undertaken by:</b>	Emily Harman	<b>Position:</b>	Estates, Facilities and Health and Safety Advisor
<b>Assessment undertaken with (SME):</b> (Subject Matter Expert)	Mrs Jenna Withers	<b>Position:</b>	Head Teacher
<b>Activity / Task / Topic / Detail:</b>	COVID December 2021 - January 2022		
<b>Activity Location:</b>	St. Norbert's Catholic Voluntary Academy (NSP)		
<b>Address:</b>	Tollgate Spalding Lincolnshire PE11 1NJ		
<b>Number of People &amp; Detail:</b> (e.g. one person, 2-5, 6-10, 11-50, 51-100)	EYFS-29 Year 1-29 Year 2-29 Year 3-30 Year 4-30 Year 5- 30 Year 6-27 Total: 204 Teacher: 8 Support: 15  Breakdown: Senior Administrator x1 XI HT		



	<p>XIAHT (Non-Teaching 2021-22/Leadership Project) X1 caretaker whole site prior to and after school day X1 External Midday Supervisors/COVID Cleaning Role X 2 External Midday Supervisors X3 Internal Midday Supervisors also TA's X7 TA's 9-12pm X 7 CTs XI EAL TA-PMs only- XI PP TA -PMs only- SEND TAs x3 am x4 pm</p>
<p><b>Expert Guidance:</b> (e.g. HSE - .GOV.UK – PHE – DfE)</p>	<p>School COVID-19 operational guidance – 5 January 2022 <a href="https://www.gov.uk/government/publications/schools-covid-19-operational-guidance">Schools COVID-19 operational guidance - GOV.UK (www.gov.uk)</a></p> <p>Stay at Home: Guidance for households with possible or confirmed coronavirus infection, Updated 30 December 2021 <a href="https://www.gov.uk/government/publications/stay-at-home-guidance-for-households-with-possible-or-confirmed-coronavirus-covid-19-infection">Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection - GOV.UK (www.gov.uk)</a></p> <p>Guidance for school: coronavirus (COVID-19) updated 9 December 2021 <a href="https://www.gov.uk/government/publications/guidance-for-schools-coronavirus-covid-19">Guidance for schools: coronavirus (COVID-19) - GOV.UK (www.gov.uk)</a></p> <p>Test kits for schools: 27 September 2021: <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-test-kits-for-schools-and-fe-providers">https://www.gov.uk/government/publications/coronavirus-covid-19-test-kits-for-schools-and-fe-providers</a></p> <p>COVID-19 Cleaning in non-healthcare settings (19 July 2021) <a href="https://www.gov.uk/government/publications/covid-19-cleaning-of-non-healthcare-settings-outside-the-home">COVID-19: cleaning of non-healthcare settings outside the home - GOV.UK (www.gov.uk)</a></p> <p>Shielding and protecting people who are clinically extremely vulnerable from COVID-19 (updated 24 December 2021) <a href="https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-people-who-are-clinically-extremely-vulnerable-from-covid-19">Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19 - GOV.UK (www.gov.uk)</a></p> <p>Children of critical workers and vulnerable children who can access schools or educational settings (updated 2 January 2022) <a href="https://www.gov.uk/government/publications/children-of-critical-workers-and-vulnerable-children-who-can-access-schools-or-educational-settings">Children of critical workers and vulnerable children who can access schools or educational settings - GOV.UK (www.gov.uk)</a></p> <p>Management of Health and Safety at Work Regulations 1999 Personal Protective Equipment at Work Regulations 1992 Coronavirus Restrictions: Updated 24 December 2021 <a href="https://www.gov.uk/government/publications/covid-19-coronavirus-restrictions-what-you-can-and-cannot-do">COVID-19 Coronavirus restrictions: what you can and cannot do - GOV.UK (www.gov.uk)</a></p> <p>Advice for pregnant employees: updated 14 December 2021: <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees">Coronavirus (COVID-19): advice for pregnant employees - GOV.UK (www.gov.uk)</a></p> <p>Vaccination information (updated 17 December 2022): <a href="https://www.gov.uk/government/publications/covid-19-vaccination-resources-for-schools/covid-19-vaccination-programme-for-children-and-young-people-guidance-for-schools">https://www.gov.uk/government/publications/covid-19-vaccination-resources-for-schools/covid-19-vaccination-programme-for-children-and-young-people-guidance-for-schools</a></p>
<p><b>Duration:</b> (e.g. Hr - hours - Min - Minutes)</p>	<p>From 11 January 2022 - Government change</p>



<b>Hazard</b>	<b>Who May be Harmed</b>	<b>Gov.uk Guidance and CMAT Response for Required Controls</b>	<b>Specific Educational Setting Response and Controls</b>	<b>Risk Rating</b>
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<p>Spread of Covid-19 –Coronavirus</p>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils</li> <li>• Visitors to your school</li> <li>• Cleaners</li> <li>• Contractors</li> <li>• Drivers</li> <li>• Vulnerable groups – Pregnant workers, those with existing underlying health conditions</li> </ul>	<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. They must then follow the guidance on self-isolation and further testing</p> <p>All adults who are fully vaccinated and children aged 5 to 18 years and 6 months, identified as a contact of someone with COVID-19 – whether Omicron or not – should take a lateral flow device (LFD) test every day for 7 days instead of self-isolating. Daily testing by close contacts will help to slow the spread of COVID-19.</p> <p>Daily testing for contacts of COVID-19 will help protect education settings by reducing transmission and will also help keep pupils in face-to-face education.</p> <p>Once notified by NHS Test and Trace as a close contact, all eligible staff, pupils and students should take an LFD each day for 7 days and report the results through the <a href="#">Online Reporting System</a> and to their setting. If they test negative, they can continue to attend their education setting. Outside of the education setting, they should continue to follow the advice set out in the <a href="#">Sunday 12 December press release</a>. This approach should also be</p>	<p>A weekly newsletter is issued with a COVID reporting reminder section of protocol.</p> <p>Letter was sent prior to start of term with general arrangements/changes and COVID courtesy as set out in our previous COVID Protocol Home School Agreement.</p> <p>Tweets and Emails were and continue to be sent regularly to remind families of strategies to reduce infection etc. Including LCC/South Holland District Council advice and reminders. This is being conducted throughout the holiday periods and Advent/Lent Terms in response to rising cases in South Holland Locality.</p> <p>Hand washing facilities in every class. Anti-bacterial hand wash and alcohol hand sanitizer.</p> <p>Sanitation available and portable taken around school and utilised at key transition times.</p> <p>All items kept to a limited amount. Only coats and bags/bookbags on pegs. Individual equipment strategy remaining in place.</p> <p>Promote good respiratory hygiene, “CATCH IT, BIN IT, KILL IT” approach. Tissues will be made available throughout the school. 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/CMAT Updates etc. Pupils and staff updated as necessary, communication throughout the school is key. Display posters, leaflets and other materials. Parents are</p>	
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		<p>adopted over the winter break and on return in January.</p> <p>Under the new guidance, anyone in England who receives a positive lateral flow device (LFD) test result should report their result on <a href="https://www.gov.uk">gov.uk</a> and must self-isolate immediately, but will not need to take a follow-up PCR test.</p> <p>After reporting a positive LFD test result, they will be contacted by NHS Test and Trace so that their contacts can be traced.</p> <p>Anyone who tests positive will be able to leave self-isolation seven days after the date of their initial positive test if they receive two negative lateral flow test results, 24 hours apart, on days six and seven.</p> <p>All staff and secondary aged pupils and students should have access to a box of 7 LFD tests from their education setting. If your setting requires additional test kits sooner than they would be available through the standard ordering process, or will run out of test kits imminently, you can contact 119 to request an emergency replenishment. For primary aged children <a href="#">LFD test kits are available</a></p>	<p>informed of hygiene expectations and for the need to communicate this message in the home environment.</p> <p>All staff follow and regularly reiterate the hygiene message to pupils/students; • 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> <p>All staff reporting Positive Test results on LFT to school and gov.uk as part of Test and Trace. All staff continue to be issued LFTs to allow for twice weekly testing on Sunday and Wednesday evenings.</p> <p>Cleaning boxes in each room –tissues/gloves/bin bags/cloths/detergent sprays kept high and/or in locked cupboard can be used in activity transition time to clean surfaces etc. This includes Milton Sprays for bubble bags of equipment.</p> <p>Arrival times: One-way driving drop off and pedestrian system allows for good social distancing as pupils arrive between 8:40 and 8:55am.</p> <p>Gates will only open at 15:05 prior to 15:15pm departure. A member of staff will supervise and utilise playground to encourage distancing between families. All CTS/Staff expected to promptly release classes at 15:15 to aid swift departure. Supervising member of staff to be on gates to lock and reduce 'socialising.'</p> <p>All pupils/students are asked and reminded to wash their hands;</p> <ul style="list-style-type: none"><li>• before leaving home and on arrival at school</li></ul>	
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		<p><u>through the usual routes</u> (community test sites, local pharmacies or online).</p> <p>Children under five years old do not need to take part in daily testing for contacts of COVID-19 and do not need to isolate.</p> <p>Anyone over the age of 18 years and 6 months who is not vaccinated, must isolate in line with government guidelines if they are a close contact of a positive case.</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 '<u>stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</u>' and <u>arrange to have a test</u> 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>Additional information on PCR test kits for schools and further education providers is available.</p>	<ul style="list-style-type: none"><li>• after using the toilet and after breaks and sporting activities</li><li>• before food preparation and eating any food, including snacks</li><li>• before leaving school Supervision of pupils/students washing hands correctly in school is periodically undertaken by staff</li></ul> <p>Arrival: pupils being prepared lined up safely outside on spots prior to entering class Santiser used at gate. In event of wet weather doors to playground opened and immediate entry to school directly.</p> <p>X 1 External Midday Supervisor Mrs T Quince will remain as a permanent cleaner in daily 1-3pm to deep clean and oversee toilet cleaning/emptying of bins etc. adhering to weekly cleaning policy rota/checklist alongside Mr V Matchett.</p> <p>PHE Protocol Sheet Printed and displayed in main office. Track and Trace Scan in or Sign in Process maintained.</p> <p>Office to remain closed parents may only attend booked meetings at HT discretion EG) SEND Reviews. Families encouraged to call/email or send correspondence via pupils to be collected during registration. Postal Box on school gates to also be utilised or hand in to staff on gate duty.</p> <p>PHE Action Cards shared between HT/Office from LA to ensure correct procedure is followed as part of NHS Track and Trace protocol.</p>	
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		<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>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>		
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		<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"> <li>• cover your cough or sneeze with a tissue</li> <li>• if you don't have any tissues available, then cough and sneeze into the crook of your elbow</li> <li>• throw the tissue in a bin</li> <li>• avoid touching your eyes, nose and mouth with unwashed hands</li> </ul> <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 <a href="#">Public Health England health protection team in the event of a possible case</a></p>		
PPE	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils</li> <li>• Visitors to your school</li> <li>• Cleaners</li> <li>• Contractors</li> <li>• Drivers</li> </ul> <p>Vulnerable groups – Pregnant workers, those with existing</p>	<p>Face covering control measures now stand that face coverings should be worn in communal areas in all settings by staff, visitors and pupils or students in year 7 and above unless they are exempt and pupils or students (in year 7 or above) should continue to wear face coverings on public and dedicated school transport, unless they are exempt.</p>	<p>Staff, visitors and families asked to wear masks in communal spaces and areas.</p> <p>CMAT Letter version 1 issued by DPOS sent 30.11.2021 regarding masks/isolating/ arrangements.</p> <p>PPE is already in school for specific use in EYFS we have high level of SEND and pupils with ASD that do not follow or understand social distancing and require intimate care.</p>	



	underlying health conditions	<p>From January 4th, we also recommend that in those schools where pupils in year 7 and above are educated, face coverings should be worn in classrooms. This does not apply in situations where wearing a face covering would impact on the ability to take part in exercise or strenuous activity, for example in PE lessons. This will also be a temporary measure</p> <p>The CMAT have also taken the decisions to extend this to all staff and visitors in primary school settings. We strongly believe we need to keep all of the Trust staff and pupils safe and well.</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 <b>already</b> 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>We have aprons, masks, visors and anti-bacterial handwash. Have cleaning materials, gloves/hand-wash. Have continued to order and maintain supplies and will continue to do so. PPE is also stored safely in medical room and available for staff providing intimate care. There is a supply of aprons/gloves and masks in every bubble if required/requested.</p> <p>We have hazard bags and where PPE is removed following guidance it will be placed in hazard bag and disposed in medical waste bin in medical room.</p> <p>Any pupils entering site will be asked to remove PPE following same protocol hazard bags etc will be outside on sanitation station. Families were advised of this prior to school commencing and know expected protocol-using straps to remove from face and place in hazard bag. Hands will be immediately washed.</p>	
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<p>First Aid</p>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils</li> <li>• Visitors to your school</li> <li>• Cleaners</li> <li>• Contractors</li> <li>• Drivers</li> </ul> <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 <a href="https://www.gov.uk/guidance/covid-19-guidance-for-first-responders">COVID-19: guidance for first responders - GOV.UK (www.gov.uk)</a></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>We have a dedicated First Aid Room/Intimate Care room with medical bed and all associated resources including sink. The room has window and can also be well ventilated.</p> <p>For minor First aid all classes have individual class boxes and books.</p> <p>We have mouth to mouth plastic visors and all first aiders know first aider is voluntary and at individual’s discretion. In CPD September 2020 staff were shown compression only CPR methods for this reason.</p>	
<p>Class Sizes</p>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils</li> <li>• Visitors to your school</li> <li>• Cleaners</li> <li>• Contractors</li> <li>• Drivers</li> </ul> <p>Vulnerable groups – Pregnant workers, those with existing underlying health conditions</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 ventilation.</p> <p>Where schools use transport, it is advised that pupils travelling should reflect the measures that are adopted in</p>	<p>Year groups are split into Cohorts/bubbles as per class breakdown at start of this document with x 2 adults.</p> <p>Class supervising adults remain the same-Class Teacher and TA. Cross Overs between bubbles are kept minimal where possible. All staff that have bubble cross overs have had a Health and Safety Induction to clarify how this is managed carefully.</p> <p>4 x SEND TAS including intimate care work between x 3 bubbles as above full health and safety induction provided.</p> <p>HT/Caretaker/Midday x 1 External Cleaning/Admin central corridors and storage bubbles to enable resources to be</p>	



		<p>school, unless on public transport when it is strongly suggested a facemask should be worn.</p>	<p>collected and delivered to rooms safely. Health and Safety Induction given.</p> <p>External contractors-Water Monitoring etc/Grounds Maintenance etc follow hygiene controls, read RA prior to commencing works. All contractors where possible to work in rooms and on-site when pupils are off-site or outside/in another area.</p> <p>All families have been asked to provide outdoor PE shoes and Inside PE Plimsolls no bare feet permitted.</p> <p>Staff/TA/SEND Team Meetings conducted via Microsoft Teams- This is planned to continue as more effective use of time as voted for by staff.</p> <p>SLT Meeting conducted Thursday 3:15pm face to face in well-ventilated office. CO2 checks completed routinely</p> <p>Staff asked to arrive where possible no earlier than 8:00am. Staff asked to leave promptly at end of school day and no later than 5:30pm so cleaning can take place with as few staff on site as possible.</p> <p>PPA covered by HLTA PPA may be taken off site and staff return when due to teach. If taken onsite maximum of x3 staff in Staff Room x2 in Meeting Room and x 1 in small office. Once used staff member must clean down area they have worked at.</p>	
<p>Health and Safety  Ventilation</p>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils</li> <li>• Visitors to your school</li> <li>• Cleaners</li> <li>• Contractors</li> <li>• Drivers</li> </ul>	<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</p>	<p>Compliance checks happening weekly now and throughout this crisis including weekly running of taps etc. and water testing has been conducted regularly by Guardian and will continue to do so.</p> <p>Health and Safety Audit completed in July 2020/November 2021 actions all rectified and remedial actions of where there were</p>	



	<p>Vulnerable groups – Pregnant workers, those with existing underlying health conditions</p>	<p>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. As of September, schools will be provided with a Carbon Dioxide monitors through a government funded scheme to test air quality and ventilation in rooms of concern to help minimise the transmission. <a href="https://www.gov.uk">All schools to receive carbon dioxide monitors - GOV.UK (www.gov.uk)</a></p> <p>To balance the need for increased ventilation while maintaining a comfortable temperature, consider:</p> <ul style="list-style-type: none"><li>• opening high level windows in colder weather in preference to low level to reduce draughts</li><li>• increasing the ventilation while spaces are unoccupied (for example, between classes, during break and lunch, when a room is unused)</li><li>• providing flexibility to allow additional, suitable indoor clothing – for more information see school uniform</li><li>• rearranging furniture where possible to avoid direct draughts Heating should be used as necessary to ensure comfort</li></ul>	<p>minimal. RA on Staff corridor table for all to read and sign and refer to.</p> <p>Fire drill planned termly</p> <p>Weekly Updates via Microsoft Teams Staff Table/Notice Board in main corridor with notices etc. Windows 365 Calendar and email messages School WHATSAPP used to share daily affirmations/reflections and positive messages usually shared through morning briefing. Any GDPR/Confidential information shared through secure email system only</p> <p>Daily Briefing at 8:35 will remain on MS Teams for now to avoid overcrowding of staffroom</p> <p>Regular updates of EVERY system by L Wide/V Matchett/J Withers/</p> <p>Windows/Doors and Sky lights routinely opened at varied levels depending on outdoor temperature. Corridor Playground doors open to allow through flow of air.</p> <p>Families/Pupils are advised to wear additional layers as and when required</p>	
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		<p>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 &amp; S audits undertaken and completed.</p> <p>Fire drills are undertaken and recorded. <b>Communicate any changes to fire procedures to all staff and children.</b></p> <p>DPS, Estate Leads and Finance visits will continue where required, 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. The submitted approved risk assessments will be kept for monitoring purposes and records.</p>		
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<p>Staff</p>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils</li> <li>• Visitors to your school</li> <li>• Cleaners</li> <li>• Contractors</li> <li>• Drivers</li> </ul> <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 <a href="https://www.gov.uk/government/news/coronavirus-covid-19-advice-for-pregnant-employees">Coronavirus (COVID-19): advice for pregnant employees - GOV.UK (www.gov.uk)</a></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</p>	<p>Equipment remains within specific rooms limited movement Individual pencil pots per child as outlined earlier.</p> <p>PE Days to continue to be named in weekly newsletter and kept the same weekly and children to come in full PE kit on those days-reducing excess materials/items on site and overwhelmingly preferred by families and staff.</p> <p>Every (Stage Reader child) child allocated x 2/3 reading books on x 1 weekly wiped down and given to pupils. Return day also Mondays. CT/TA to change/allocate books at this time. Older pupils/more able readers have swap boxes books returned left for 48hours and returned to shelf-generally good hygiene encouraged when handling school materials.</p> <p>More hygiene posters around school and social distancing etc. Staff room used in a minimal way/as outlined above Own cups already in use/safety cups so can be in class base. Staff already taking this action.</p> <p>All doors during working day are also safely opened as metal panels which pose transmission risk reduces need to touch handles etc.</p> <p>All resources organised where possible and printed at start/end of day so collected at one time and not sporadically.</p> <p>Specific subject resources-Staff to visit stock cupboard wearing apron and gloves and collect resources required. Once used wiped down and returned at a suitable time.</p> <p>Interventions etc required will and can be delivered in safe open well, ventilated break out spaces such as corridor learning stations, meeting room and Nurture Room/ICT Suite. A time table constructed building in cleaning time after each session.</p>	
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		<p>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>	<p>No more than 6 pupils all seated alongside one another forward facing allowing adult 1+ distance.</p> <p>See earlier notes above Additional cleaning 11-3pm to effectively oversee lunch provision. Site caretaker ams/pms Cleaning boxes in each room. Also see whole school cleaning schedule for staff responsibilities.</p> <p>Sanitation stations through school and in each class sink area Bins green and black bag throughout school and rooms We have x1 cleaner that is a midday supervisor completing additional hours</p> <p>95.66% staff double vaccinated as September 2021 commences</p> <p>Of Vaccinated staff 78.26% staff boosted with third vaccination as of January 4<sup>th</sup> 2022.</p> <p>Some staff receiving invites and taking up December 2021 Booster invites</p>	
Pupils (CEV)	<ul style="list-style-type: none"><li>• Pupils</li></ul>	<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</u></p>	<p>No CEV Staff/Pupils at this time</p> <p>The full guidance will be followed and MS Teams is in place to ensure our Teaching offer we have made to families in the event of Lockdown/ Shielding or Isolation.</p> <p><a href="https://www.st-norberts.lincs.sch.uk/COVIDResponseAndCatchUpFunding.asp">https://www.st-norberts.lincs.sch.uk/COVIDResponseAndCatchUpFunding.asp</a></p>	



		<p><u>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>Cleaning</p>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils</li> <li>• Visitors to your school</li> <li>• Cleaners</li> <li>• Contractors</li> <li>• Drivers</li> </ul> <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</p>	<p>V Matchett cleaning site and T Quince during day with focus on toilets, cleaning of frequent contact surfaces, hoovering of floors and emptying of bins and disinfecting/cleaning surfaces including end of day.</p> <p>Santisers in all key location's handwashing areas.</p> <p>Bins readily available around site/bubbles.</p> <p>On-going review of hours to ensure effective cleaning.</p> <p>Fogging available if required in response to cases/local rates etc.</p>	



		requirements throughout the working day in line with guidance.		
Education Visits and public events in school.	<ul style="list-style-type: none"><li>• Staff</li><li>• Pupils</li><li>• Visitors to your school</li><li>• Cleaners</li><li>• Contractors</li><li>• Drivers</li><li>• Vulnerable groups – Pregnant workers, those with existing underlying health conditions</li></ul>	<p>Schools can resume educational visits including residential, please refer to <a href="https://www.gov.uk/guidance/red-amber-and-green-list-rules-for-entering-england">https://www.gov.uk/guidance/red-amber-and-green-list-rules-for-entering-england</a></p> <p>We recommend that you consider whether to go ahead with planned international educational visits at this time, recognising the risk of disruption to education resulting from the need to isolate and test on arrival back into the UK. You should refer to the Foreign, Commonwealth and Development Office travel advice and the guidance on international travel before booking and travelling. You are advised to ensure</p>	<p>All trips and visits will resume including day trips and residential.</p> <p>All staff meet with EVC HT/SLT and Senior Admin to have a Trip/Visit planning meeting and construct Risk Assessment together using LCC EVOLVE system.</p> <p>No International Visits</p> <p>Worship to resume in hall and key events-social distancing and good hygiene practised through.</p> <p>Visiting adults kept to a minimum of no more than 60 in large hall etc for Nativity- Letter 1 from CMAT DPOS sent to families 30.11.2021</p>	



		<p>that any new bookings have adequate financial protection in place.</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 need to consider what control measures need to be used and follow wider advice on visiting indoor and outdoor venues. Schools should consult the <a href="#">health and safety guidance on educational visits</a> when considering visits.</p>		
Lettings	<ul style="list-style-type: none"><li>• Staff</li><li>• Pupils</li><li>• Visitors to your school</li><li>• Cleaners</li><li>• Contractors</li><li>• Drivers</li><li>• Vulnerable groups – Pregnant workers, those with existing underlying</li></ul>	<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</p>	Currently No Lettings – N/A	



	health conditions	the risk assessments are current and ensure reviewed assessments are forwarded for your consideration immediately.		
Meetings	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils</li> <li>• Visitors to your school</li> <li>• Cleaners</li> <li>• Contractors</li> <li>• Drivers</li> </ul> Vulnerable groups – Pregnant workers, those with existing underlying health conditions	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 and use a space where social distancing can be maintained.	SLT meeting on site as only x3 in well-spaced room  Staff Meeting-staff elected 4:15-5:15pm from home via MS Teams-this will continue.  LGB Meetings- On site but with social distancing measures in place and ventilation.	
Interviews	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils</li> <li>• Visitors to your school</li> <li>• Cleaners</li> <li>• Contractors</li> <li>• Drivers</li> <li>• Vulnerable groups – Pregnant workers, those with existing underlying health conditions</li> </ul>	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.	An LFT would be asked to be completed prior.  Limited access to a key interview room and well-ventilated corridor space for teaching activity.	



<p>Visitors to Setting</p>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils</li> <li>• Visitors to your school</li> <li>• Cleaners</li> <li>• Contractors</li> <li>• Drivers</li> <li>• Vulnerable groups – Pregnant workers, those with existing underlying health conditions</li> </ul>	<p><b><u>Essential Visitors:</u></b></p> <p>An Essential Visitor is someone who needs to meet with school staff or children because <u>there is no other reasonable way of doing things</u>. This could include a visit to provide tuition, an Act of Worship or a welfare meeting:</p> <ul style="list-style-type: none"> <li>• The DfE updated guidance is now that school visitors should be minimised to essential only</li> <li>• A visitor should take a lateral flow test before entering a school building</li> <li>• Picking up and dropping off of children should be done outside</li> <li>•</li> </ul> <p><b><u>Essential Contractors:</u></b></p> <p>An Essential Contractor is one who needs access to a building, to meet with school or Trust staff, to carry out testing, installation, health and safety or maintenance works.</p> <p>If you have any questions then please do not hesitate to contact me, but we need to urge on the side of caution. <u>This update will stay in place until directed otherwise.</u></p>	<p>Usual safeguarding/signing in protocol and Track and Trace sign in protocol.</p> <p>Visitors asked to wear masks</p> <p>Regular visitors complete LFTs and are part of LFT staff Group for result reporting.</p> <p>Essential Visitors include;</p> <ul style="list-style-type: none"> <li>-Maths on the Move-Teaching Staff</li> <li>-Educational Psychologist</li> <li>-Dance Teacher</li> <li>-Music Teachers ( x3)</li> <li>-Sr Clarissa/Fr Jim/Fr Paul</li> </ul>	
<p>Summer Clubs - Out of School</p>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils</li> </ul>	<p>Resume all your before and after-school educational activities and wraparound</p>	<p>No wrap around care.</p>	



<p>Clubs – Wraparound care and extra-curricular activity</p>	<ul style="list-style-type: none"> <li>• Visitors to your school</li> <li>• Cleaners</li> <li>• Contractors</li> <li>• Drivers</li> <li>• Vulnerable groups – Pregnant workers, those with existing underlying health conditions</li> </ul>	<p>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>Please assess your individual settings current situation in relation to positive cases when offering wraparound care.</p>	<p>After school clubs will resume 3:15-4:15pm only. Parents book via Parent Pay even where no affiliated cost.</p>	
<p>Mass Testing</p>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils</li> <li>• Visitors to your school</li> <li>• Cleaners</li> <li>• Contractors</li> <li>• Drivers</li> <li>• Vulnerable groups – Pregnant workers, those with existing underlying health conditions</li> </ul>	<p>All trust staff, school staff and secondary school pupils should continue to test twice weekly at home with lateral flow device test kits, 3 – 4 days apart. Testing remains voluntary but is strongly encouraged.</p> <p>In relation to asymptomatic testing in the school setting, 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. Once mass testing in schools has ceased, a small</p>	<p>Staff to resume LFT Last week of August.</p> <p>Staff completing LFTs Sunday evening and Wednesday evenings now-allowing greater time to organise absence cover.</p>	



		<p>apportioned ATS must be kept in school to support the requirements of any staff member or pupil having difficulty undertaking this task at home.</p> <p>One singular test will be provided for secondary aged pupils on return in January 2022. This will be staged over 3 days on large uptake.</p>		
<ul style="list-style-type: none"><li>• Secondary Settings Only</li></ul> <p>12-15 year olds vaccination offer.</p>	<ul style="list-style-type: none"><li>• Pupils</li></ul>	<p>All children aged 12 and over are now eligible for COVID-19 vaccination. Those aged 12 to 17 are eligible for a first dose of the Pfizer/BioNTech COVID-19 vaccine, although 12 to 17 year olds with certain medical conditions that make them more at risk of serious illness, or who are living with someone who is immunosuppressed, are eligible for 2 doses. These children will be contacted by a local NHS service such as their GP surgery to arrange their appointments. All other 12 to 15 year olds will be offered the vaccine via the school-based programme. NHS SAIS will drive and manage this delivery in school.</p>		

### Reaching the threshold for outbreak management

Please note you are no longer required to inform the LA Public Health Team or PHE of single cases and you do not need to call the DfE helpline to report them. DfE may continue to require you to report case numbers through the portal. Where you have single cases or cases where you know there is household transmission you



are not required to take any action. Where you become concerned about cases which are linked and potential transmission in the setting you should seek additional support, you are also required to inform the CMAT office.

The threshold to help you monitor this is:

- 5 children, pupils, students, or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period: or
- 10% of children, pupils, students, or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period.
- 2 children, pupils, students, and staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period for special schools, residential settings, and settings that operate with 20 or fewer children, pupils, students, and staff at any one time:

All settings should seek public health advice if a pupil, student, child, or staff member is admitted to hospital with COVID-19. They can do this by phoning the DfE helpline (0800 046 8687, option 1), or you can contact our LA Public Health phone line.

Hospitalisation could indicate increased severity of illness or a new variant of concern.

### 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"> <li>• Staff</li> <li>• Pupils</li> <li>• Visitors to your school</li> <li>• Cleaners</li> <li>• Contractors</li> <li>• Drivers</li> </ul> <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</p>	<p>School systems in place to ensure seamless transition to online remote offer in response to a bubble closure.</p> <p>Bubbles also able to be reinstated at any time.</p> <p>Good supply of PPE within setting if measures reinstated.</p> <p>Regular Email correspondence with EH regarding cases etc.</p>	
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		or further professional advice – 0800 046 8687		
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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

