

INFECTIOUS DISEASES COVID-19 STEP 4 – AUTUMN TERM

Version 1 (01/09/2021); Version 2 (07/09/2021); Version 3 (15/09/2021); Version 4 (29/09/2021); Version 5 (18/10/2021); Version 6 (22/10/2021); Version 7 (26/11/2021); Version 8 (29/11/2021); Version 9 (14/12/2021); Version 10 (04/01/2022); Version 11 (11/01/2022); Version 12 (17/01/2022); Version 13 (27/01/2022); Version 14 (01/03/2022)

| Hazard/ Activity | Persons at Risk | Risk | Control measures in use | Residual risk rating H / M / L | Further Action Required | |
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| | | | | | YES | NO |
| Awareness of policies and procedures | Staff Pupils Others | Inadequate information | <ul style="list-style-type: none"> All staff, parents, governors, visitors and volunteers are aware of all relevant policies and procedures including but not limited to: <ul style="list-style-type: none"> Health and Safety Policy Child Protection & Safeguarding Policy First Aid Policy: contained within the Medical Needs Policy Intimate care policy Behaviour policy Attendance policy All staff have access to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 The Health Protection (Notification) Regulations 2010 Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities' DfE and PHE (2020) 'COVID-19: guidance for educational settings' The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training. | MED | | X |

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| | | | <ul style="list-style-type: none"> • The school keeps up-to-date with advice issued by, but not limited to, the following: <ul style="list-style-type: none"> - DfE - NHS - Department for Health and Social Care - PHE - United Kingdom Health Security Agency (UKHSA) - Local Public Health • Staff are made aware of the school’s infection control procedures in relation to coronavirus via email or staff meetings and contact the school as soon as possible if they believe they may have been exposed to coronavirus. • Parents are made aware of the school’s infection control procedures in relation to coronavirus via letter and social media – they are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus. • Pupils are made aware of the need to tell a member of staff if they feel unwell. | | | |
| Disruption to the running of the school in cases of local outbreak | Staff Pupils Others | Infection control | <ul style="list-style-type: none"> • The school has an up-to-date outbreak plan and is revisited to ensure well prepared on January return. • The school adheres to and keeps up-to-date with the latest local and national advice about school closures – advice is sought from the local HPT or DfE helpline where required. • Follow Government advice and follow any instructions. • Schools should have contingency plans outlining how they would operate if the number of positive cases substantially increases in the school or local area. • Principles of managing local outbreaks of COVID-19 in education and childcare settings are described in the contingency | MED | | X |

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| | | | <p>framework. Contingency framework: education and childcare settings (publishing.service.gov.uk)</p> <ul style="list-style-type: none"> School will follow director of public health advice in cases of local outbreak. Schools put into place any actions or precautions advised by their local HPT. | | | |
| Use of Transport | Staff Pupils Others | Infection Control | <ul style="list-style-type: none"> From 27 January, staff and pupils should follow https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own outside of school, including on transport to and from school. School will follow director of public health advice in cases of local outbreak. Schools put into place any actions or precautions advised by their local HPT. It is important to ensure vehicles are well ventilated when occupied, by opening windows and ceiling vents. The need for increased ventilation while maintaining a comfortable temperature should be balanced. | MED | | X |
| Cleaning of school | Staff Pupils Others | Infection Control | <ul style="list-style-type: none"> All hard surfaces to be cleaned on a regular basis, this will include <ul style="list-style-type: none"> - All door handles - All tables and chairs used by staff and pupils - Toilet flushes and regular cleaning of toilets. All classrooms to have spray disinfectant and where possible disposable cloths. If disposable cloths are not available use once and then put in wash. Regular cleaning of surfaces will reduce the risk of spreading the virus. All used cloths thrown away to be double bagged and then placed in a secure area i.e. lockable bin. | MED | | X |

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| Ventilation class/office | Pupils Staff | Infection control | <ul style="list-style-type: none"> • Identify any poorly ventilated spaces and take steps to improve fresh air flow • If mechanical ventilation systems are used to draw fresh air or extract air from a room these should be adjusted to increase the ventilation rate wherever possible • Ensure that mechanical ventilation systems only circulate fresh outside air and where this is not possible, in a single room supplement with an outdoor air supply • Natural ventilation – opening windows (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) • Open high-level windows in preference to low level to reduce drafts where possible • Opening internal doors to assist with airflow • If external doors are opened, ensure that they are not fire doors and are safe to do so | MED | | X |
| Poor hygiene practice | Staff Pupils Others | Ill Health | <ul style="list-style-type: none"> • You should continue to ensure that children clean their hands regularly, this can be done with soap and water or hand sanitiser • Staff and visitors are encouraged to wash their hands with soap or alcohol-based sanitiser (that contains no less than 60% alcohol) and follow infection control procedures in accordance with the DfE and PHE’s guidance. • Posters are displayed throughout the school reminding pupils, staff and visitors to wash their hands, e.g. before entering and leaving the school and not touch their face • Sufficient amounts of soap (or hand sanitiser where applicable), clean water and paper towels/hand dryers are supplied in all toilets and kitchen areas. | MED | | X |

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| | | | <ul style="list-style-type: none"> • Pupils are supervised by staff when washing their hands to ensure it is done correctly, where necessary. • Pupils are discouraged from sharing cutlery, cups or food. • All cutlery and cups are thoroughly cleaned before and after use. • Tissues available in each classroom for pupils to use when coughing or sneezing and they must go into a bin after one use. • Cleaners to carry out daily, thorough cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy. • A senior member of staff arranges enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the HPT/PHE | | | |
| Spread of infection | Staff Pupils Others | Lack of infection control | <ul style="list-style-type: none"> • Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with guidance, using PPE at all times. • Parents are informed not to bring their children to school or on the school premises if they show signs of being unwell and believe they have been exposed to coronavirus. • Staff and pupils do not return to school before the minimum recommended exclusion period (or the ‘self-isolation’ period) has passed, in line with national guidance. • Parents notify the school if their child has an impaired immune system or a medical condition that means they are vulnerable to infections. • The school in liaison with individuals’ medical professionals where necessary, reviews the needs of pupils who are vulnerable to infections. • Any additional provisions for pupils who are vulnerable to infections are put in place by the headteacher, in liaison with the pupil’s parents where necessary. | MED | | X |

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| Classroom management | Pupils Staff | Infection control | <ul style="list-style-type: none"> It is no longer required for forward facing tables etc however care should still be taken on table management in a classroom setting. It may be necessary to reintroduce restrictions on mixing for a temporary period in case of local outbreak. i.e. bubbles It would be sensible to revert back to previous control measures in the event of a local outbreak. This will be communicated if the school is in a local outbreak. Continue to use a cautious approach with arrangements. | MED | | X |
| Assemblies | Pupils Staff | Infection Control | <ul style="list-style-type: none"> There are no restrictions in place for holding assemblies and singing in the school hall. | MED | | X |
| Lunchtimes | Pupils Staff | Infection Control | <ul style="list-style-type: none"> Lunchtimes will take place in key stages (R+KS1/KS2) Lunch will be eaten in the hall in phases Tables must still be cleaned on a regular basis throughout dinner time activities. Children will play outside together in key stages (R+KS1/KS2) | MED | | X |
| Playtime and using equipment | Pupils Staff | Infection Control | <ul style="list-style-type: none"> No restrictions in place regarding using and sharing play equipment. | MED | | X |
| Personal Protective Equipment Face Coverings | Pupils Staff | Infection control | <ul style="list-style-type: none"> From 27 January, face coverings are no longer advised for, staff and visitors in communal areas. From 27 January, staff and pupils should follow https://www.gov.uk/government/publications/face-coverings-face-coverings-when-to-wear-one-and-how-to-make-your-own-outside-of-school, including on transport to and from school School will follow director of public health advice in cases of local outbreak. Schools put into place any actions or precautions advised by their local HPT. | MED | | X |

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| | | | <ul style="list-style-type: none"> • https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/999722/PPE_in_education_childcare_and_childrens_social_care_settings.pdf | | | |
| Ill Health | Staff Pupils Others | Coronavirus Symptoms | <ul style="list-style-type: none"> • Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, loss or change to sense of smell or taste and high temperature and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus. • Any pupil or member of staff who displays signs of being unwell, such as having a cough, fever or a loss or change to their sense of smell or taste, and believes they have been exposed to coronavirus, is immediately taken out of the class and placed in an area where they will not come into contact with others and are supervised at all times where possible. • For pupils the relevant member of staff calls for emergency assistance immediately if pupils' symptoms worsen. • The parents of unwell pupils are informed as soon as possible of the situation by a relevant member of staff. • Where contact with a pupil's parents cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance. • Unwell pupils who are waiting to go home are kept in an area where they can be at least two metres away from others where possible. • Areas used by unwell staff and pupils who need to go home are appropriately cleaned once vacated, using a disinfectant and care to be taken when cleaning all hard surfaces. • If unwell pupils and staff are waiting to go home, they are instructed to use different toilets to the rest of the school to minimise the spread of infection. | MED | | X |

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| | | | <ul style="list-style-type: none"> Any pupils who display signs of infection are taken home immediately, or as soon as practicable, by their parents – the parents are advised to contact NHS 111 immediately or call 999 if the pupil becomes seriously ill or their life is at risk. Any members of staff who display signs of infection are sent home immediately and are advised to contact NHS 111 immediately or call 999 if they become seriously ill or their life is at risk. Any medication given to ease the unwell individual’s symptoms, e.g. Paracetamol, is administered in accordance with the Administering Medications Policy. | | | |
| Asymptomatic testing | Pupils Staff | Infection Control | <ul style="list-style-type: none"> From the 21st of February, staff and students in mainstream secondary schools will not be expected to continue to take part in regular asymptomatic testing and should follow testing advice for the general population. In the event of an outbreak, a school may be advised by their local health team or director of public health to undertake testing for staff and students of secondary age and above for a period of time. | MED | | X |
| Positive Cases | Pupils Staff | Infection control | <ul style="list-style-type: none"> From the 24th of February, the Government will remove the legal requirement to self-isolate following a positive test. In addition, the Government will no longer ask fully vaccinated close contacts and those aged under 18 to test daily for 7 days and routine contact tracing will end. Adults and pupils who test positive will continue to be advised to stay at home and avoid contact with other people for at least 5 full days and then continue to follow guidance until they have received 2 negative test results on consecutive days. Staff, children and young people who are contacts should attend their education settings as usual. This includes staff who have | MED | | X |

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| | | | <p>been in close contact with their household, unless they are able to work from home.</p> <ul style="list-style-type: none"> • If anyone has any of the main symptoms or a positive test result, the public health advice remains unchanged and is to stay at home and avoid contact with other people. • Anyone with any of the main COVID-19 symptoms should order a test and is advised to stay at home while waiting for the result. If they test positive, they are advised to follow public health advice. | | | |
| Returning to school after a positive Test | Staff Pupils | Infection control | <ul style="list-style-type: none"> • Adults and pupils who test positive will continue to be advised to stay at home and avoid contact with other people for at least 5 full days and then continue to follow guidance until they have received 2 negative test results on consecutive days. | | | |
| Poor management of infectious diseases | Staff Pupils Others | Lack of infection control | <ul style="list-style-type: none"> • Staff are instructed to monitor themselves and others and look out for similar symptoms if a pupil or staff member has been sent home with suspected coronavirus. • Staff are vigilant and report concerns about their own, a colleague's or a pupil's symptoms to the Headteacher or SLT as soon as possible. • The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus. • The school is informed by pupils' parents when pupils return to school after having coronavirus – the school informs the relevant staff. • Staff inform the headteacher when they plan to return to work after having coronavirus. • A nominated person monitors the cleaning standards of school cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus. | MED | | X |

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| Lack of communication | Staff Pupils Others | Unsafe Practices | <ul style="list-style-type: none"> The school staff reports immediately to the headteacher about any cases of suspected coronavirus, even if they are unsure. The headteacher contacts the local HPT or follows the advice given from and discusses if any further action needs to be taken. Schools put into place any actions or precautions advised by their local HPT. Schools keep staff and parents adequately updated about any changes to infection control procedures as necessary. | MED | | X |
| Admitting children into school | Pupils Staff | Infection Control | <ul style="list-style-type: none"> Pupils, staff and other adults should not come into school if they have symptoms, have had a positive test result or have been instructed to quarantine. Anyone, including staff or pupils, within the school who appear to have COVID-19 symptoms are sent home, advised to avoid using public transport and, wherever possible, be collected by a member of their family or household and to follow current United Kingdom Health Security Agency (UKHSA) and Local Public Health advice. In most cases, parents and carers will agree that a pupil with symptoms should not attend the school, given the potential risk to others. If a parent or carer insists on a pupil attending your school, you can take the decision to refuse the pupil if, in your reasonable judgement, it is necessary to protect other pupils and staff from possible infection with COVID-19. The school's decision would need to be carefully considered in light of all the circumstances and current United Kingdom Health Security Agency (UKHSA) and Local Public Health advice | MED | | X |
| CEV children | Pupils Staff | Infection control | <ul style="list-style-type: none"> All CEV children should attend their education setting unless they are one of the very small number of children under paediatric or other specialist care who have been advised by their GP or clinician not to attend | MED | | X |

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| Admitting people into school | Pupils Staff | Infection control | <ul style="list-style-type: none"> • Pupils, staff and other adults should not come into school if they have symptoms, have had a positive test result or have been instructed to quarantine. • Anyone, including staff or pupils, within the school who appear to have COVID-19 symptoms are sent home, advised to avoid using public transport and, wherever possible, be collected by a member of their family or household and to follow current United Kingdom Health Security Agency (UKHSA) and Local Public Health advice. • In most cases, parents and carers will agree that a pupil with symptoms should not attend the school, given the potential risk to others. If a parent or carer insists on a pupil attending your school, you can take the decision to refuse the pupil if, in your reasonable judgement, it is necessary to protect other pupils and staff from possible infection with COVID-19. • Your decision would need to be carefully considered in light of all the circumstances and current United Kingdom Health Security Agency (UKHSA) and Local Public Health advice | MED | | X |
| Staff CEV | Staff | Infection control | <ul style="list-style-type: none"> • CEV people are no longer advised to shield but may wish to take extra precautions to protect themselves and to follow the practical steps set out in the CEV guidance to minimise their risk of exposure to the virus • The government is no longer advising people to work from home if they can. • The school will follow DHSC updated guidance • Individual risk assessments will be reviewed in response to an outbreak | MED | | X |
| Educational visits | Pupils Staff | Financial risk | <ul style="list-style-type: none"> • If booking new visits ensure that the school have adequate financial protection in place • Full risk assessments must be undertaken. | MED | | X |

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| Wraparound care | Pupils | Infection Control | <ul style="list-style-type: none"> • Consideration should be given to the latest government advice regarding the specific activity being undertaken and venue visited • Children should be encouraged to attend settings close to where they live or go to school, ideally within walking or cycling distance • Where they attend venues further afield they should follow latest guidance https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers • Wraparound childcare providers can offer provision to all children, without restriction on the reasons for which they may attend • Ensure you have enough staff available to meet the required ratio | MED | | X |
| Out of school settings Parents attendance | Pupils Parents Staff Others | Infection Control | <ul style="list-style-type: none"> • Parents are no longer limited to specific number attendance. • Ensure up to date contact information is available in the event of an emergency. • Ensure the provider is following the relevant after-school clubs guidance to reduce the risk of infection. | MED | | X |
| School Open Events | Pupils Parents Staff Others | Infection Control | <ul style="list-style-type: none"> • Signage on entry, reminding visitors not to enter if they are displaying any Covid-19 symptoms • Hand sanitiser should be available around the school • Ensure good ventilation in all rooms/halls being used etc • Minimise tour group numbers where possible to manage the flow of people, helping to avoid pinch points and crowding in rooms e.g. classrooms and corridors • Thorough cleaning should take place before and after every open event – e.g. all toilets, frequent touch points etc | | | |