



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	28/09/2021
Assessment undertaken by:	Emily Harman	Position:	Estates, Facilities and Health and Safety Advisor
Assessment undertaken with (SME): (Subject Matter Expert)	Mrs Jenna Withers	Position:	Head Teacher
Activity / Task / Topic / Detail:	COVID Recovery Plan October 2021		
Activity Location:	St. Norbert's Catholic Voluntary Academy (NSP)		
Address:	Tollgate Spalding Lincolnshire PE11 1NJ		
Number of People & Detail: (e.g. one person, 2-5, 6-10, 11-50, 51-100)	EYFS-30 Year 1- 30 Year 2- 30 Year 3- 30 Year 4- 29 Year 5- 30 Year 6- 27 Total: 205 Teacher: 8 Support 15 Breakdown: Senior Administrator x1 x1 HT		



	<p>X1AHT (Non-Teaching 2021-22/Leadership Project) X1 Caretaker whole site prior to and after school day X1 External Midday Supervisors/COVID Cleaning Role X2 External Midday Supervisors X3 Internal Midday Supervisors also TA's X7 TA's 9-12pm X 6 CTs XI EAL TA-PMs only- XI PP TA -PMs only- SEND TAs x3 am x4 pm</p>
<p>Expert Guidance: (e.g. HSE - .GOV.UK – PHE – DfE)</p>	<p>School COVID-19 operational guidance – 27 September 2021 Schools COVID-19 operational guidance - GOV.UK (www.gov.uk) 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 24 September 2021 Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection - GOV.UK (www.gov.uk) Guidance for school: coronavirus (COVID-19) updated 27 September 2021 Guidance for schools: coronavirus (COVID-19) - GOV.UK (www.gov.uk) Test kits for schools: 27 September 2021: https://www.gov.uk/government/publications/coronavirus-covid-19-test-kits-for-schools-and-fe-providers COVID-19 Cleaning in non-healthcare settings (19 July 2021) COVID-19: cleaning of non-healthcare settings outside the home - GOV.UK (www.gov.uk) Shielding and protecting people who are clinically extremely vulnerable from COVID-19 (updated 20 September 2021) Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19 - GOV.UK (www.gov.uk) Children of critical workers and vulnerable children who can access schools or educational settings (updated 9 March 2021) Children of critical workers and vulnerable children who can access schools or educational settings - GOV.UK (www.gov.uk) Coronavirus (covid-19) asymptomatic testing in schools and colleges (published 15 December 2020) (guidance under review following announcement on 22 February 2021) Updated 30 March 2021 Coronavirus (COVID-19) asymptomatic testing in schools and colleges - GOV.UK (www.gov.uk) (withdrawn 8 July 2021) Management of Health and Safety at Work Regulations 1999 Personal Protective Equipment at Work Regulations 1992 Staying alert and safe (social distancing) (published 11 May 2020) Updated 13 August 2020 (withdrawn 24th November 2020) Coronavirus Restrictions: Updated 14 September 2021 COVID-19 Coronavirus restrictions: what you can and cannot do - GOV.UK (www.gov.uk) Advice for pregnant employees: updated 20 July 2021: Coronavirus (COVID-19): advice for pregnant employees - GOV.UK (www.gov.uk)</p>



	Vaccination information (updated 17 th September 2021: https://www.gov.uk/government/publications/covid-19-vaccination-resources-for-schools/covid-19-vaccination-programme-for-children-and-young-people-guidance-for-schools)
Duration: (e.g. Hr - hours - Min - Minutes)	From 1 st October 2021 Government change

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 –Coronavirus</p>	<ul style="list-style-type: none"> • Staff • Pupils • Visitors to your school • Cleaners • Contractors • Drivers • Vulnerable groups – Pregnant workers, those with existing underlying 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 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 <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>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>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 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 Summer holiday period and Advent Term 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>If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the pupil can return to school, as long as the individual doesn't have COVID-19 symptoms.</p> <p>Additional information on PCR test kits for schools and further education providers is available.</p> <p>As is usual practice, in an emergency, call 999 if someone is seriously ill or injured or their life is at risk.</p> <p>Hand washing - Clean hands thoroughly more than usual, ensure washing facilities are available for use, failing this, supply hand 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>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>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">• before leaving home and on arrival at school• after using the toilet and after breaks and sporting activities• before food preparation and eating any food, including snacks	
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		<p>Pupils and staff updated as necessary, communication and consultation throughout the school community is key.</p> <p>Display posters, leaflets and other materials.</p> <p>Parents are informed of hygiene expectations and for the need to communicate this message in the home environment.</p> <p>Altering the classroom layouts and timetables, staggering entry and exit times, breaks will be supported should the school decide to keep this control measure.</p> <p>All staff follow and regularly reiterate the hygiene message to pupils/students;</p> <ul style="list-style-type: none">• cover your cough or sneeze with a tissue• if you don't have any tissues available, then cough and sneeze into the crook of your elbow• throw the tissue in a bin• avoid touching your eyes, nose and mouth with unwashed hands <p>All pupils/students are asked and reminded to wash their hands;</p> <p>Schools must ensure they understand the NHS Test and Trace process and how to contact their local Public Health England</p>	<ul style="list-style-type: none">• before leaving school Supervision of pupils/students washing hands correctly in school is periodically undertaken by staff <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 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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		health protection team in the event of a possible case	
PPE	<ul style="list-style-type: none"> • Staff • Pupils • Visitors to your school • Cleaners • Contractors • Drivers <p>Vulnerable groups – Pregnant workers, those with existing underlying health conditions</p>	<p>Face coverings or face masks in schools are not recommended to pupils staff or visitors in the autumn term 2021. However, should any members of your school’s community feel they would prefer to continue to use a face covering in order to alleviate stress or anxiety, the CMAT will support the decision.</p> <p>PPE will not be given to children under year 7 to use under any circumstance.</p> <p>Schools and colleges will need to communicate quickly and clearly to staff, parents, pupils and learners any new arrangements that require the use of face coverings in certain circumstances.</p> <p>PPE is still required in cases where; pupils whose care routinely already involves the use 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>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> <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>
First Aid	<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>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>Vulnerable groups – Pregnant workers, those with existing underlying health conditions</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>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"> • Staff • Pupils • Visitors to your school • Cleaners • Contractors • Drivers <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 school, unless on public transport when it is strongly suggested a facemask should be worn.</p>	<p>Year groups are split into Cohort 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 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</p>	



			<p>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.</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 x2 staff in ICT suite x1 in Meeting Room. Once used staff member must clean down area they have worked at.</p>	
<p>Health and Safety</p> <p>Ventilation</p>	<ul style="list-style-type: none"> • Staff • Pupils • Visitors to your school • Cleaners • Contractors • Drivers <p>Vulnerable groups – Pregnant workers, those with existing</p>	<p>Ensure staff who undertake your compliance checks are continuing these as normal practice. Fire alarm testing, emergency light testing, legionella testing, running the taps, fire doors operating correctly, fire appliances in situ and in date, fire alarms are serviced, PAT testing etc.</p> <p>Where possible ensure good ventilation around the school (opening</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 actions all rectified and remedial actions of where there were minimal. RA on Staff corridor table for all to read and sign and refer to.</p> <p>Fire drill planned termly</p>	



	underlying health conditions	<p>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.</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 comfort levels are maintained particularly in occupied spaces. <p>If possible, systems should be adjusted to full fresh air or, if this is not possible, then systems should be operated as normal as</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>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, Estate Leads and and the submitted approved risk assessments for monitoring purposes and records. This will continue into any national or local lockdown where concerns are raised.</p> <p>Dynamic risk assessments will be updated in line with new government guidance released.</p>		
<p>Staff</p>	<ul style="list-style-type: none"> • Staff • Pupils • Visitors to your school • Cleaners • Contractors • Drivers <p>Vulnerable groups – Pregnant workers,</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>Equipment remains within specific rooms limited movement Individual pencil pots per child as outlined earlier.</p> <p>PE Days to continue to be named 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</p>	



	<p>those with existing underlying health conditions</p>	<p>Clinically extremely vulnerable:</p> <p>Shielding advice was paused nationally from 31 March. CEV individuals are no longer advised to shield but must continue to follow the rules in place for everyone under the current national guidance. Staff in schools who are CEV will continue to undertake individual risk assessments in line with HR procedure.</p> <p>All pregnant staff follow specific guidance Coronavirus (COVID-19): advice for pregnant employees - GOV.UK (www.gov.uk)</p> <p>If you are 28 weeks pregnant and beyond, or if you are pregnant and have an underlying health condition that puts you at a greater risk of severe illness from COVID-19 at any gestation, you should take a more precautionary approach.</p> <p>This is because although you are at no more risk of contracting the virus than any other non-pregnant person who is in similar health, you have an increased risk of becoming severely ill and of pre-term birth if you contract COVID-19.</p> <p>Your employer should ensure you are able to adhere to any active national guidance for pregnant women.</p>	<p>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. 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</p>	
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		<p>Continue to undertake individual risk assessments for pregnant workers in line with HR procedure.</p>	<p>have x1 cleaner that is a midday supervisor completing additional hours</p> <p>100% staff double vaccinated as September 2021 commences</p>	
<p>Pupils (CEV)</p>	<ul style="list-style-type: none">• Pupils	<p>All CEV pupils should attend their school unless they are one of the very small number of pupils under paediatric or other specialist care and have been advised by their GP or clinician not to attend. Pupils who live with someone who is CEV should continue to attend school as normal.</p> <p>As normal, you should not encourage parents to request unnecessary medical evidence such as doctors' notes from their GP when their child is absent from school due to illness. This is already set out in the <u>school attendance guidance</u> but is especially important in the context of the pandemic and the coronavirus (COVID-19) vaccination programme. If evidence is required, it can take the form of prescriptions, appointment cards, text or email confirmation of appointments, rather than a doctors' note. As usual, input from GPs should only be sought where there are complex health needs or persistent absence issues.</p>	<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>https://www.st-norberts.lincs.sch.uk/COVIDResponseAndCatchUpFunding.asp</p>	



<p>Cleaning</p>	<ul style="list-style-type: none"> • Staff • Pupils • Visitors to your school • Cleaners • Contractors • Drivers <p>Vulnerable groups – Pregnant workers, those with existing underlying health conditions</p>	<p>Retain good cleaning regimes of all facilities throughout the day and at the end of each day.</p> <p>Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as desks, door handles, light switches, welfare facilities, using appropriate cleaning products and methods.</p> <p>Resources being utilised must be cleaned frequently.</p> <p>Retain additional cleaning of outdoor benches in between break times.</p> <p>Review cleaner and caretaker staff hours to accommodate additional cleaning requirements throughout the working day in line with guidance.</p>	<p>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>	
<p>Education Visits and public events in school.</p>	<ul style="list-style-type: none"> • Staff • Pupils • Visitors to your school • Cleaners • Contractors • Drivers <p>Vulnerable groups – Pregnant workers, those with</p>	<p>In line with the roadmap, schools can resume educational visits including residential and international, please refer to https://www.gov.uk/guidance/red-amber-and-green-list-rules-for-entering-england</p> <p>Any educational visits must be conducted in line with relevant coronavirus (COVID-19) secure</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>Worship to resume in hall and key events-social distancing and good hygiene practised through.</p>	



	<p>existing underlying health conditions</p>	<p>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 health and safety guidance on educational visits when considering visits.</p>	<p>Visiting adults kept to a minimum of no more than 60 in large hall etc for Nativity</p>	
<p>Lettings</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>School lettings are able to proceed, please ensure you have received an reviewed the hirers individual letting risk assessment and their procedures for adhering to .Gov.UK/Dfe and PHE/HSE guidance. Items to be covered on their risk assessments should include:</p> <p>Cleaning of premises, support of the NHS Test and Trace system and their communication procedures with PHE and the school directly. Check the dates on the risk assessments are current and ensure reviewed assessments are forwarded for your consideration immediately.</p>	<p>No Lettings – N/A</p>	



Meetings	<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>Meeting are permitted to resume as 'normal' however, please be cautious of staff and parent/carers concerns should they feel anxious about convening as a group. Explore the possibilities of a phased approach for reintegration.</p>	<p>SLT meeting on site as only x3 in well-spaced room</p> <p>Staff Meeting-staff elected 4:15-5:15pm from home via MS Teams-this will continue.</p> <p>LGB Meetings- On site but with social distancing measures in place and ventilation.</p>	
Interviews	<ul style="list-style-type: none"> • Staff • Pupils • Visitors to your school • Cleaners • Contractors • Drivers • Vulnerable groups – Pregnant workers, those with existing underlying health conditions 	<p>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.</p>	<p>An LFT would be asked to be completed prior.</p> <p>Limited access to a key interview room and well ventilated corridor space for teaching activity.</p>	
Visitors to Setting	<ul style="list-style-type: none"> • Staff • Pupils • Visitors to your school • Cleaners • Contractors • Drivers 	<p>All planned visitors to site are now permitted if required. Please continue to ensure all relevant checks are undertaken prior to the visit.</p>	<p>Usual safeguarding/signing in protocol and Track and Trace sign in protocol.</p>	



	<ul style="list-style-type: none"> • Vulnerable groups – Pregnant workers, those with existing underlying health conditions 			
<p>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>No wrap around 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"> • Staff • Pupils • Visitors to your school • Cleaners • Contractors • Drivers • Vulnerable groups – Pregnant 	<p>All trust 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</p>	<p>Staff to resume LFT Last week of August.</p>	



	workers, those with existing underlying health conditions	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 apportioned ATS must be kept in school to support the requirements of any staff member or pupil having difficulty undertaking this task at home.		
<ul style="list-style-type: none">Secondary Settings Only 12-15 year olds vaccination offer.	<ul style="list-style-type: none">Pupils	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	N/A	



programme. NHS SAIS will drive and manage this delivery in school.

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.

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

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
<p>Spread of Covid-19 –Local Outbreaks</p>	<ul style="list-style-type: none"> • Staff • Pupils • Visitors to your school • Cleaners • Contractors • Drivers <p>Vulnerable groups – Pregnant workers, those with existing underlying health conditions</p>	<p>Possibility that in some local areas it may become necessary to reintroduce ‘bubbles’ for a temporary period, to reduce mixing between groups. Any decision to recommend the reintroduction of ‘bubbles’ would not be taken lightly and would need to take account of the detrimental impact they can have on the delivery of education. Have your previous defined bubble information ready to be reintroduced should this be required.</p> <p>If you have an outbreak in your school, a director of public health might advise you that face coverings should temporarily be worn in communal areas or classrooms (by pupils staff and visitors, unless exempt).</p> <p>Follow.Gov, PHE, DfE and HSE guidance released in relation to local or national outbreaks only.</p> <p>In the event of new restrictions being imposed, the CMAT will liaise directly with the schools initially to discuss any additional control measures required then schools will need to communicate quickly and clearly to staff, parents, pupils the new arrangements.</p>	<p>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 anytime.</p> <p>Good supply of PPE within setting if measures reinstated.</p> <p>Regular Email correspondence with EH regarding cases etc.</p>	<p>Low</p>



		Use the DfE PHE helpline number if you have any concerns or require clarification 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.

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

