



**Cabot**  
Learning  
Federation

<b>Title:</b>	Detailed Operational Risk Assessment, Full Opening		
<b>Academy:</b>	Herons' Moor Academy	<b>Principal Name:</b>	Julie Fox
<b>Principal Signature:</b>		<b>Date:</b>	14/12/2021

<b>Assessor:</b>	Model assessment drawn up by Health and Safety Team	<b>Position:</b>	Health and Safety Team	<b>Date of Assessment:</b>	06/07/2020 Reviewed: 25/08/2020  Reviewed 22/10/2020  Reviewed 03/11/2020  Reviewed 04/01/2021  Reviewed 22/02/2021  Reviewed 29/03/2021  Reviewed 11/05/2021  Reviewed 07/07/2021  Reviewed 20/08/2021  Reviewed 22/10/2021  Reviewed 29/11/2021  Reviewed 09/12/2021  Reviewed 13/12/2021  Reviewed 20/01/2022
<b>CLF H&amp;S Advisor:</b>	Jo Crickson, James Lewington, Owen Dukes and Jo Rodman				

## **1 Purpose From Step 4 of Roadmap (19<sup>th</sup> July 2021)**

This Risk Assessment responds to the risk of not having adequate controls in place to minimise the transmission of COVID-19.

This is a generic assessment that needs to be made specific for each Academy and reviewed regularly. This document should be read in conjunction with updated guidance

## **2 Status**

**This document has been written in response to the [COVID-19 Schools Operational Guidance](#) published by the Department of Education. This is a live document and will continue to be reviewed based on the Government Guidance.**

Principals and managers must ensure that all staff have access to this document and receive appropriate induction and training to allow them to support the implementation of mitigations. This should include contractors regularly working on site e.g. Catering and Cleaning.

## **3 Context / background**

The government introduced a roadmap to ease restrictions as we move towards living with COVID-19 in society. This is made up of 4 steps, in this risk assessment we are now moving into Step 4. See the full roadmap here: [Roadmap](#)

### **A dynamic picture (Roadmap step 4- outbreak management plans and Local intervention by DsPH)**

As the country moves to Step 4 of the Roadmap, the government will continue to manage the risk of serious illness from the spread of the virus. As COVID-19 becomes a virus that we learn to live with, there is now an imperative to reduce the disruption to children and young people's education - particularly given that the direct clinical risks to children are extremely low, and every adult has been offered a first vaccine and the opportunity for two vaccinations by mid-September

- the [Royal College of Paediatrics and Child Health](#) has made it clear that the overwhelming majority of children and young people still have no symptoms or very mild illness only

Outbreak Management Plans (wording)

**System of controls to manage and mitigate risk, according to DfE guidance:**

<b>Prevention:</b>	<ol style="list-style-type: none"><li>1) Ensure good hygiene for everyone including catch it, bin it, kill it approach</li><li>2) Maintain appropriate cleaning regimes</li><li>3) Keep occupied spaces well ventilated</li><li>4) Follow public health advice, on testing, self-isolation and managing confirmed cases on COVID-19</li></ol>
<b>Fundamental Prevention Controls</b> (Each bullet point has its own detailed section)	<p>The Academy will ensure all staff, pupils and visitors:</p> <ul style="list-style-type: none"><li>• Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school.</li><li>• Clean hands thoroughly more often than usual</li><li>• Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach</li><li>• Adequate levels of ventilation</li><li>• continue enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach</li><li>• Promote and engage in asymptomatic testing, where available , including encouraging all visitors to undertake and secure a negative LFD test</li><li>• Engage with the NHS Test and Trace process, for limited cases where they may require further information.</li><li>• Support where required Test and Trace for any confirmed cases or close contacts</li><li>• Continue to be advised by PHE following any outbreak and refer to outbreak management plans.</li></ul>

#### 4 Hazards and Mitigation

The below risk identification and mitigations respond to the risk of not having adequate controls in place to minimise the transmission of **COVID-19** between pupils, staff, visitors, parents/carers and contractors.

Possible Hazards	What is being done to alleviate risk?	Further Actions Required (sign when complete)
<ul style="list-style-type: none"> <li>Inadequate preparation for full opening after summer holidays and returning from 1<sup>st</sup> Sept 2021</li> </ul>	<p><b>Site related compliance tasks:</b></p> <ul style="list-style-type: none"> <li>The Academy has in place a Contract for statutory compliance and Planned and Preventative Maintenance (PPM) undertaken by Mears. The work has continued through academy closure within the summer holidays and Central team have continued to monitor to ensure the building remains compliant.</li> <li>Air handling and air conditioning units have been checked to ensure that if they receive an external source of air they remain in use and if they recirculate internal air this must be supplemented with natural ventilation e.g. by opening doors, windows, air vents where possible. Maintenance contractors e.g. GFM, Skansa, Campus have checked this and will continue to change/maintain the filtration systems as necessary.</li> </ul> <p><b>Pre-opening hygiene From 03/09/21:</b></p> <ul style="list-style-type: none"> <li>An enhanced deep clean has been undertaken in readiness for start of new academic year. The daily clean during COVID-19 continues to be an enhanced as standard, concentrating on high-risk areas, such as heavy touch points, surface, and toilets door handles, phones, etc.</li> <li>Any areas or items identified as specific risk (for example water fountains, will be assessed in order to make a decision regarding safety of use. The H&amp;S team will support where required.</li> <li>Regular cleaning must be in place and maintained with appropriate cleaning schedules, this should include areas and equipment (twice per day). With a particular focus on frequently touched surfaces.</li> </ul>	
<ul style="list-style-type: none"> <li>Staffing</li> </ul>	<p><b>Working from home:</b> · From 20th January 2022 the mandatory working from home rule has now been removed.</p> <p><b>Shielding:</b></p> <ul style="list-style-type: none"> <li>Clinically extremely vulnerable (CEV) people are no longer advised to shield but may wish to take extra precautions.</li> </ul> <p><b>CEV Pupils:</b></p>	

	<ul style="list-style-type: none"> <li>All CEV children should attend early years provision, school, college, wraparound childcare and out-of-school settings, unless they are one of the very small number of children under paediatric or other specialist care and have been advised by their GP or clinician not to attend.</li> </ul> <p><b>CEV Staffing:</b></p> <ul style="list-style-type: none"> <li>CEV staff are no longer advised to shield but may take extra precautions to protect themselves, and follow the practical steps set out in the CEV guidance to minimise their risk to exposure of the virus. (Further information will be released) PHE encourage all those staff that are eligible to have the vaccine to do so.</li> <li>If colleagues are 28 weeks pregnant and beyond, or if colleagues are pregnant and have an underlying health condition that puts you at a greater risk of severe illness from COVID-19 at any gestation, they should take a more precautionary approach. This is because although they are at no more risk of contracting the virus than any other non-pregnant person who is in similar health, they have an increased risk of becoming severely ill and of pre-term birth if they contract COVID-19.</li> <li>A decision on the adjustment that will be made to the staff's working environment will be made within their personal and pregnancy risk assessment, in consultation with their principal, line manager and HR. This will be supported by advice from a medical professional.</li> <li>Where risks cannot be removed or managed, colleagues will be offered suitable alternative work or working arrangements (which may include working from home) or be suspended on their normal pay.</li> </ul>	
Testing	<p>From Tuesday 11th January the requirement for a confirmatory PCR is no longer required if you receive a positive LFT result and have no Covid-19 symptoms. All results must be reported to NHS Test and Trace - <a href="http://www.gov.uk/report-covid19-result">www.gov.uk/report-covid19-result</a> (This is a temporary measure whilst transmission rates are nationally high)</p> <p><b>Home testing for Primary Academies</b></p> <p><b>Pupils</b></p> <ul style="list-style-type: none"> <li>There is no need for primary aged children to carry out testing however year 6 pupils that will transition to year 7 at the start of Sept 2021 can start testing earlier if there is an ATS available.</li> <li>Primary age pupils will not be tested with LFDs. Public Health England have advised there are currently limited public health benefits attached to testing primary pupils with lateral</li> </ul>	

	<p>flow device. Contractors, supply staff, peripatetic staff etc who visit the academy on a regular basis have been offered the opportunity to be tested.</p> <ul style="list-style-type: none"><li>• A separate Risk Assessment for secondary and primary testing that covers the measures in place to manage testing safely and should be read in conjunction with this full opening Risk Assessment.</li></ul> <p><b>Staff</b></p> <ul style="list-style-type: none"><li>• Staff should continue to undertake twice weekly testing until end September 2021 when this will be reviewed by PHE.</li><li>• All staff will have undertaken the necessary training before being provided with the LFD testing kits.</li><li>• LFD testing is covered via Risk Assessment templates, separate primary and secondary models are available that should be read alongside this full opening Risk Assessment.</li><li>• Access to testing is readily available from the academy Senior Operations managers or dedicated collection point. If for any reason these are unavailable kits can be obtained from your local pharmacy or can be ordered online.</li><li>• NHS Test and trace will be in contact with individuals who are positive for further instruction</li><li>• A small quantity of home testing kits have been provided to schools to give to parents of pupils who have developed symptoms whilst at school. This will speed up the process for parent who will find it difficult to attend a testing centre.</li></ul> <p><b>Symptoms/ positive result</b></p> <ul style="list-style-type: none"><li>• If staff/ pupils develop symptoms, they should be advised to go for a PCR test. If they test negative, they can return to their setting . If they test positive, they will be contacted by NHS Test and Trace with further instructions on isolation periods.</li><li>• Symptoms=PCR test</li><li>• Asymptomatic = LFD test</li><li>• Someone who has tested positive should isolate for 10 days and only return to school if they do not have symptoms other than a cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone.</li></ul>	
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- From Monday 17th January 2022, positive cases may be able to end their self-isolation period before the end of the 10 full days. The individual can take an LFD test from the fifth day of their isolation period, and another LFD test on the following day. The second LFD test should be taken at least 24 hours later. If both these test results are negative, and you do not have a high temperature, you may end self-isolation after the second negative test result from day 6.
- Schools are not expected to take a role in policing this.
- If the LFD test on the sixth day of the isolation period is positive, the individual must wait 24 hours before you take the next test. Isolation cannot end unless there are two negative test 24 hours apart
- If both your LFD test results are negative, it is likely that you were not infectious at the time the tests were taken. To further reduce the chance of passing COVID-19 on to others, if you end your self-isolation period before 10 full days you are strongly advised:
  - Limit close contact with other people in crowded or poorly ventilated spaces. (Academies to risk assess on a local basis and where possible reduce mixing, virtual assemblies etc. as standard.)
  - to work from home if you are able to
  - Face coverings need to be worn when in confined areas and moving around school/corridors/transport etc
  - to limit contact with anyone who is at higher risk of severe illness if infected with COVID-19
  - to follow the guidance on how to stay safe and help prevent the spread

From Tuesday 14 December, people who are fully vaccinated and identified by Test and Trace as a contact of someone with COVID-19 – whether Omicron or not – are strongly advised to take an NHS rapid lateral flow test every day for 7 days to help slow the spread of COVID-19. They do not need to undertake a PCR if daily testing (only if positive LFD) · It's important beyond day 8 you do not undertake further daily LFD testing if you continue to receive a positive result, stop and isolate until day 10.

Daily rapid testing applies to all contacts who are:

- fully vaccinated adults – people who have had 2 jabs
- all children aged 5 to 18 years and 6 months, regardless of their vaccination status
- *people who* can prove they are unable to be vaccinated for clinical reasons
- people taking part, or have taken part, in an approved clinical trial for a COVID-19 vaccine
- If the LFD test comes back positive you need to isolate as per The stay home guidance (see point above). If you develop symptoms, you should book a PCR test. If positive you do not need to continue with the daily LFD testing.



	<ul style="list-style-type: none"> <li>• Children under 5 are not being advised to take part in daily testing of close contacts. If a child under 5 is a contact of a confirmed case, they are not required to self-isolate and should not start daily testing.</li> <li>• If they live in the same household as someone with COVID-19 a PCR test is required as soon as possible. They can continue to attend an education or childcare setting while waiting for the PCR result</li> </ul> <p>Health Care workers Health and social care workers, including those working in education settings, should follow guidance for their sector on taking further LFD tests on day 8, 9 and 10</p> <p>90 Day Rule</p> <ul style="list-style-type: none"> <li>• Previous guidance stated individuals should not undertake an LFD or PCR test if they have tested positive in the past 90 days (unless they have developed new symptoms)</li> <li>• The guidance has been revised due to the Omicron variant and its level of re-infection. For Daily Testing (DTCC) everyone is encouraged to take part and if they test positive to get a PCR test.</li> </ul>	
Tracing	<ul style="list-style-type: none"> <li>• Staff who <b>haven't had both vaccinations</b> may be contacted by NHS Test and trace if they are a close contact and will be asked to undertake a PCR test. NHS Test and trace will advise accordingly on isolation periods.</li> <li>• From 14<sup>th</sup> December, staff /Pupils who have been identified as a close contact by Test and Trace and have received a double vaccination are aged 5 to18 and 6 months, unable to be vaccinated or taking part in an approved clinical trial for Covid 19 vaccine, will not need to self-isolate even if contacted by NHS Test and trace. However they will need to undertake daily LFD testing for 7 days as above.</li> <li>• NHS Test and trace and the relevant local Health Protection Team will work together to establish further actions required and will advise accordingly.</li> <li>• The NHS COVID-19 app ('the app') is a key part of the country's ongoing coronavirus (COVID-19) response. The app is available to download for anyone aged 16 and over if they choose to do so. The app will provide instructions to users where they are identified as a close contact. It is possible to pause the contact tracing function, recommended in the following situations:</li> </ul>	

	<ul style="list-style-type: none"> <li>• when an individual is not able to have their phone with them, for example because it is stored in a locker or communal area – this is to avoid the app picking up contacts when the individual is not with their phone</li> <li>• when an individual is working behind a Perspex (or equivalent) screen, fully protected from other colleagues and members of the public, as the individual is considered to be adequately protected from contracting coronavirus (COVID-19)</li> <li>• in a health or care setting where staff are wearing medical grade PPE (for example, a surgical mask) as these individuals are also considered to be adequately protected</li> </ul>	
<p>Maintain appropriate cleaning regimes</p>	<ul style="list-style-type: none"> <li>• For academies with contract cleaning: CLF central team have reviewed the cleaning specification with our cleaning contractor to ensure that this meets requirements set out in the guidance below. The Academy has identified high risk areas that require enhanced cleaning and have agreed and communicated this with our contract cleaners. Including areas such as Doors handles, desk surfaces, phones, all high touch points including toilets. This is in line with the government guidance 22<sup>nd</sup> October 2020.</li> <li>• Cleaning has been reviewed at Academy level to identify any requirement for further capacity.</li> <li>• Extra cleaning cover has been arranged during the peak academy time (10am to 2pm) This will continue for the foreseeable future</li> <li>• <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></li> </ul> <p>For academies employing their own cleaners: the central team have developed an outline cleaning specification to ensure we comply with requirements set out in the above guidance.</p> <p><b>Managing toilet cleaning regimes</b></p> <ul style="list-style-type: none"> <li>• Toilets are cleaned regularly throughout the day (at least once during the day).</li> <li>• Regular and thorough washing of hands.</li> <li>• Sufficient amount of hand soap and towel supplies are available.</li> <li>• Disposable paper towels are used in preference to hand dryers.</li> <li>• Increased janitorial services during peak times are in place</li> </ul> <p><b>Clean as you go</b></p> <ul style="list-style-type: none"> <li>• Staff support levels of cleanliness via ‘clean as you go’ throughout the day; this involves wiping down surfaces in areas, with anti-bacterial wipes or spray and disposable cloth/blue</li> </ul>	

	<p>roll; it is about instilling good habits and routines and does not replace the cleaning undertaken by contracted cleaning services. Adapt will continue to provide enhanced cleaning throughout the day.</p> <p><b>Managing outdoor equipment</b></p> <ul style="list-style-type: none"> <li>• Mobile equipment is only to be used if it can be cleaned after use e.g. trikes scooters etc.</li> <li>• Play equipment is available for use and appropriate cleaning arrangements have been put in place.</li> </ul> <p><b>Managing classroom materials</b></p> <ul style="list-style-type: none"> <li>• Ensure that equipment and surfaces are regularly cleaned at least twice a day as part of your normal cleaning procedures.</li> </ul> <p><b>Use of IT equipment and touch screen devices</b></p> <ul style="list-style-type: none"> <li>• Where pupils use IT equipment, this is cleaned after use, especially touch screens, keyboards, and mouse. Each pupil has access to their own identified keyboard/mouse/device.</li> <li>• Office telephones and two-way walkie talkies are wiped down at the end of each day.</li> <li>• Staff consider how to manage potential infection risk from work and personal mobile phones and where possible, wipe down before coming into academy. Mobile phones are kept in pockets or bags and if possible, not placed on desks. Mobile phones and other devices are not be shared where at all possible.</li> <li>• Digital signing in system screen is wiped down at regular intervals by reception throughout the day.</li> </ul> <p><b>Staffroom/ office space management</b></p> <ul style="list-style-type: none"> <li>• There are several touch points in the staff room, e.g. door handles, kettles, Zip boiler handles, cutlery microwaves etc. The Academy has an enhanced cleaning routine in place where these high-risk items are cleaned regularly</li> <li>• Where the staff room or work area remains in use: <ul style="list-style-type: none"> <li>○ Regular cleaning of area and clean as you go is implemented;</li> <li>○ Windows are open where possible;</li> <li>○ Regular wipe down of touch points – microwaves, door handles, fridge handles, hot water boiler, kettle, photocopiers and certainly wipe down before and after use.</li> </ul> </li> </ul>	
Ventilation	<p><b>Ventilation:</b></p> <ul style="list-style-type: none"> <li>• Academies follow the government guidance <a href="#">-HSE Ventilation Guidance</a></li> </ul>	

	<ul style="list-style-type: none"> <li>• It is <b>essential</b> to maintain good ventilation.</li> <li>• Where possible, this means windows are kept open to increase air circulation. in cooler weather windows should be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space.</li> <li>• Where possible and safe, doors are wedged open to increase ventilation and reduce touch points but maintaining fire safety.</li> <li>• In order to maintain thermal comfort, Academies will provide flexibility to allow additional, suitable indoor clothing.</li> </ul>	
Ensure good hygiene for everyone	<p><b>Hand and Respiratory Hygiene</b></p> <ul style="list-style-type: none"> <li>• When arriving at the academy pupils are encouraged to wash/sanitise their hands this continues throughout the day at regular intervals making use of hygiene stations around the academy.</li> <li>• Staff check to ensure pupils/their families are symptom free at the start of the day.</li> <li>• Pupils and staff must hand wash/sanitise as they come into any area for lessons or activities and regularly wash hands frequently throughout the day.</li> <li>• Sanitising solution containing alcohol should not be used in Science, DT or Art as it is highly flammable, non-alcohol solution (compliant with British Standards) or hand washing should be used/undertaken.</li> <li>• Staff will supervise the use of sanitiser to stop potential mis-use/ingestion</li> <li>• Tissues/ bins and sanitiser/ hand wash is available in all key areas.</li> <li>• Pupils and staff will hand wash/sanitise as standard when they move to a different area e.g. collect lunch.</li> <li>• Signage throughout the academy highlights the importance of washing your hands, respiratory hygiene “catch it, bin it, kill it”.</li> <li>• Bins will be emptied regularly throughout the day</li> <li>• Where pupils with complex needs struggle to maintain as good respiratory hygiene as their peers, for example those who spit uncontrollably or use saliva as a sensory stimulant, the Academy will consider how they support these pupils and the staff working with them and documented in an individual Risk Assessment. It is noted that the government guidance makes it clear that this is not a reason to deny these pupils face to face education.</li> <li>• Staff continually re-enforce the hygiene message to pupils both in their re-integration, induction and throughout their time in school</li> <li>• Windows are opened where possible to increase natural ventilation.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Where possible doors are left open to avoid regular touch points.</li> <li>• Staff make use of Public Health England Education resources (See Appendix 3)</li> </ul> <p><b>Use of PPE</b></p> <ul style="list-style-type: none"> <li>• Most staff in education, childcare and children’s social care settings will not require PPE in response to COVID-19 beyond what they would normally need for their work</li> <li>• If a child, young person, or pupil already has routine intimate care needs that involve the use of PPE, the same PPE should continue to be used.</li> <li>• The PPE that should be used in the following situations when caring for someone with symptoms of COVID-19 is: <ul style="list-style-type: none"> <li>• a face mask should be worn if close contact is necessary</li> <li>• if contact is necessary, then gloves, an apron and a face mask should be worn</li> <li>• eye protection if a risk assessment determines that there is a risk of fluids entering the eye, for example, from coughing, spitting or vomiting.</li> </ul> </li> <li>• Academies will make sure their outbreak management plans cover the possibility that in some local areas it may become necessary to reintroduce face masks as a temporary measure to limit the risk of transmission. This decision to introduce face coverings can only be made by directors of Public Health (DsPH) anything more widespread on social distancing will be made by secretary of state.</li> <li>• In addition to the above, all staff and pupils have the flexibility to wear a face covering where they choose to do so. Any individuals who wish to wear their own face covering or mask to/in a teaching space should discuss this with their Principal.</li> <li>• If a pupil or a member of staff arrives at academy wearing a face mask or homemade face mask and are not going to wear in school, it is taken off and disposed of or put in a sealable plastic bag and stored safely to take back home with them. They must then wash hands immediately after.</li> <li>• If face masks are re-introduced by Director of PHE then helpful videos are included in the toolkit, linked at Appendix 1. These should be shared with staff and secondary age pupils and good hygiene related to the use of face coverings should be upheld and reinforced.</li> <li>• If a risk assessment determines that there is a risk of splashing to the eyes when administering first aid, providing intimate care, physical intervention, for example from coughing, spitting, or vomiting, then eye protection is also be worn. Visors are available and can be wiped down and cleaned in-between use and left for 72 hours before next use.</li> </ul>	
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	<ul style="list-style-type: none"> <li>• Disposable gloves are used for the administration of first aid (including dealing with bodily fluids), intimate care physical intervention supporting a symptomatic individual, and clean as you go cleaning routines where appropriate.</li> </ul>	
<p>Managing a person with COVID-19 symptoms on site</p>	<ul style="list-style-type: none"> <li>• The Academy has identified a room (" The Forest Room") to set aside for isolation of any staff/pupils who start to present Covid-19 symptoms during the day. This room has a hard-plastic wipe down chair and a lidded bin. Should anyone in isolation require the toilet they will use the one in the Front Office area as this will restrict contact with others and taking this out of use until it is deep cleaned will cause minimum disruption to others. After the individual leaves the site, The Den will be locked, ready for an enhanced clean. Appropriate arrangements are in place for dealing with any waste from the isolation room, eg double bagged and stored securely for 72 hours before disposal in normal waste. This is separate to the First Aid room as that will be required for first aid incidents throughout the day.</li> <li>• Any requirement to isolate staff or pupils is be reported via Academy principal or Operations Manager so the person is advised to isolate and advised to undertake a confirmatory PCR test. The health and safety team need to be notified as soon as the academy is aware of a positive LFD or PCR case.</li> <li>• If there is an emergency on site or any person is seriously ill or injured or their life is at risk, the Academy calls 999 as usual. They notify the emergency services if any affected person is presenting symptoms of COVID-19.</li> <li>• If staff are supporting an unwell person and cannot maintain 2m social distance then they must wear the appropriate PPE e.g. gloves, mask and visor if a risk of contaminant splashing your eyes etc.. Following use, PPE is safely removed and disposed of. Staff wash their hands immediately after use of PPE.</li> <li>• If a member of staff has helped a symptomatic person and has provided close contact care to a person with symptoms they do not need to self-isolate unless contacted by NHS Test and trace.</li> <li>• NHS Test and Trace will identify any close contacts and will be in touch directly with individuals.</li> <li>• Individuals are not required to self-isolate if they live in the same household as someone with COVID-19 or are a close contact of someone with COVID-19, and any of the following apply. They have to undertake LFD testing for 7 days: Daily rapid testing applies to all close contacts who are: <ul style="list-style-type: none"> <li>• they are fully vaccinated</li> </ul> </li> </ul>	

	<ul style="list-style-type: none"> <li>• they are below the age of 18 years and 6 months however they must undertake lateral flow tests daily whilst waiting for their PCR test result.</li> <li>• they have taken part in or are currently part of an approved COVID-19 vaccine trial</li> <li>• they are not able to get vaccinated for medical reasons</li> <li>• Any member of staff who is over 18 years and 6 months and is not fully vaccinated will still need to isolate if contacted by NHS Test and Trace as a close contact.</li> <li>• Staff who have supported an unwell individual are instructed to wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. They will be contacted directly by NHS Test and Trace and be provided with further instructions if identified as a close contact.</li> <li>• The area is taken out of use, awaiting a contract cleaner enhanced clean. See the COVID-19 cleaning of non-healthcare settings guidance. The Academy has identified a second area for use until enhanced clean occurs.</li> <li>• The Academy advises anyone who has become ill with symptoms of COVID-19 during the school day to seek a test.</li> <li>• Public Health have provided Academies with a small number of testing kits that they can give directly to parents where they think providing one, will significantly increase the likelihood of them getting tested.</li> </ul>	
Management of confirmed case	<ul style="list-style-type: none"> <li>• As soon as a member of our school community has been tested and receives a positive PCR result or a LFD result which has been undertaken at an academy test site or at home we will inform Executive Principal and Health and Safety team without delay.</li> <li>• Staff and pupils who have tested positive using a LFD home testing must isolate. All results must be reported to NHS Test and Trace and will advise on isolation - <a href="http://www.gov.uk/report-covid19-result">www.gov.uk/report-covid19-result</a></li> <li>• The Operations Manager (or person delegated) will record all cases in the COVID-19 Tracker, and report through to the Health and Safety Team.</li> <li>• The academy will work in collaboration with public health / NHS Test and trace.</li> </ul>	
Management of an Outbreak Event	<p>An outbreak is defined by the following statements depending on setting:</p> <p>For most education and childcare settings, whichever of these thresholds is reached first:</p> <ul style="list-style-type: none"> <li>• 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; or</li> </ul>	

	<ul style="list-style-type: none"> <li>• 10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period.</li> </ul> <p>For special schools, residential settings, and settings that operate with 20 or fewer children, pupils, students and staff at any one time:</p> <ul style="list-style-type: none"> <li>• 2 children, pupils, students and staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period</li> </ul> <p>In the event the academy experiences an outbreak they will work with the local Health Protection Team and in line with their amended CLF Contingency Framework Template (<a href="#">LINK HERE</a>)</p> <p>Following guidance from the <a href="#">Government COVID Contingency Framework for Educational Settings</a></p>	
Social Distancing	<ul style="list-style-type: none"> <li>• Social distancing requirements have been withdrawn, however depending on numbers of positive cases within local communities directors of Public Health (DsPH) and health protection teams may advise to reintroduce social distancing measures e.g. bubbles. This will be detailed in the Academy Outbreak Management Plan.</li> <li>• Individual settings and small clusters of school the decision to introduce bubbles etc can only be made by directors of Public Health (DsPH) anything more widespread on social distancing will be made by secretary of state.</li> <li>• Decision to re-introduce any social distancing measures will not be taken lightly and will need to take account of the detrimental impact this can have on the delivery of education.</li> </ul> <p><b><u>Face Coverings:</u></b></p> <ul style="list-style-type: none"> <li>• <b>(Secondary and primary staff only)</b> staff and visitors should come to school with a face covering <b>from Tues 30 November</b>. This should be worn throughout the day, when in communal areas such as corridors. With the exception of those who are exempt from wearing a face covering for health reasons.</li> <li>• In areas where staff have the potential to congregate. e.g., office spaces and staff rooms, face coverings should be worn. There is no time limit on how long staff can be in a communal space before wearing a face covering. With the exception of those who are exempt from wearing a face covering for health reasons.</li> <li>• Health advice continues to be that children in primary schools should not be asked to wear face coverings.</li> </ul>	



	<ul style="list-style-type: none"> <li>• From 20th January 2022 the compulsory wearing of face coverings in classrooms for year 7 and above, staff and visitors has been removed. However, for those individuals who wish to continue to wear face coverings within classrooms may choose to do so.</li> <li>• As a further precautionary measure to reduce the chances of both transmitting and catching the virus, the CLF are advocating that parents/carers are encouraged to wear face coverings at drop off and pick up.</li> </ul> <p><b><u>Bubbles:</u></b></p> <ul style="list-style-type: none"> <li>• Academies will ensure Outbreak Management Plans cover the possibility that in some local areas it may become necessary to reintroduce ‘bubbles’ for a temporary period, to reduce mixing between groups.</li> </ul> <p><b><u>Classroom areas</u></b></p> <ul style="list-style-type: none"> <li>• The use of market out teacher boxes at the front of classrooms remains an option within each Academy in order to support teaching staff to manage social distancing within classrooms in line with local arrangements and personal risk assessments.</li> <li>• Where already in place, seating plans should be available for NHS Test and Trace if requested. Consideration is given to record keeping where individual staff work in close contact with pupils.</li> </ul> <p><b><u>Large gatherings</u></b></p> <ul style="list-style-type: none"> <li>• From 1<sup>st</sup> November 2021, large gatherings (e.g. assemblies) with mixed age groups will not be held.</li> </ul>	
First aid	<ul style="list-style-type: none"> <li>• When dealing with an injury that could take a while to treat (e.g. stopping a nose bleed) staff consider ventilation to the room where this injury is being treated. They keep the door open if possible (maintaining privacy) and ensure any air extraction unit is turned on and functional. Ensure gloves / face coverings and apron / eye protection (goggles-visors) are available and used if required. Pupils do not attend school if symptomatic.</li> <li>• Qualified First aiders are on site at all times of core hours as per normal operating procedures.</li> <li>• Staff qualified in the administration of medication must be on site at all times of core hours as per normal operating procedures.</li> </ul>	

	<ul style="list-style-type: none"> <li>• <u>EYFS requirements:</u> A paediatric trained first aider is present when EYFS (Preschool and R) pupils are on site and where (N) children aged 0-24 months are on site.</li> <li>• The requirement is modified where children aged 2-5 are on site (with no children under 24 months) to a 'best endeavours duty' to have someone with a full PFA certificate on site.</li> <li>• Any tissues / disposable cloths/disposable mops etc. that have been used to deal with bodily fluids of a symptomatic individual are bagged and put into a closed bin. This is stored in the bin area for 72 hours and then disposed of as normal waste. This is a precautionary measure as no one on site symptomatic. If dealing with bodily fluids ensure there are supplies of spills kits, and the correct PPE is worn.</li> <li>• In adults, it is recommended that you do not perform mouth-to-mouth resuscitation – perform chest compressions only. Compression-only CPR may be as effective as combined resuscitation and compression in the first few minutes.</li> <li>• In children, cardiac arrest is more likely to be caused by a respiratory problem or lack of oxygen. Therefore, chest compressions alone are unlikely to be effective. If a decision is made to perform mouth-to-mouth ventilation, use a resuscitation face shield, if one is available.</li> <li>• If you perform mouth-to-mouth resuscitation, no additional actions need to be taken other than monitoring yourself for symptoms of possible COVID-19 over the following 14 days, unless the individual had been confirmed to be positive for COVID-19 in the last 10 days.</li> </ul>	<p>Ensure that first aid kits are supplied with face shields for CPR involving children.</p>
Trips/ activities	<ul style="list-style-type: none"> <li>• Activities can continue as part of your normal standard operating procedures. Trip guidance is available to all staff involved in the running and oversight of trips.</li> <li>• Educational day visits can continue to be undertaken</li> <li>• Domestic residential educational visits can continue to be undertaken</li> <li>• International trips must be discussed and agreed with EP, health and Safety team and finance.</li> <li>• In line with current practice all trips must be added onto Evolve so they can be approved by the academies EVC and Principal (<b>Category C approved by the CLF</b>)</li> </ul>	
Visitor reception area	<ul style="list-style-type: none"> <li>• Any visitors on site will be asked if they have symptoms or have they been in contact with anyone showing COVID-19 symptoms.</li> <li>• Signage is displayed on good hygiene measures within the entrance to visitor reception.</li> <li>• The Academy will consider which visits will take place in person and which will have remote contact.</li> <li>• Hand sanitising facilities are available within the entrance to reception area.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Where appropriate all main reception areas are screened with glass/Perspex to create a physical barrier.</li> <li>• All visitors to the academy are encouraged to undertake an LFD test before they arrive at the academy to secure a negative result.</li> </ul>	
Contractors on Site	<ul style="list-style-type: none"> <li>• Induction to site is carried out by premises team and this includes any new procedures (e.g. hand and respiratory hygiene, regular cleaning)</li> <li>• Work is undertaken out of core hours if possible, or under agreed arrangements with principal/SLT.</li> </ul>	
Communications with Parents /carers and local community	<ul style="list-style-type: none"> <li>• Parents will be reminded by the academy to check their children for any symptoms before bringing them to the academy. They will isolate their children where necessary following the government guidance (<u>Stay at home guidance</u>) .Relevant communications related to asymptomatic testing will be provided to parents, pupils and staff.</li> </ul>	
Wellbeing and Communications with staff	<ul style="list-style-type: none"> <li>• Principals will need to advise staff that although most COVID-19 rules have ended, there are still 4 main principals of controls need to be followed, these are: <ol style="list-style-type: none"> <li><b>1) Ensure good hygiene for everyone including catch it, bin it, kill it</b></li> <li><b>2) Maintain appropriate cleaning regimes</b></li> <li><b>3) Keep occupied spaces well ventilated</b></li> <li><b>4) Follow public health advice, on testing, self-isolation and managing confirmed cases on COVID-19</b></li> </ol> </li> <li>• Annual induction has been refreshed and delivered to all staff. This will be completed by all staff on site in accordance with the training and induction plan. This training is readily available and can be used whenever required.</li> <li>• Staff are kept up to date via good quality ongoing communications.</li> <li>• Support for staff is available as required and may include individual discussions with line managers, members of SLT or with HR colleagues.</li> <li>• Staff are encouraged to talk through any issues and anxieties and to seek support as needed.</li> <li>• Through induction and other resources and communications, staff will be signposted to: <ul style="list-style-type: none"> <li>• Relevant government guidance.</li> <li>• Employee assistance programme (EAP).</li> <li>• CLF wellbeing blog. <a href="https://clfwellbeing.wordpress.com/">https://clfwellbeing.wordpress.com/</a></li> <li>• The CLF partnered APP – Thrive</li> </ul> </li> </ul>	

	<ul style="list-style-type: none"> <li>• It is acknowledged that some returning staff may have suffered bereavements within their family/network, this will be discussed in induction and support system signposted (for example EAP and to counselling – see Appendix 1).</li> <li>• Following our normal consultative procedures, the CLF and Academies continue to work positively with Trade Unions and indeed the unions have had input into the government guidance.</li> <li>• Cleaning and Catering contract staff will be included in staff training, review of new arrangements and procedures, and be able to raise any concerns with these arrangements and how this may impact upon them.</li> <li>• If staff feel concerned/ anxious and they are advised to speak to SLT to discuss any issues. Further guidance and risk assessments have been developed for pupils and staff, please see your Principal.</li> <li>• The DfE is providing additional support to pupils and staff <a href="http://www.educationsupport.org.uk">www.educationsupport.org.uk</a>). The Education Support Partnership has provided a support line to 08000 562561.</li> </ul>	
Pupil Wellbeing and Behaviour	<ul style="list-style-type: none"> <li>• The Academy recognises that pupils may be experiencing a variety of emotions in response to the coronavirus (COVID-19) outbreak, such as anxiety, stress or low mood resulting from a range of experiences like extended periods at home, social isolation, changes to family dynamics and loss or bereavement. This may particularly be the case for vulnerable children, including those with a social worker and young carers. The Academy has reflected this within education plans for full opening at a whole academy and personalised level, as required.</li> <li>• The Academy has reviewed and updated the Behaviour Policy and this has been communicated to pupils, staff and parents.</li> <li>• The academy is taking careful steps to ensure that behaviour (as a communication of need) is well supported as we implement the easing of restrictions put in place during the pandemic. Any updates to behaviour policies will be communicated to pupils, staff and parents.</li> </ul>	
Key Staff Requirements	<p><b>Principals ensure that on any day, the Academy staff team includes sufficient numbers of all essential roles either on site, or where appropriate via other arrangement.</b> This includes:</p> <ul style="list-style-type: none"> <li>• SLT</li> <li>• Fire wardens</li> <li>• First aiders</li> <li>• Staff trained in Administration of Medication</li> <li>• SENDCo</li> <li>• DSL</li> <li>• Premises team</li> </ul>	

Emergency Evacuation and lockdown	<ul style="list-style-type: none"> <li>• Staff close all windows and doors in their area if the fire alarm or lockdown alarm sounds as per normal operating procedures.</li> <li>• The staff briefings ensure staff are aware of the measures to take in the event of an emergency evacuation or lockdown. Registers for different groups are available.</li> <li>• Fire safety management plans are based on normal operating procedures.</li> <li>• Fire drills should continue to be carried out.</li> </ul>	
Transport and getting to academy	<ul style="list-style-type: none"> <li>• Individuals using transport should consider personal hygiene and the use of Sanitiser when getting to and from academy.</li> <li>• Staff and pupils are encouraged to walk, cycle and drive to academy and where possible not use public transport.</li> <li>• From Tues 30 November all students/staff travelling on public transport or dedicated school transport must wear a mask</li> </ul>	

**5 Appendix 1 – CLF Guidance and support documentation**

- **H&S Covid-19 Toolkit**
- **Training and induction resources.**
- **CLF Wellbeing blog: <https://clfwellbeing.wordpress.com/>**
- **Employee Assistance Program**

## 6 Appendix 2 – Key Government Guidance

Collections of Government resources related to schools:

[Schools COVID-19 Operational Guidance \(19th July onwards\)](#)

[Use of PPE in education, childcare and children's social care](#)

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

Guidance for parents and carers

Add new

## 7 Appendix 3 – Other relevant guidance

### Add cleaning (non-healthcare setting guidance)

- **Public Health England resources**
  - <https://publichealthmatters.blog.gov.uk/2016/02/08/e-bug-educating-young-people-on-microbes-and-antimicrobial-resistance/>
- **Face coverings**
  - [Face coverings guidance](#)