

**RISK ASSESSMENT FOR:  
School activities during COVID 19  
outbreak – After July 19<sup>th</sup> 2021**



<b>Establishment: St Mary's Infants</b>	<b>Assessment by: Hazel Warne-Holland</b>	<b>Date: 21/07/2021</b>
<b>Risk assessment number/ref: RA-001</b>	<b>Manager Approval: Verity Edey</b>	<b>Date: 21/07/2021</b>

Rev 15: revised to reflect move to Step 4 from July 19<sup>th</sup> and Schools Operational Guidance [Actions for schools during the coronavirus outbreak - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/guidance/actions-for-schools-during-the-coronavirus-outbreak)

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
<p><b>Individual risk factors meaning staff / pupils more vulnerable to COVID-19</b></p> <p><b>Clinically extremely vulnerable (CEV) pupils and staff</b></p> <p><b>Shielding for CEV individuals paused on 1<sup>st</sup> April 2021.</b></p>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p><b>Pupils</b> Those CEV pupils unable to attend school because they are under specialist care and following specific clinical advice (e.g. a letter from their consultant/GP stating they should refrain from attending school) will be provided with remote education.</p> <p>Existing individual health care plans in place for pupils/students to be reviewed.</p> <p>Clear message sent to parents that students should not be sent into school if unwell for both Covid-19 and any other illnesses/symptoms.</p> <p><b>Staff</b> Individuals classed as clinically extremely vulnerable to have <a href="#">a risk assessment</a> undertaken on their role. School to discuss arrangements / concerns with individuals and provide assurance of controls in place (i.e. hand washing, enhanced cleaning, ventilation, managing confirmed / suspected cases, LFD testing) and through the risk assessment process determine if any additional measures are required. This should consider if these staff are able to work from home or in areas / roles where limiting close contact is easier.</p>	<p>From 1<sup>st</sup> April CEV staff were able to return to the workplace. Individual risk assessments for CEV staff to be reviewed if they <b>cannot</b> work from home.</p>	School Office	1 <sup>st</sup> Sept 21	

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		<p>See <a href="https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19">https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</a></p> <p><a href="#">Protect vulnerable workers - Working safely during the coronavirus (COVID-19) pandemic (hse.gov.uk)</a></p> <p>Nationally every adult has been offered a first vaccine and the opportunity for two doses by mid-September.</p> <p><b>Asymptomatic testing (LFD testing)</b> Testing remains voluntary but strongly encouraged. Over the summer staff and secondary age students continue to test regularly (x2 weekly) if attending school.</p>	<p>In the event of an individual following specific clinical advice (e.g. a letter from their consultant/GP stating they should refrain from attending the workplace) it is strongly recommended that Schools contact their HR Advisor.</p> <p>COVID-19 booster vaccines to the most vulnerable, starting from September 2021</p> <p>Encourage vaccine take up (both doses)</p>			
<p><b>School occupants coming into contact with those with Coronavirus symptoms</b></p>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>School community clear on symptoms of coronavirus: a high temperature, a new continuous cough or a loss of, or change, in their normal sense of taste or smell. <a href="#">Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</a> followed.</p> <p>These expectations have been communicated to all.</p> <p>Arrangements in place to ensure symptomatic staff / pupils do not return until isolation period has passed or negative test result confirmed.</p> <p>No symptomatic individuals to present on site.</p> <p><b>In the event of a suspected case whilst working on site</b> Ensure SLT / Head are notified.</p> <p>Individual goes home immediately (if awaiting collection by their parent, isolate child in a room behind a closed door, or an area away from others (2M), open a window for ventilation) and self-isolate.</p>				

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<p><b>School occupants coming into contact with those with Coronavirus symptoms</b></p>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>School staff supervising the child while they await collection should wear PPE (a fluid resistant surgical mask, type IIR) if close contact is necessary. If direct care (such as for a very young child or a child with complex needs) is required then staff giving care to wear a fluid resistant surgical mask (type IIR), disposable apron and gloves.</p> <p>Clear message to parents that if a student is unwell at school, they are to be sent home or collected immediately.</p> <p>Anyone who has had contact with those with symptoms to wash hands thoroughly. All areas occupied and equipment used by the affected person are to be thoroughly cleaned and disinfected (see PHE cleaning advice <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</a> )</p> <p>Pupils, staff and other adults should follow public health advice on <a href="https://www.nhs.uk/when-to-self-isolate-and-what-to-do-covid-19">When to self-isolate and what to do - Coronavirus (COVID-19) - NHS (www.nhs.uk)</a></p> <p><b>Testing</b> Staff / pupils who develop symptoms should be PCR tested. Testing is most sensitive within 3 days of symptoms developing. Guidelines on who can get tested and how to arrange for a test can be found in the <a href="https://www.gov.uk/guidance/covid-19-getting-tested">COVID-19: getting tested guidance</a>.</p> <p>Tests can be booked online through the NHS website <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/">https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/</a> Direct link is <a href="https://self-referral.test-for-coronavirus.service.gov.uk/antigen/name">https://self-referral.test-for-coronavirus.service.gov.uk/antigen/name</a> or call 119 if they have no internet access.</p> <p>Schools were initially provided with 10 PCR home testing kits which can be provided in the <b>exceptional circumstance</b> that you believe an individual may have barriers to accessing testing elsewhere. See <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-home-test">https://www.gov.uk/government/publications/coronavirus-covid-19-home-test</a></p>	<p>Staff and pupils who are tested for Covid-19 to inform the school of result and date of test.</p> <p>A positive PCR test will still require self-isolation regardless of vaccination status or age.</p> <p>Additional PCR kits able to be ordered via <a href="https://request-testing.test-for-coronavirus.service.gov.uk/">https://request-testing.test-for-coronavirus.service.gov.uk/</a></p>			

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		<p><a href="#">kits-for-schools-and-fe-providers</a>. Kits are not be given directly to children, only to adults over the age of 18 or a child's parent or carer.</p> <p><b>Positive case in school setting</b> Those affected self-isolate and do not return to school until the end of self-isolation period. See case reporting protocol / flowchart for schools <a href="https://thegrid.org.uk/covid-19/key-documents-for-schools">https://thegrid.org.uk/covid-19/key-documents-for-schools</a> Up to August 16<sup>th</sup> email : <a href="mailto:COVID.EYSEducation@hertfordshire.gov.uk">COVID.EYSEducation@hertfordshire.gov.uk</a></p> <p><b>Asymptomatic testing (LFD testing)</b> Testing remains voluntary but strongly encouraged. Over the summer staff and secondary age students continue to test regularly (x2 weekly) if attending school. Primary age pupils are not tested with LFDs</p>	<p><b>From 16<sup>th</sup> August 2021</b> all under 18's and those adults who have been fully vaccinated will be exempt from self-isolation if a contact of a positive case.</p> <p>Close contacts should take a PCR test and only need to isolate if they test positive or develop symptoms themselves.</p>			
<b>General Transmission of COVID-19</b>	Staff,	<b>Hand Hygiene</b> Welfare facilities are provided which contain suitable levels of soap and paper towels.				

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<b>Ineffective hygiene protocols</b>	Students / pupils / wider contacts  Spread of COVID 19	<p>All persons to wash hands with soap and water regularly and thoroughly, for at least 20 seconds. Hand washing technique to be adopted as directed by NHS guidance posters in place to reinforce this.</p> <p>Alcohol hand sanitiser used in addition where required. Review existing levels / location of hand sanitiser stations. Provided at reception / entrance/exit points; student entrance /reception. Additional hand sanitiser in circulation spaces / classrooms where required.</p> <p>Build use into routines staff and pupil routines e.g. on arrival, when returning from breaks, when changing rooms, before / after eating.</p> <p>Site staff to regularly clean the hand washing facilities and check consumables. Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.</p> <p>Ensure adequate supplies of soap, hand sanitiser and paper towels and these should be securely stored.</p> <p>Catch it, kill it, bin it message reinforced. Staff / students to use tissues when coughing or sneezing and then place the used tissue in the bin before washing hands. (lidded bins in classrooms / other locations for disposal of tissues and other waste)</p> <p>All persons are reminded to not touch their eyes, nose or mouth if their hands are not clean.</p>				
<b>General Transmission of COVID-19</b>  <b>Ineffective cleaning</b>  <b>High Contact points</b>	Staff, Students / pupils / wider contacts  Spread of COVID 19	<p>Documented cleaning schedule in place, regular cleaning implemented.</p> <p>Ensure that frequent contact points, e.g. door handles, taps, flush handles, toilet door handles, table / desktops, bannisters, telephones, keyboards etc. are cleaned and disinfected regularly.</p> <p>Cleaning materials (e.g. disinfectant spray / wipes) available to staff. Manufacturer's instructions for dilution, application, PPE and contact times for all detergents and disinfectants to be followed.</p> <p>Only cleaning products supplied by the school are to be used.</p> <p><b>In the event of a suspected case / confirmed positive case on site</b> For disinfection (e.g. following a suspected case) use a combined detergent disinfectant solution at a dilution of 1000 parts per million (ppm) available</p>				

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		<p>chlorine (av.cl.) or a neutral purpose detergent followed by disinfection (1000 ppm av.cl.). See PHE advice <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a> if an alternative non-chlorine-based disinfectant is used ensure that it is <b>effective against enveloped viruses</b> i.e., a product to BS EN14476.</p> <p><b>When cleaning a contaminated area:</b> Cleaning staff to:</p> <ul style="list-style-type: none"> <li>• Wear disposable gloves and apron</li> <li>• Wear a fluid resistant surgical mask (Type IIR) if splashing likely</li> <li>• Hands should be washed with soap and water for 20 seconds after all PPE has been removed.</li> </ul> <p>PPE to be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished.</p> <p>Any cloths and mop heads used must be disposed of as single use items.</p>				
<b>Poorly ventilated spaces</b>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Occupied rooms to be kept as well ventilated as possible (by opening external windows / doors) or via mechanical ventilation systems. Where mechanical ventilation is present that removes and circulates air to <b>multiple</b> rooms, increase ventilation rate and recirculation should be turned off adjust these to full fresh air where possible. There is no need to adjust systems that serve only individual rooms or portable units as these operate on 100% recirculation. See <a href="#">HSE guidance</a> and <a href="#">CIBSE COVID-19 ventilation guidance</a> (v4 Oct 20)</p> <p>In cooler weather open windows just enough to provide constant background ventilation, open windows more fully between classes, during breaks etc. to purge the air in the space. Use heating / additional layers of clothing to maintain comfortable temperatures.</p> <p><b>Ensure key fire doors are not being compromised / wedged open (those protected stairwells, cross corridor, on single directional routes etc.)</b></p>	<p>Identify any poorly ventilated areas and take steps to improve. A CO<sub>2</sub> monitor can help identify if the space is poorly ventilated (CO<sub>2</sub> levels of between 800-1000ppm are indicative of a well-ventilated room.)</p> <p>Use high level windows where available to minimise drafts.</p> <p>Where lower level windows are being opened out onto play areas then ensure these don't create a risk of pupils running into the edge of an open window.</p>			
<b>General Transmission of COVID-19</b>	<p>Staff, Students / pupils / wider contacts</p>	<p><b>Meetings</b> Hybrid approach to meetings / parents' evenings etc. with use of virtual platforms where appropriate</p>				

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	Spread of COVID 19	<p><b>Face coverings</b> Any individuals who continue to choose to wear face coverings should be supported to do so. Those wearing face coverings should clean hands before and after touching – including to remove or put them on – and store them in individual, sealable plastic bags between use. See guidance on <a href="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">face coverings in Education</a></p> <p><a href="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">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</a></p> <p>Face coverings should still be worn in enclosed and crowded spaces where you may come into contact with people you don't normally meet. This includes public transport and dedicated transport to school.</p>	In the event of an outbreak the wearing of face coverings may be required to be re-introduced in classrooms / communal areas.			
<b>General Transmission of COVID-19 wider use of school by 3<sup>rd</sup> parties / beyond school day</b>	Staff, Students / pupils / wider contacts  Spread of COVID 19	<p><b>Hiring and lettings</b> risk assessments on use required from provider No set restrictions on indoor / outdoor capacity limits beyond what the school chooses to impose.</p> <p>Supplementary conditions of hire in place for COVID see <a href="https://thegrid.org.uk/health-and-safety-offsite-visits-premises/health-and-safety/premises-and-site-related">https://thegrid.org.uk/health-and-safety-offsite-visits-premises/health-and-safety/premises-and-site-related</a></p> <p>Room layouts and areas able to be accessed agreed with hirer. Time of hire avoids any unnecessary mixing with members of the school community. Welfare facilities and adequate supplies of soap/water, paper towels, hand sanitiser etc. are provided. Consider how well ventilated the hired space is and if this can be improved, for example by opening windows / doors where appropriate. Provide additional signage, if required, for hired spaces to remind users on hand washing etc. All areas used, particularly touch surfaces are cleaned before / after use / before occupation by school.</p> <p>Record should be kept of all visitors / lead booker (maintained for 21 days) to aid track and trace. Or <a href="#">NHS QR code poster</a> and check in function could be used for members of the public when premises are let to external providers. (this is not a legal requirement) Schools are not expected to create NHS QR code posters for their normal day to day operations.</p>	<p>Hirings / lettings to be reviewed in line with national advice and relaxation of restrictions.</p> <p>See also <a href="#">Sport England FAQs on return of sport</a></p>			

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		<p>In the event of a subsequent positive case returned by a hirer / member of a 3<sup>rd</sup> party group ensure there is a process in place to notify the school.</p> <p><b>Breakfast and afterschool clubs</b> – risk assessments on delivery required from providers See <a href="#">protective measures for holiday and after school clubs, and other out of school settings</a></p> <p><b>Performances</b></p> <p>For all indoor spaces, maximise natural ventilation (through opening windows and doors or using air conditioning systems wherever possible-see ventilation and music).</p>				
<b>Access to &amp; egress from site</b>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p><b>Visitors</b></p> <p>Ensure all visitors / building users are aware of school's expectations. They must follow social distancing, hand washing / use of sanitiser on entry and adhere to any restrictions on accessing parts of the building stipulated by the school.</p> <p>Volunteers, temporary / supply staff, sports coaches and other providers are briefed on school's arrangements for managing and minimising risk.</p> <p>Where visits can happen outside of school hours, they should. No longer a requirement to collect contact details but this will support NHS Test and Trace. Check in by providing an <a href="#">NHS QR code poster</a>, or alternate method for recording and securely storing names and contact details.</p> <p>Signage in reception regarding good hygiene. Use of Perspex screens for open receptions.</p>				
<b>Curriculum activities</b>		<p><b>PE / school sport</b></p> <p>No restrictions on how many people can take part in sport indoors / outdoors. No set restrictions on activities – continue to follow relevant National Governing Bodies guidance.</p> <p>Since 29<sup>th</sup> March outdoor fixtures against other schools have been permissible (in line with restrictions on grassroots sport).</p> <p>Since 12<sup>th</sup> April indoor competition between different schools has been permissible.</p>				



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		<p>See guidance on <a href="#">grassroot sports for public and sport providers</a>, <a href="#">safe provision and facilities</a>, and guidance from <a href="#">Sport England</a></p> <p>See advice and FAQ's from Association for Physical Education, AfPE have also published a model risk assessment for PE. <a href="https://www.afpe.org.uk/physical-education/coronavirus-guidance-support/">https://www.afpe.org.uk/physical-education/coronavirus-guidance-support/</a></p> <p><b>Music Singing and wind / brass instruments</b> No limits on the number of people who can sing indoors or outdoors. However there is Increased risk of aerosol transmission with volume and larger numbers of individuals within a confined space.</p> <p>Where using indoor spaces ensure good ventilation through the use of mechanical systems and/or opening windows and doors. Use larger rooms with high ceilings (school Hall) for larger groups. <b>Encouraging the use of outside space where practical</b></p> <p>Additional guidance and supplementary risk assessment on music lessons in school has been produced by Herts Music service. <a href="http://www.hertsmusicservice.org.uk/schools-covid-update/">http://www.hertsmusicservice.org.uk/schools-covid-update/</a></p> <p><b>Offsite visits</b> Off site visits risk assessment to be undertaken and include IPC measures.</p>				
<b>Canteen use / lunchtimes</b>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Reinforce handwashing prior to eating food. Hand sanitiser should be available at the entrance of any room where people eat and should be used by all persons when entering and leaving the area.</p> <p><b>Canteen use</b> Food operators continue to follow Food Standard Agency's (FSA) <a href="#">guidance on good hygiene practices</a> in food preparation and their Hazard Analysis and Critical Control Point (HACCP) processes.</p> <p>Payments should be taken by contactless methods wherever possible.</p>				
<b>Contractors</b>	<p>Contractors, Staff, Students / pupils / wider contacts,</p>	<p>School and any on site contractors (Catering, cleaning, FM provider etc.) to co-operate and share risk assessments. All contractors will read and comply with signs in reception regarding good hygiene. Staff and contractors are to maintain respectful distance between themselves and others (1M+ where practical).</p>				

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	Spread of COVID 19	All contractors are to wash their hands or use alcohol-based hand sanitiser upon entering the site. Agree approach to scheduled / ongoing building works. Where works can be conducted outside of the school day they should be.  School to seek confirmation of the contractors method statement / risk assessment.				
<b>Provision of first aid</b>	Staff, Students / pupils / wider contacts  Spread of COVID 19	Where reasonable physical contact should be kept to a minimum e.g. pupils apply cold pack, wipe, plaster where able to do so. Wash hands before / after treatment.  Those administering first aid should wear PPE appropriate to the circumstances. Where the injury was significant and thus required close care for an extended period then it would be reasonable to provide PPE. All PPE should be worn properly and removed with care. Wash hands immediately and thoroughly before and after removing PPE. <b>See also 'provision of personal care' and 'Suspected case whilst working on site'.</b>  First aiders to be aware of advice on CPR from The Resuscitation Council <a href="#">Resuscitation Council UK Statement on COVID-19 in relation to CPR and resuscitation in first aid and community settings   Resuscitation Council UK</a>				
<b>Provision of personal care</b>	Staff, Students / pupils / wider contacts  Spread of COVID 19	Additional PPE in place if required e.g. for intimate care, to be risk assessed and to be based on nature of task and level of contact (e.g. disposable apron, gloves, fluid resistant surgical mask (type IIR) and if there is a risk of splashing to the eyes e.g. coughing, spitting, vomiting then eye protection (e.g. face shield / visor) should be worn.) Face visors or shields should not be worn as an alternative to face coverings. Ensure any reusable PPE such as face visors are cleaned after use.  Where a child falls ill with Coronavirus symptoms whilst on site (new continuous cough, high temperature cough or a loss of, or change, in your normal sense of taste or smell.) then school staff supervising the child while they await collection should wear PPE (a fluid resistant surgical mask) <b>if</b> close contact is required.  If direct care (such as for a very young child or a child with complex needs) is required then staff giving care to wear a fluid resistant surgical mask, disposable apron and gloves. All PPE should be worn properly and removed with care. Wash hands immediately and thoroughly before and after removing PPE.				

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<b>Premises safety</b>	Staff, Students / pupils  Wider safeguarding / safety risks	Ensure all 'normal' tasks / compliance checks are being carried out/planned such as fire alarm testing, legionella controls, servicing of equipment, PAT testing etc. Ensure all key services are operational  <b>Legionella</b> Any new 'seldomly' used water outlets to be flushed weekly. Post any lockdown / in the event of closure of any part of the building i.e. where weekly flushing of outlets has not taken place then chlorination / flushing of whole system should take place.  Ensure key fire doors are not being compromised / wedged open (those protected stairwells, cross corridor, on single directional routes etc.)				
<b>Lack of awareness of PHE / school controls</b>	Staff, Students / pupils / wider contacts  Spread of COVID 19	All staff consulted on plans and risk assessment. Parents/ carers and pupils informed of measures in place to protect them Posters will be displayed in the reception, welfare areas and in suitable places around site.  Clear briefing for all personnel on site, warning them of the risks posed by the virus as well as the control measures outlined in this assessment and from government guidance.  Volunteers, peripatetic, temporary / supply staff, sports coaches and other providers are briefed on school's arrangements for managing and minimising risk.				
<b>Staffing levels</b>	Staff, Students / pupils  Spread of COVID 19  Wider safeguarding / safety risks	Dynamic decisions on staffing levels made dependent on numbers / needs of pupils present in school.  Reviewed to ensure adequate number of staff in attendance to maintain an appropriate ratio with pupils and ensure key competencies (first aid etc maintained)  Options such as supply staff, splitting classes, SLT cover, partial closure may be required in event of staff shortages.	Local operational decisions on partial closure / closure to be made in event of insufficient available staff to supervise pupils. With a move to remote learning in such circumstances for those pupils affected.			

## Previous revisions

**Rev 1:** updated template following issue of Government advice on July 2<sup>nd</sup>

[Actions for schools during coronavirus outbreak'](#)

**Rev 2:** 16/07/20 updates to swimming pool section following confirmation of re-opening from 25<sup>th</sup> July, additional controls added to hire / lettings, some other minor changes;

**Rev 3:** 13/08/20 updated to take account in changes in national advice regarding face coverings

**Rev 4:** 01/09/20 updated following updated [DfE guidance on full opening](#) (28/8/20), [face coverings in education](#) (year 7 and above), testing kits and DfE guidance on [extra curricular activity](#)

**Rev 5:** 09/10/20 updated link to reporting of positive cases, use of NHS COVID-19 app and link to supplementary hire conditions added, updated Association of PE links added, changes from previous version highlighted in yellow.

**Rev 6:** 04/11/20 updated following revised DfE guidance (22/10/20) and [New national restrictions](#) from November 5<sup>th</sup> until 2<sup>nd</sup> December (See also How New National Restrictions to control the spread of coronavirus (COVID-19) impact education, childcare and children's social care settings <https://www.gov.uk/guidance/education-and-childcare-settings-new-national-restrictions-from-5-november-2020>)

19/11/20 – minor addition only to clarify extracurricular activities / clubs can include activities related to PE, sport, music etc. where this is to enable parents / carers to work etc.

**Rev 7:** 01/12/20 Applicable from 2<sup>nd</sup> December updated to reflect end of national restrictions and Hertfordshire entering tier 2. Also maximum group size of 15 for singing / playing wind/ brass instruments removed and section on music revised.

14/12/20 minor update to reflect change in self-isolation period for close contacts from 14 days to 10 days with self-isolation period beginning on the day after exposure, a test or the start of symptoms.

**Rev 8:** 15/12/20 update to reflect the following District / Borough Councils moving into tier 3 very high alert on 12:01am on 16<sup>th</sup> December: Broxbourne, Hertsmere, Three Rivers, Watford See <https://www.gov.uk/guidance/full-list-of-local-restriction-tiers-by-area> ;

17/12/20 - minor update to reflect all of Hertfordshire entered tier 3 as from 00:01 Saturday 19<sup>th</sup> December

**Rev 9:** 23/12/20 update to reflect Hertfordshire entering tier 4 as from Sunday 20<sup>th</sup> December, CEV staff and students to shield, suspension of hires in line with national guidance, offer of lateral flow testing from 1<sup>st</sup> week in January.

**Rev 10:** 04/01/21 updated in line with revised national [guidance on return in January 2021](#) and Contingency framework implementation this applies to Schools in Broxbourne, Watford , Three Rivers and Hertsmere <https://www.gov.uk/government/publications/coronavirus-covid-19-contingency-framework-for-education-and-childcare-settings> changes highlighted in yellow

**Rev 11** 06/01/21 updated to remove reference to tiered system and announcement on 4<sup>th</sup> January of a national lockdown for all England

08/01/21 minor addition to make clear Schools can where required continue to engage supply and peripatetic teachers during this period.

03/02/21 updated broken AfPE hyperlink, added links to lateral flow testing risk assessment (No changes to the risk assessment required from the updated DfE guidance '[Restricting attendance during the national lockdown schools](#)' (2/2/21))

**Rev 12** 23/02/21 updated to reflect new DfE guidance applicable from March 8<sup>th</sup> <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak>

Take this opportunity to review and refresh all your now 'normal' measures on site, ensure that any signage and floor markings which may have faded / lost their impact are reinstated and re-communicate the

importance for staff and children of social distancing, wearing of face coverings, hand hygiene and maintaining ventilation.

**Rev 13** 01/04/21 review following updated DfE guidance and pause in shielding for CEV individuals from 31<sup>st</sup> March

**Rev 14 12/05/21** reviewed following revised DfE guidance of May 10<sup>th</sup> to reflect step 3 of roadmap (from May 17<sup>th</sup>) changes made relate mainly to face coverings, educational visits and wraparound / extra-curricular activity.

## **Relevant links**

Guidance for educational settings

<https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19>

Actions for schools COVID operational guidance

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

Contingency Framework <https://www.gov.uk/government/publications/coronavirus-covid-19-contingency-framework-for-education-and-childcare-settings>

Protective measures for holiday and after-school clubs

<https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak#consider-group>

Face coverings in Education <https://www.gov.uk/government/publications/face-coverings-in-education>

Cleaning after a positive / symptomatic case on site

Cleaning of non-healthcare settings <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>

Guidance on infection prevention and control for COVID-19

<https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control>

First aid guidance <https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov>

<https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/>

CPR on adults <https://www.sja.org.uk/get-advice/first-aid-advice/unresponsive-casualty/how-to-do-cpr-on-an-adult/>

Therapeutic use of Hydrotherapy pools ATACP <https://atacp.csp.org.uk/documents/atacp-recommendations-safe-aquatic-physiotherapy-practice-relation-covid-19-pandemic-0>

Stay at home guidance

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

Test and trace <https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace>

Face coverings <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>

Return to Recreational team sport framework <https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/return-to-recreational-team-sport-framework>

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Guidance on shielding and protecting people who are extremely vulnerable from COVID-19  
<https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19#Clinically>

Pregnant employees [Coronavirus \(COVID-19\): advice for pregnant employees - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees)

## Outbreak Management and Supplementary Risk assessment

### Introduction

DfE guidance states that schools should have an outbreak management (contingency) plan outlining how to operate if there were an outbreak in your school or local area. See [Actions for schools during the coronavirus outbreak - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/guidance/actions-for-schools-during-the-coronavirus-outbreak)

Given the detrimental impact that restrictions on education can have on children and young people, any further control 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.

This document can be used to guide you in deciding which measures you could re-introduce should you have an outbreak in your setting in addition to your on-going controls already in place as part of your existing COVID risk assessment.

Your outbreak management plan should be specific to your school and outline the measures you would implement based on the principles set out in the [Contingency framework](#), which describes how local outbreaks of Covid19 will be managed.

In the event of an outbreak or if there are concerns about the operational running of the setting or the impact on education and learning as a result of case numbers, a request for support should be requested by emailing [COVID.EYSEducation@hertfordshire.gov.uk](mailto:COVID.EYSEducation@hertfordshire.gov.uk) From the Autumn term the LA will require you to attach a copy of your outbreak management plan.

### What is an outbreak?

For most education and childcare settings an outbreak is likely to be identified, whichever one of these thresholds is reached first:

**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**

Or

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\***

*\*Single confirmed cases in these settings can be actioned as a priority to prevent an outbreak as these settings are considered higher risk.*

**Settings may also contact the LA for advice and support if they have concerns about the operational running of the setting or the impact on education and learning or impact on vulnerable pupils as a result of case numbers**

NB- The LA will also be monitoring cases in settings through the surveillance data and will contact the setting if information suggests there is an outbreak.

The template below is a guide on what measures you **may** be able to introduce if there is an outbreak in your setting and not an exhaustive list and must be adapted to make it relevant to your setting

### Supplementary Risk assessment - additional controls in the event of an Outbreak

Review your existing risk assessment controls for effectiveness (E.g. hand hygiene, cleaning regimes and ventilation) ensure these are robust, reinforced to staff and students and enhanced if / where required.

#### Additional control measures

In the event of an outbreak the school's COVID-19 risk assessment will be reviewed and updated. There may be a need to introduce additional measures to mitigate the risk of transmission, examples of these are detailed below and should be introduced as appropriate based on the circumstances of the outbreak. ***Any restrictions on attendance would only be considered in extreme circumstances and as a last resort.***

Additional Outbreak controls	Action by who?	Action by when?	Done
<p><b>Face Coverings</b> Temporary re-introduction of face coverings for the whole school or the class(es) / year(s) affected. Those wearing face coverings should clean hands before and after touching – including to remove or put them on – and store them in individual, sealable plastic bags between use. <b>Primary schools</b> re-introduction of face coverings would apply for visitors and staff in corridors and communal areas, including staffrooms (where close contact cannot be avoided).</p>			
<p><b>Enhanced cleaning</b> School's cleaning schedule reviewed and enhanced during the duration of the outbreak. In-particular for rooms used by multiple groups / classes.</p>			
<p><b>Limit the use of some shared areas</b> for example</p> <ul style="list-style-type: none"> <li>• Designated toilets for year groups</li> <li>• Students coming to school in PE kit to avoid use of changing rooms etc.</li> </ul>			
<p>Resources that are shared between different groups/classes such as sports, art, and science equipment, should be cleaned frequently and between use by different classes / groups.</p>			
<p><b>Limiting activities</b> Planned events / activities (e.g. open days, transition, or taster days) reviewed and specific risk assessments conducted to determine if these can proceed in line with an agreed system of additional controls ( limitation on numbers attending, wearing of face coverings, one way systems, enhanced cleaning regime etc.) or should be postponed. Consider a move to hybrid or remote delivery. Multiple year / whole school assemblies postponed during the outbreak and switched to remote delivery. All planned offsite visits reviewed and are to include COVID-19 controls, residential visits in-particular may need to be postponed. <b>Sports fixtures with other schools</b> will be reviewed and potentially postponed.</p>			



Additional Outbreak controls	Action by who?	Action by when?	Done
<p><b>Reduction in interaction / close contact situations</b></p> <p>Re-introduction of space at the front of the class to enable staff to maintain distance from students.</p> <p>Layouts and capacities for shared spaces such as offices, meeting rooms, staff room etc. will be reviewed to limit numbers.</p> <p>Face to face meetings to be restricted to those which are essential, all such meetings held in larger spaces with good ventilation.</p> <p>Large meetings / all staff briefings will be re-scheduled or undertaken remotely to reduce contact between staff.</p>			
<p><b>Visitors / parental attendance</b></p> <p>Access to school will be limited, parents/ carers and visitors to attend by appointment only. Wherever possible will take place via telephone or other virtual methods.</p> <p>Any additional controls required of visitors in response to an outbreak will be communicated to them.</p>			
<p><b>Hire / lettings</b></p> <p>In the event of an outbreak these will be reviewed and potentially postponed.</p> <p>Times of hire should ensure any unnecessary mixing with members of the school community is minimised and access is arranged to avoid such contact.</p> <p>Areas used by hirers to be subject to cleaning before / after use.</p> <p>School equipment should ideally not be used by hirers, if it is it must be thoroughly cleaned after use -or left in 'quarantine' for 72 hours before being used by the school / other users.</p>			
<p><b>Re-introduction of bubbles</b> (detail how this would be achieved, nature and size of bubbles to be as small as practicable to reduce transmission risk whilst delivering full curriculum). Groups to remain clear and consistent and separated from other groups.</p> <p>Limiting interaction between groups by:  Staggering breaks and lunch;  Minimise rooms / spaces being shared across groups;  Cleaning shared spaces between use by different groups e.g. canteen, school library etc.</p>			

Additional Outbreak controls	Action by who?	Action by when?	Done
<p>No groups are coming together for assemblies, events / school fairs, school trips etc.</p> <p>The reintroduction of bubbles for a temporary period, may be required to reduce mixing between groups. In line with the DfE guidance 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.</p> <p>Should a move to bubbles be made then enhanced cleaning and/or quarantining of shared equipment would be required alongside the introduction of bubbles.</p>			
<p><b>Testing</b> Asymptomatic testing capability retained on Secondary school sites. Wider testing may be advised in the case of an outbreak, in that event then school will follow the national guidance, reintroducing specific roles to support testing and training for these as required. ( As detailed in <a href="#">RP05 v7 Schools and Colleges Training Guide.pdf - Google Drive</a> )</p> <p><b>Home testing</b> Continue to provide LFD testing kits to staff and students and encourage 2x week testing. Increased use of home testing for staff / students in secondary schools may be required and will be encouraged.</p>			

### **Restrictions on attendance**

Restrictions on attendance would only be considered in extreme circumstances and as a last resort.

Additional measures would be implemented based on advice from the Local Authority, Director of Public Health (DsPH), Public Health England or Central Government.

If advised to limit attendance due to COVID cases the school's remote learning plans will be reintroduced.

### **Self-isolation**

NHS test and Trace will not advise adults who have been double vaccinated or children under 18 identified as close contacts to self-isolate from the 16<sup>th</sup> August 2021. However the LA may identify close contacts and advise they do not attend the setting in an outbreak situation.

### **Prioritising certain year groups**

DfE has stated in their contingency framework that Early years and primary settings should be prioritised to continue to operate as normal. The DfE may advise that other groups should be prioritised.

### **Early Years**

If attendance restrictions are needed, vulnerable children and children of critical workers should be allowed to attend.

### **Primary Schools**

If some attendance restrictions are needed, all vulnerable children, children of critical workers, children in reception, year 1 and year 2 should still be allowed to attend. If, by exception, attendance is restricted further, vulnerable children and children of critical workers should still be allowed to attend.

### **Middle Schools**

Middle schools (with some primary and secondary year groups) may need to adopt a combined approach depending on the restrictions in primary and secondary schools in the local area.

### **Secondary schools**

If some attendance restrictions are needed, all vulnerable children and young people, children of critical workers, pupils in years 10, 11, 12 and 13, and other pupils who were due to take external exams this academic year should still be allowed to attend. If, by exception, attendance is restricted further, vulnerable children and young people and children of critical workers should still be allowed to attend.

## **Special schools**

If attendance restrictions are needed, DfE's attendance expectations in special schools will remain in line with the equivalent age groups in mainstream schools. DfE's strong preference is that all vulnerable children and young people and children of critical workers are still allowed to attend full-time where the parent or carer wishes for their child to be able to attend.

In exceptional circumstances, special schools and special post-16 institutions may encounter circumstances where they cannot provide their usual interventions and provision at adequate staffing ratios, or with staff with vital specialist training. In these circumstances, they should seek to resume as close as possible to the specified provision for the child or young person as soon as possible. Where attendance is mandatory, full-time provision should be provided.

## **Alternative provision (AP)**

Alternative provision (AP) should continue to allow all children or pupils to attend full-time. On occasion AP will encounter circumstances where they cannot provide their usual interventions and provision at adequate staffing ratios, or with staff with appropriate specialist training. In these circumstances they should seek to resume as close as possible to full-time provision, as soon as possible.

## **Limits on Attendance**

If attendance needs to be restricted further then in all circumstances, priority should continue to be given to vulnerable children and young people and children of critical workers to attend to their normal timetables.

If attendance restrictions are required across an area the Government will publish detailed operational guidance for schools.

Should restrictions on site be needed the school will determine the workforce required on site and if it is appropriate for some staff to work remotely.

## **School meals**

The school will continue to provide meal options for all pupils in school.

Free school meals support in the form of meals or lunch parcels for those eligible for free school meals and not attending school.