

2021-22 Alford Primary School - Risk Assessment - COVID-19 -Version 2.2.

Operation Description: School providing a service to all children during a Global Pandemic

Operation Location: Alford Primary School, Hanby Lane, Alford LN13 9BJ

Persons at Risk: School Employees, Pupils, Parents/Carers

Risk Assessment Guidance

Hazard: Something with the potential to cause **harm**.

To Assess Risk: Using the **tables below**, consider **Severity (S)** and **Likelihood (L) without** Control Measures. **Multiply (S x L)** If applicable, **add** the **Weighting** figure.

Describe Control Measures: Control measure(s) **reduce** the likelihood, **and/or** severity of **harm**, reducing **risk**.

Re-assess Risk, considering Severity (S) and Likelihood (L) **with** Control Measures in place.

Multiply (S x L) and, if applicable, **add** the **Weighting** figure = **Risk Rating** (with controls).

Severity (S)	x	Likelihood (L)	+	Weighting (W)	=	Risk Ratings (R)	
Fatality = 5		Likely = 5		Apprentice/trainee/inexperienced staff member/young person (15-18yrs) = 5		20 +	Very High Risk
Injury (Specified injury / RIDDOR reportable) = 4		Probable = 4				15 - 19	High Risk
Injury (requiring treatment and/or 3 to 7 day absence) = 3		Possible = 3		Part-qualified/staff with less than 2yrs experience/persons aged 18-25yrs = 3		9 – 14	Medium Risk
Injury (requiring treatment and/or absence less than 3 days) = 2		Unlikely = 2				4 – 8	Low Risk
Minor Injury = 1		Very Unlikely = 1		Fully qualified/professional/ management/ and/or persons above 25yrs = 0		1 - 3	Very Low risk

GUIDANCE and General Principles

Day-to-day running of a school

- **Actions for schools during the coronavirus outbreak**

- 2 December 2021
- Guidance

- **Providing school meals during the coronavirus (COVID-19) outbreak**

- 5 October 2021
- Guidance

- **School attendance: guidance for schools**

- 27 September 2021
- Guidance

- **How to complete the educational setting status form**

- 4 November 2021
- Guidance

- **Changes to the school suspension and permanent exclusion process during the coronavirus (COVID-19) outbreak**

- 9 September 2021

Safe working and protective measures

Use of PPE in education, childcare and children's social care

- 20 July 2021
- Guidance

Transport to schools and colleges during the COVID-19 pandemic

- 29 November 2021
- Guidance

Coronavirus (COVID-19): safer travel guidance for passengers

- 1 December 2021
- Guidance

Coronavirus (COVID-19) testing for staff and pupils

- **Coronavirus (COVID-19): test kits for schools and FE providers**
 - 27 September 2021
 - Guidance

Special educational needs and disability (SEND)

Special schools and other specialist settings: coronavirus (COVID-19)

- 2 December 2021
- Guidance

Remote education and online learning

Help with accessing and buying resources for remote education

- 23 November 2020
- Guidance

Get help with remote education

- 3 December 2020
- Guidance

Finance and administration

Coronavirus (COVID-19): financial support for education, early years and children's social care

- 22 October 2021
- Guidance

Changes to the admission appeals regulations during the coronavirus (COVID-19) pandemic

- 22 September 2021

Coronavirus (COVID-19): assessment processes for selective school admissions

- 27 September 2021
- Guidance

Coronavirus (COVID-19): changes to faith school admission arrangements

- 29 June 2021
- Guidance

Supplier relief for schools

- 3 February 2021
- Guidance

Accountability and data collections

Coronavirus (COVID-19): school and college performance measures

- 19 July 2021
- Guidance

School governance update

- 4 November 2021
- Correspondence

Exams and assessments

Awarding qualifications in summer 2022

- 30 September 2021
- Guidance

Awarding qualifications in summer 2021

- 20 April 2021
- Guidance

Responsibility for exams

- 2 December 2021
- Guidance

School reports on pupil performance: guide for headteachers

- 10 June 2021
- Guidance

Teacher training

Coronavirus (COVID-19): initial teacher training (ITT)

- 1 September 2021
- Guidance

Induction for newly qualified teachers during the coronavirus outbreak

- 21 June 2021
- Guidance

Research about coronavirus (COVID-19) and children and young people

Evidence summary: COVID-19 - children, young people and education settings

- 7 July 2021
- Research and analysis
-

Changes to regulations or legislation

Disapplication notice: school attendance legislation changes

- 9 February 2021
- Decision

Disapplication notice: school inspections legislation changes

- 23 July 2021
- Decision

Modification notice: school registration legislation changes

- 26 March 2021
- Decision

Lincolnshire County is currently required to wear face covering in shared areas. Alford Primary School is currently open to all pupils.

HAZARD	Assessment of Risk without control measures				CONTROL MEASURES TO REDUCE THE RISK	Assessment of Risk with control measures			
	S	L	W	R		S	L	W	R
Covid19 Cases in School – Response to Suspected/confirmed cases									
School could lapse/fail to follow the newest national and/or LCC guidelines and advice on COVID-19.	4	3	0	12	<ul style="list-style-type: none"> • Daily checks will be made with:- <ul style="list-style-type: none"> ○ Government websites (Gov.uk) or LCC website ○ Local/National news providers ○ Local school networks/partnerships (if applicable) • Any changes in national/LCC advice and guidance to be shared with the staff, Board of Governors etc. for appropriate action. • Daily DFE updates shared with school staff. • The school keeps up-to-date with advice issued by, but not limited to, the following: <ul style="list-style-type: none"> - DfE/GOV.uk - NHS - Department for Health and Social Care - PHE - The school's local health protection team (HPT) - Daily Government briefings • Staff, parents and students to be updated in a timely manner, using email, PH letters etc. as necessary. 	4	1	0	4

					<ul style="list-style-type: none"> • C19 APP downloaded/ONS statistics checked to monitor local rates of infection • Policies and risk assessments reviewed in line with new guidance (listed above) • Outbreak management plan has been written to detail a return to bubble methodology if a positive case is identified. 				
COVID-19 precautions are not followed within the school environment, leading to potential spread or outbreak. (Detailed guidance below for different situations)	4	3	0	12	<ul style="list-style-type: none"> • Areas in use by staff and children will be well ventilated by: <ul style="list-style-type: none"> • Opening windows • Propping open internal and external doors, where fire safety and safeguarding wouldn't be compromised • A comfortable temperature will be maintained alongside increased ventilation by: <ul style="list-style-type: none"> • Opening high level windows in preference to low level to reduce draughts • Providing flexibility to allow additional, suitable indoor clothing • Increasing the level of ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused). This means keeping windows slightly open while the room is occupied and opening more widely while unoccupied • Rearranging furniture where possible to avoid direct drafts • CO2 monitors are placed in shared areas and areas with limited ventilation. If the reading goes into the amber or red, staff are encouraged to open windows and doors to increase the ventilation or remove children to outside areas. • Staff who are not exempt are required to wear face coverings in shared areas. • If a case is confirmed, NHS Test and Trace will contact the child's family and will identify all staff/children who have had close contact with unwell individual. If the contact is over 18 and not double vaccinated, the contact will be asked to complete a PCR test and sent home to self-isolate for 10 days. If under 18 or double vaccinated, the contact will be asked to complete a PCR test. If positive, they must isolate, if negative, they can return to school. Only children who are COVID-19 symptom free or have completed the required isolation period, if identified by NHS Test and Trace, can attend the setting. • All individuals who have been identified as a close contact of a suspected or confirmed case of the Omicron variant of COVID-19, irrespective of vaccination status and age, will be contacted directly and required to self-isolate immediately and asked to book a PCR test. They will be informed by the local health protection team or NHS Test and Trace if they fall into this category and provided details about self-isolation. • Further actions for educational settings may be advised by a local Incident Management Team (IMT) investigating a suspected or confirmed case of the Omicron variant of COVID-19. • If cases exceed those thresholds detailed on the LCC Additional COVID-19 Guidance for Educational Settings: Mitigating Measures and Contingency Planning Document then these protocols will supersede those on the school outbreak management plan and the current National Guidance – see Appendix 2 below. 	4	2	0	8

					<ul style="list-style-type: none"> Any child who has been told to shield by a medical professional or by the government shielding letter cannot attend the setting until the date stated on the shielding letter. Only parents who are symptom free and/or have completed the required isolation periods will be able to drop off or collect their child. COVID-19 <u>hygiene advice</u> and posters are displayed in key areas of the school site. Staff continually reiterates to parents and students (via letter/email/classroom talks etc.) the importance of:- <ul style="list-style-type: none"> Hand washing on a regular basis Covering coughs and sneezes with a tissue and disposing of it (Catch it, Bin it, Kill it) Not touching eyes/nose/mouth with unwashed hands All toilet/hygiene facilities are checked and cleaned regularly, and a supply of anti-bacterial hand wash soap is available Hand sanitiser is provided to all classrooms (if available), for use at the start of the day, after lunch etc. Pupils to wash their hands after sporting activities/ PE etc. Class teachers to be provided with a Bubble Bag including: <ul style="list-style-type: none"> Digital thermometer First Aid Kit Inhalers/Epi-Pens Basic PPE – Apron, gloves, masks, visor and PPE guide Anti-bac wipes and a water bottle. School cleaning regime includes frequent cleaning of frequently touched items (Door handles/doors/taps/table tops etc.) Staff Handbook produced for implementing and maintaining protocols as per Government Guidance above and school specific operational guidance Staff attend face-to face training (implementing social distancing) to ensure that the Handbook is understood. Continual monitoring by SLT to ensure practices do not slip over time. Weekly scheduled review of practices to monitor effectiveness – immediate review if needed. Parent expectations in relation to guidance regularly reviewed and communicated (half-termly or more frequently if reviewed more frequently). Children will not be allowed in school if they are required to quarantine having recently visited countries listed https://www.gov.uk/guidance/red-amber-and-green-list-rules-for-entering-england Outbreak management plan has been written to detail a return to bubble methodology, including those actions struck out above, if a positive case is identified.. 				
Staff failing to report feeling unwell and attend school, potentially spreading	4	3	0	12	<ul style="list-style-type: none"> Staff are aware of the importance of following national guidance, and to stay home and self-isolate if told to do so by NHS Test and Trace. Training delivered to all staff to reiterate the importance of this. Forehead strip and non-contact forehead thermometers available for testing. All staff temperatures taken and recorded on entry to school at the start of the day. Staff with a 	4	1	0	4

COVID-19					<p>temperature above 37.5 will be sent home. If temperature is above 37.8 degrees, the staff member will be required to isolate and take a test.</p> <ul style="list-style-type: none"> • Sanitiser is available at key points of entry to ensure risk of staff transferring virus on entry is minimised • Staff to follow the school and/or LCC guidance on reporting sickness due to suspected/confirmed COVID-19. • If confirmed, NHS Test and Trace will contact the staff member and will identify all staff having close contact with unwell staff member. If not double vaccinated, the contact will be asked to complete a PCR test and sent home to self-isolate for 10 days. If double vaccinated, the employee will be asked to complete a PCR test. If positive, they must isolate, if negative, they can return to work. • Voluntary asymptomatic LFD testing offer available twice weekly to all staff. • Staff will not be allowed in school if they are required to quarantine having recently visited countries identified as requiring isolation. Current list is here https://www.gov.uk/guidance/red-amber-and-green-list-rules-for-entering-england <p>Outbreak management plan has been written to detail a return to bubble methodology, including those actions struck out above, if a positive case is identified.</p>				
Staff or student starts to show symptoms of COVID-19 (suspected) whilst at school	4	4	0	16	<ul style="list-style-type: none"> • All staff will be able to take their temperature at the start of the day. Thermometers will be available in classrooms to test children who present as unwell. Daily temperature checks are not required for children other than this. If temperature is above 37.8 degrees (38 in children), the individual will be required to isolate and take a PCR test. • Staff members showing COVID-19 symptoms will be sent home immediately to arrange a PCR test and begin self-isolation until a negative result is obtained or the self-isolation period has expired. • All individuals who have been identified as a close contact of a suspected or confirmed case of the Omicron variant of COVID-19, irrespective of vaccination status and age, will be contacted directly and required to self-isolate immediately and asked to book a PCR test. They will be informed by the local health protection team or NHS Test and Trace if they fall into this category and provided details about self-isolation. • Students showing symptoms must be moved to an 'isolation room' (First Aid Room), until a parent/carer can arrange pick-up. Supervision of the student should take place at a minimum of 2 metres away. Isolation room to be clearly signed, to prevent accidental access by others. PPE available for supervising staff member (Checklist is completed by SLT) • Students showing symptoms will not be allowed to travel home via LCC transport • Once staff or student has left the premises, follow the Reporting of Employee with COVID-19 flowchart, and access to the isolation room will be restricted until cleaning has taken place. • Areas that the staff member/student has been present in to be cleaned using sanitiser immediately they leave the area. Other children/staff to wash hands thoroughly and move outside immediately (or to the IT suite/hall if bad weather) 	4	2	0	8

					<ul style="list-style-type: none"> • PCR Testing is advised for the child/staff member (Testing kits are available if reasons prevent access to a testing centre) • School to report confirmed cases of COVID-19 to the LCC Corporate Health and Safety team, as per current action card. • If a case is confirmed, all staff, students identified by NHS Test and Trace as having close contact with unwell child/staff member will be sent home to take a PCR test. If positive, they will then self-isolate for 10 days. If negative, they can return to school if under 18, or double vaccinated. If not fully vaccinated, the over 18 will be required to isolate. • If confirmed and wide contact suspected, school will liaise with PHE • Outbreak management plan has been written to detail a return to bubble methodology, including those actions struck out above, if a positive case is identified. 				
Staff Member or student becoming unwell with COVID – 19 after contact with SEN child who cannot understand concept of social distancing and displays behaviours such as dribbling.	4	4	0	16	<ul style="list-style-type: none"> • SEN addendum written and communicated to all staff via handbook • Staff training completed on handling children with SEN and use of PPE • Parents consulted and individual risk assessments completed on child of concern • PPE (Visor, apron, gloves, masks) available to 1:1 staff and any other staff who may need to be in prolonged close contact – including if child needs intimate care • Outdoor learning encouraged wherever as possible • Outbreak management plan has been written to detail a return to bubble methodology, including those actions struck out above, if a positive case is identified. 	4	2	0	8

Staff Member or student becoming unwell with COVID - 19 after contact with child displaying extremely aggressive behaviours who chooses to ignore concept of social distancing and displays behaviours such as biting, damage to property.	4	4	0	16	<ul style="list-style-type: none"> Behaviour addendum written and communicated to all staff via handbook Staff training on handling children with SEN and use of PPE Parents consulted and individual risk assessments completed on child if likely to display these behaviours. Outdoor learning encouraged wherever possible If child becomes confrontational or fails to follow direct orders, parent/carer will be called to come and support with the child. Isolation of child/removal of others will be used over safer handling techniques. Outbreak management plan has been written to detail a return to bubble methodology, including those actions struck out above, if a positive case is identified. 	4	2	0	8
Preparing Buildings and Facilities									
Premises not fit for purpose following holiday Lack of caretaker results in premises not fit for purpose leading to accidents/injuries	4	3	0	12	<ul style="list-style-type: none"> Caretaker completes weekly maintenance checks. Caretaker able to ensure checks are done while maintaining stringent social distancing by completing these when fewer people are on site. If caretaker becomes ill long-term, Head teacher will source alternative suitably trained person. Ensure that LCC and national guidance regarding premises has been implemented (see above) Essential contractors will be used to maintain essential services but will wear face coverings and attend site when children are not on site if at all possible Carry out a formal / recorded full pre-opening premises inspection. Commission a water treatment specialist to chlorinate and flush the complete system for all hot and cold water systems and certify the water system is safe before the buildings are reoccupied. (Legionella) Premises and utilities have been health and safety checked and building is compliant. <ol style="list-style-type: none"> Water treatments Fire alarm testing Repairs Grass cutting PAT testing for any new equipment Fridges and freezers Boiler/ heating servicing Internet services Any other statutory inspections Insurance covers reopening arrangements Carry out routine weekly maintenance checks as per caretaker's maintenance rota – fire evacuation, flushing less used taps 	4	2	0	8

Classrooms, small group rooms and offices overpopulated causing spread of Covid-19	4	5	0	20	<ul style="list-style-type: none"> Office spaces re-designed to allow office-based staff more room. SLT/Office staff to remain/work from home if unwell. Desks repositioned to ensure maximum space between people Doors and windows opened to allow ventilation Markings/signage on floor to ensure people do not enter offices Outbreak management plan has been written to detail a return to bubble methodology, including those actions struck out above, if a positive case is identified. 	4	2	0	8
Exit and Entry routes cause bunching of adults and children allowing spread of Covid-19. Social distancing cannot be maintained	4	5	0	20	<ul style="list-style-type: none"> One-way system in place to enter and exit the school. Signage in place and adults on gates to direct parents All adults on the playground are required to wear face masks/coverings if health permits. This includes parents and staff. Office staff member available outside to support queries without bunching of adults in the waiting area. Payment system online for uniform and breakfast/ASC. All forms required by parents available on-line Signage set up for parents needing to go to the office Staff training to ensure all are aware of the new systems Parents/Tradesmen to wait in front courtyard to prevent bunching at office Outbreak management plan has been written to detail a return to bubble methodology, including those actions struck out above, if a positive case is identified. 	4	2	0	8
Spread of Covid -19 outside of the normal school day caused by children/adults being exposed to children/adults outside of their Bubble	4	5	0	20	<ul style="list-style-type: none"> Breakfast club will be located in the main hall Deliveries to be left outside the office by delivery drivers – no entry to building. Large deliveries will be bought into building by premises manager at the end of the day. Outbreak management plan has been written to detail a return to bubble methodology, including those actions struck out above, if a positive case is identified. 	4	2	0	8
Emergency Evacuations									
Different groups and locations and lack of familiarity result in	5	5	0	25	<ul style="list-style-type: none"> Handbook section detailing requirements and staff training given for evacuation. SLT to ensure that any PEEPs are reviewed and shared with staff if a child is not with known adults. 	5	1	0	5

delay evacuating the building					<ul style="list-style-type: none"> Revised evacuation procedures and drill held during 1st week back of each half term to ensure class have walked the route. (one way routes will be suspended during fire evacuation to ensure classes are following the quickest route to fire assembly points) Class assembly points to be marked on playground with a minimum of 2m between lines. Classes to bring Bubble Bags – first aid and PPE bags – to playground in case needed during a prolonged evacuation. Fire Evacuation Policy and Risk Assessment updated to reflect changes. 				
Cleaning and Waste Disposal									
Lack of robust cleaning regime results in contaminated surfaces objects causing spread of Covid-19	4	5	0	20	<ul style="list-style-type: none"> Resources in classrooms will be stored and organised so to enable easy disinfecting – e.g. toys in plastic boxes. Sanitizer and anti-bacterial wipes will be available near equipment used by more than one staff member – printers and photocopiers Hand towels and hand wash are to be checked and replaced as needed by caretaker and cleaning staff. Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush. Cleaning staff to wear gloves and then wash hands for 20 seconds after removing gloves. Adequate cleaning supplies and facilities around the school are in place: Hand sanitiser available at the school entrances and in Bubble bags Disposable tissues in each classroom to implement the 'catch it, bin it, kill it' approach including child-friendly bins Arrangements for longer-term continual supplies are also in place. Stock check and ordering schedule reviewed and order made. Lidded pedal bins with liners are in place for potentially contaminated waste. These are emptied twice daily and waste disposal process in place for potentially contaminated waste. Waste bags and containers - kept closed and stored outside If waste is from a potentially infected bubble then waste will be stored separately from communal waste for 72 hours (in external toilet at back of building). All cleaning implements used to clean the rooms that have been occupied by the person displaying symptoms will be disposed of using the same procedure. The cleaner will be issued with apron, gloves, mask and visor) Waste collections will be made when the minimum number of persons are on site (i.e. before school). Children wearing face coverings to school will be asked to remove them at the door and place them in a plastic bag in their tray. Staff should not assist with this removal. Children will then be asked to wash hands immediately. This procedure should be reversed when going home. Children will be asked to take home plastic bags. Children will be expected to take lunch waste home with them if they bring a lunch container. 	4	2	0	8

					<ul style="list-style-type: none"> • Outbreak management plan has been written to detail a return to bubble methodology, including those actions struck out above, if a positive case is identified. 				
Classrooms									
Lack of social distancing in classrooms contributes to spread of Covid-19 to adults/children	4	5	0	20	<ul style="list-style-type: none"> • Adults will maintain 2m from other adults • All adults must have access to a Teacher zone within the classroom where they are 2m from children and each other. • Teacher zone in every classroom taped off – children trained not to enter this zone • Adults may wear masks/face coverings within the classroom if leaving the teacher zone • The wearing of masks inside by children is not encouraged as children are inclined to touch face coverings regularly which is likely to aid transmission of the virus if they are Covid-19 positive. If parents insist, then masks may be worn by children. If this is the case, children will be asked to wash their hands everytime if they touch their masks. • Adults will maintain 2m from children where possible. If adults move within 1m+ of children the time spent within this distance will not exceed 1 mins • Year 1-5 to exist in class bubbles initially which will be reviewed every two weeks. Y6 will exist in a year group bubble. • Children will wear PE kit on PE days • Classrooms have been rearranged to allow as much space between individuals as practical. • Children will face forward in rows with desks as far apart as possible. • EYFS classrooms have individual play stations spread out to allow as much space between individuals as practical. • Classroom entry and exit routes have been determined and appropriate signage in place. • Appropriate resources are available within all classrooms e.g. IT, age specific resources. • Each child to have a plastic wallet, tray to ensure frequently used resources (pens, pencils) aren't shared. Subject specific equipment only to be shared within class and handwashing procedures followed before and after use. Shared materials and surfaces should be cleaned and disinfected more frequently Subject specific equipment that cannot be easily disinfected (eg. is taken from shared cupboards will be quarantined in the class for 72 hours before returning to the cupboards. • Classroom rules and use of Leaf characters – Appendix 3 will be used with children to ensure message is understood at the child's level. • Resources which are not easily washable or wipeable have been be removed e.g soft toys, cushions • E-Bug posters, rules and Leaf characters displayed in classrooms • Teachers will be expected to mark books but will not be expected to take them home. The feedback and marking policy is reviewed to support reduced marking. Where possible books should be left for 72 hours before marking – if this is not possible strict hygiene procedures must be followed. Training will be given to support staff in 'front of room' methods for delivering 	4	3	0	12

					<p>learning, supporting children, assessment of work that prevents touching books/worksheets. E.g postit notes during break, the use of apple TV, air drop methods using iPads being continually developed.</p> <ul style="list-style-type: none"> Outbreak management plan has been written to detail a return to bubble methodology, including those actions struck out above, if a positive case is identified. 				
Staffing									
"Clinically Extremely Vulnerable" (RED) and Clinically Vulnerable employees (ORANGE) contracting COVID-19	5	4	0	20	<p>Applicable to all LCC employees:</p> <ul style="list-style-type: none"> Audit completed. Employees falling into Clinically Extremely Vulnerable 'red' category due to being Clinically Extremely Vulnerable will work in school with an individual risk assessment, unless the guidance changes or the school is advised by Lincolnshire PHE to shield. (See school outbreak management plan) Audit completed. Employees falling into Clinically Vulnerable (orange) category will work in school with an individual risk assessment. <ul style="list-style-type: none"> 2m distance to be maintained between adults Red/Orange category to maintain 2m from children wherever possible. School supports employees to participate fully in vaccination programme. ALL CEV/CV staff have now received two doses of vaccine 	5	2	0	10
Employee who have "very high risk" individuals within their household and /or dependents transmitting COVID-19 to them.	5	3	0	15	<p>Applicable to all employees:</p> <ul style="list-style-type: none"> Audit completed. Employees with vulnerable adults at home should come to work and take measures to distance themselves from vulnerable relatives if asked to by NHS Test and Trace. <ul style="list-style-type: none"> 2m distance to be maintained between adults Employees can request unpaid leave at the HT discretion. School supports employees to participate fully in vaccination programme. ALL CV staff have been offered two doses of vaccine 	5	2	0	10

Lack of staffing capacity (physical and emotional) leads to injury, accident or illness	5	5	0	25	<ul style="list-style-type: none"> • Audit completed and medical evidence has identified staff who are at greater risk (see sections above). • Approach to staff absence reporting and recording in place. All staff aware. • Plans to respond to increased sickness levels are in place. (TA cover teacher and vice versa – leaders available to cover) • Deputy to cover for Head if sick and vice versa. If both Head and Deputy are ill - Head to run school from home if well enough to do so. COG and Locality Lead to be notified in this instance. SENCO to be DSL/First Aid at Work in this case. • Cover arrangements determined (including leaders and safeguarding designated leads) – on a weekly rather than daily basis to minimise contacts. • Staffing numbers required for entire eligible cohort have been determined including support staff such as facilities, IT, midday and office/admin staff. Including at least one of the following (see rota): <ol style="list-style-type: none"> 1. Paediatric First aider (where children under 5yrs) 2. Designated Safeguarding Lead (DSL) 3. SENCO 4. Caretaker/site member 5. Office staff member • Approach to support wellbeing, mental health and resilience in place, including bereavement support. How staff are supported to follow this within their own situations and that of pupils and colleagues is clear. • Staff are aware of available support and advice for schools and pupils available from LCC, including the employee counselling service: Employee Support and Counselling service is also available and is a private and confidential service that can be contacted on Phone: 01522 836198 or Email - emp.support@mouchel-lincoln.com • Consideration given to staff clothing expectations and information shared with staff to ensure clothes worn are easily washable (e.g. no ties). • Approaches for virtual (TEAMS) meetings and staff training in place • Voluntary asymptomatic weekly testing available for all staff • ALL staff have been offered two doses of vaccine • Arrangements for accessing LFD testing are in place. Staff are clear on returning to work guidance. Individuals requiring a test are encouraged to register themselves online https://self-referral.test-for-coronavirus.service.gov.uk/. • Return to school procedures are clear for all staff, new staff and students through small group training, induction procedures and regular communication via email and TEAMS • Any staff contracts that need to be issued, extended or amended considering the current situation have been. • Arrangements in place for any visitors/ contractors on site, protocols and expectations shared. Contractors (except in emergencies) need to visit the school outside of hours where children are on site. Contractors should be accompanied by admin staff observing social distancing and other staff should not be present in a room where a contractor is working. (Separate Visitors Policy available on g drive) 	5	2	0	10
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					<ul style="list-style-type: none"> Externally employed adults delivering learning in school e.g. sports coaches, music tutors, will not be on site for the rest of the academic year. Essential visitors – social workers – should be accompanied by SLT observing social distancing and should social distance from children. In the event social distancing cannot take place then staff will be supplied with PPE School supports employees to participate fully in vaccination programme. Outbreak management plan has been written to detail a return to bubble methodology, including those actions struck out above, if a positive case is identified. 				
Group Sizes									
Large group sizes contributes to spread of Covid-19 to adults/children	4	5	0	20	<ul style="list-style-type: none"> The number of staff and children that can use each room at any one time has been determined according to the physical capacity of the school site. Maximum numbers of children and adults in classroom adheres to government guidance No classroom will hold more than one bubble at the same time. Staffing allocations to groups determined, including consistency and any solutions to insufficient staffing numbers. Outbreak management plan has been written to detail a return to bubble methodology, including those actions struck out above, if a positive case is identified. 	4	2	0	8
Social Distancing									
Lack of social distancing contributes to the spread of Covid - 19	5	5	0	25	<ul style="list-style-type: none"> Arrangements for social distancing in place including Soft start/end to drop off/pick up times Staggered or limited amounts of moving around the school/ corridors – children use external doors where possible. One-way system in place in the school Classroom design – children will be sat as far apart as possible – facing forward. Break and lunch times are staggered. Children will eat in class bubble bases or the hall and will have an allocated section of playground and allocated toilets. Toilet arrangements – Classes allocated to toilets to minimise number of children in toilets. One class in the toilet at a time up to displayed toilet capacity. Toilets cleaned at least twice a day and more if child shows symptoms. (See Child displaying COVID symptoms checklist) Information shared with parents regarding pupils travelling to school, encouraging walking and avoiding using county transport as much as possible. Reminders to parents re Government Lockdown Rules. E.g. to prevent vulnerable adults dropping off/collecting children e.g grandparents 	5	2	0	10


					<ul style="list-style-type: none"> • Only children who are symptom free, tested negative on a PCR test, or have completed the required isolation period attend the setting. • Soft start approach to avoiding children and young people entering school congregating and breaching social distancing is in place. • Approach to potential breaches of social distancing in place, including in the case of repeat or deliberate breaches – behaviour addendum written and risk assessments completed on individuals likely to breach social distancing rules. Children deliberately breaching social distancing rules will be isolated in a room, with the adult outside the room. Parent/carer will be made to come to school to support if needed. • No assemblies or large gatherings in school are allowed • Outdoor large equipment (trim trail etc.) will not be used as it cannot be cleaned between groups • High risk of lack of social distancing between children communicated to parents before choice is made to send children back to school • Corridors, fences, railings, will be marked with 2m markers to support social distancing. • Staff will take staggered breaks and will be allocated a staff area to eat – to ensure the staffroom is not full. Staff will be encouraged to take breaks outside wherever possible. • Contact sports will not be allowed. • Transport team to ensure sufficient buses are in place to enable social distancing to be followed during travel. • Singing is not to take place indoors • Outbreak management plan has been written to detail a return to bubble methodology, including those actions struck out above, if a positive case is identified. 				
Catering/Lunch									
Lunch protocols lead to increased chance of Covid - 19 infection due to incorrect food handling and contact between groups of children and adults	4	4	0	16	<ul style="list-style-type: none"> • Arrangements with JSTC place to provide hot lunch to children on site. • FSM food vouchers parcels will be provided for children at home. • Members of staff will not deliver food parcels/work packs to home addresses. Parents will be supported and signposted to the Local Alford Hub/foodbank if families cannot collect. • JSTC to minimise handling of food. Lunch staff will not enter classrooms unless in an emergency or wet play. Lunch staff will not cross bubbles except where necessary. • Packed lunch waste to be put in children's packed lunch boxes to take home or in Lidded Bins and removed at the end of lunch. • Lunch to be eaten in the hall separated from other bubbles. Bubble adults to supervise • Teaching staff will clean the room once the children have gone to outdoor area • All adults handling lunches will be supplied with aprons and gloves • Fruit/ Milk will be distributed following the same protocols. Children will wash their fruit themselves. • All adults dishing up food will have recent Level 2 Hygiene certificate. • Dining hall protocols: <ul style="list-style-type: none"> • Staggered hall times with all tables and chairs being sanitised between bubbles. • All adults will wear a face covering if in the hall. • Adults serving food have received updated training, and will wear visors, gloves, and aprons 	4	2	0	8

					<ul style="list-style-type: none"> Enhanced adult supervision will be in place in the hall Children will use designated areas, tables and seating when in the hall. Designated adults will continue to work with bubbles. Bubbles will sit at least 2m+ apart at all times. Each bubble will have a designated entrance and exit route from the hall. Outbreak management plan has been written to detail a return to bubble methodology, including those actions struck out above, if a positive case is identified. 				
PPE									
Lack of PPE, incorrect use of PPE contributes to spread of COVID - 19	4	3	0	12	<ul style="list-style-type: none"> PPE (aprons, masks, visors, nitrile gloves, alcohol based sanitiser) ordered and stored securely in building PPE distributed to all groups in 'Bubble Bag' along with first aid supplies PPE training given to all staff Staff handbook gives guidance on incidents that may require wearing of PPE PPE supplied for adults and Guide to donning PPE (see Appendix 4) present in Bubble Bags https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/877658/Quick_guide_to_donning_doffing_standard_PPE_health_and_social_care_poster_.pdf 	4	2	0	8
Pupil Re-orientation									
Emotional distress caused to children due to change in routines and expectations	3	3	0	9	<ul style="list-style-type: none"> Parent survey to gauge response sent and concerns shared with SLT Staff will not talk about COVID19 in presence of children unless part of lesson plan (No staff to staff conversations that children may overhear!) Leaf characters introduced via newsletter to children and parents Clear parental expectations sent on confirmation of wider re-opening including tips for reassuring children Children shielding will be supported as per the remote learning plan – including : Daily contact with year group adults via TEAMS/ Weekly/ wellbeing calls CPOMS reporting system used to log calls and highlight concerns. Home visits by SLT for children who have not submitted work or been spoken to via a wellbeing call after 1 week – sooner if child is vulnerable Staggered start times, start dates have been communicated to parents on confirmation of wider opening. Parental expectation document sent to new families and signed to agree. Students to bring water bottle and packed lunch in disposable bag. Toys will not be permitted on site Critical workers asked to email attendance requirements and evidence of critical worker status. https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision/guidance-for-schools-colleges-and-local-authorities-on-maintaining-educational-provision 	2	3	0	6

				<ul style="list-style-type: none"> • PSHE focus is planned for regularly to establish new expectations, routines and confront children's concerns– guidance and activity ideas have been communicated by PSHE lead. Team leaders will monitor • Emotional scaling of children takes place half-termly and intervention put in place as required following this. • Whole school approach to adapting curriculum (S/M/L term), including: <ul style="list-style-type: none"> - Wellbeing curriculum - recognising 'non-curriculum' learning that has been done - capturing pupil achievements/ outcomes • Newsletter and PH will continue to provide support and links considering the impact of COVID19 on families and whether any additional support may be required: <ul style="list-style-type: none"> - Financial - Increased FSM eligibility - Referrals to social care and other support e.g Alford Community Hub - PPG/ vulnerable groups • Student behaviour policy reviewed and amended where necessary in line with the current circumstances. New rules written and displayed—Appendix 5 • Consideration has been given to which activities are more difficult/ not possible to be undertaken with social distancing in place? Each activity is risk assessed in light of COVID and should not be run unless the risks can be mitigated • PE • Practical science lessons <ul style="list-style-type: none"> - DT - Outbreak management plan has been written to detail a return to bubble methodology, including those actions struck out above, if a positive case is identified. 					
Partial/Full Closure– Provision for Home Learners/Future planning									
Emotional distress resulting from lack of support for children/parents at home	3	3	0	9	<ul style="list-style-type: none"> • Staff working from home due to isolation or closure to continue to provide educational resources and support for children at home • Teachers/Teaching assistants to provide welfare check-in calls for students not in school due to medical shielding weekly • IT devices delivered to any child that is not able to access one • Data and Router applications submitted for children who have limited internet data. • Review of provision and extension of TEAMS to support staff and pupils for video lessons to include targeted support for individuals and small groups. • Audit home learners to consider extension of equipment loan scheme to ensure access to remote learning • Review of provision and extension of TEAMS to support staff and pupils for video lessons • Full remote learning plan is in place and available on the school website. This includes extra provision for vulnerable children and families 	2	3	0	6

Transitions (into new year groups) – currently N/A									
Emotional distress caused to children due to a change in the level of support available for transitions	3	3	0	9	<ul style="list-style-type: none"> Most classes will not be mixed as in previous years to ensure consistency for returning children Transition Morning held for all pupils in order to meet new teacher – calls from new teacher to those who cannot attend. 	2	3	0	6
Safeguarding and Special Educational Needs									
Children at higher risk of abuse/harm due to lack of visibility	5	3	0	15	<ul style="list-style-type: none"> DSL present in school at all times. All CPOMs entries viewed by safeguarding team. Safeguarding team to meet prior to wider re-opening to review vulnerable children risk assessments and fortnightly thereafter Safeguarding Addendum has been shared with all staff Fortnightly welfare calls to take place on all children not in school – weekly for vulnerable children – twice weekly for CP/CIN ELSA sessions doubled on return to wider school opening Vulnerable families are targeted as per remote learning plan Use of Alford Charities and Community Hub to support 	5	2	0	10
Children with Special Educational needs progress reduced by inability to support needs due to COVID-19 regulations and guidance	2	3	0	6	<ul style="list-style-type: none"> Safer Handling training has expired for all staff – unable to refresh due to COVID19. This and precautions around potential infections means that safer handling will not be used. Parent/Carers of children who fall into category of needing this will be informed and renewed risk assessments completed by SENCO. This will be renewed when COVID-19 allows SEN risk assessments and current learning plans will be revised expectations and required adjustments have been considered. CP core meetings, CP reviews, SEN annual reviews, and other scheduled meetings will take place virtually until further notice Contact therapies will be risk assessed and may need to take place at home while social distancing requirements are in place Low numbers allow Parent Liaison to come out of class and make calls with more specialist knowledge 	2	2	0	4

Attendance									
Harm to child during evacuation due to incorrect attendance reporting Children at risk of abuse/harm due to lack of visibility	5	3	0	15	<ul style="list-style-type: none"> Paper registers will be completed during soft start and held in Bubble Bags Attendance registers will be completed electronically by class teacher at 8:55am. First day calling/usual safeguarding protocols will take place for any unexplained absence Attendance is mandatory so normal procedures will be applied to children not in attendance including fining An area will be available for parents to wait with children who may be upset and need support to start the day. Teachers/TAs to conduct scheduled welfare calls to all children not attending due to self-isolation/Covid-19, weekly to vulnerable children as per remote learning plan – DSL to monitor 	5	2	0	10
Communication									
Failure to adhere to guidance due to poor communication procedures	5	4	0	20	<ul style="list-style-type: none"> Handbook written for staff and training delivered in small groups – updated when necessitated by guidance changes. Risk assessment shared with all staff and published on Website Parents informed of guidance and procedures via Parent Hub, Twitter and Facebook if appropriate Re-opening plans, risk assessment shared with governors prior to wider re-opening and meeting held to ratify procedures Communications with parents prior to wider September reopening including: <ul style="list-style-type: none"> - Social distancing plan - Changes to timetable - Staggered start times - Expectations of parents and children when in/around school - Travelling to and from school safely On-going regular communication plans determined to ensure parents are kept well-informed All documentation reviewed in September before children return and regularly thereafter in light of guidance changes 	4	3	0	12
Governors/Governance									
Failure to adhere to guidance due to poor communication procedures Failure to follow statutory guidance due to lack of challenge	5	4	0	20	<ul style="list-style-type: none"> Regular communication with Chair of Governors All documents for approval submitted via TEAMS and virtual meeting held to discuss the documents prior to approval Timely decisions – e.g. emergency school closure to be communicated to Chair and Vice Chair at time of event Governor activity prioritised - Certain aspects of governance are on-hold in order to deal with the immediate situation, these are agreed and clear with all governors and there is a plan for then these will be reviewed and potentially reinstated. 	4	2	0	8

School Events/Trips									
Death of child/staff due to COVID19 following contamination while off site – on a visit or brought into school by educational visitors	5	3	0	15	<ul style="list-style-type: none"> Trips now allowed but must include a COVID-19 Risk Assessment provided by EVOLVE:  COVID_19_OFFSITE_VISITS_GENERIC_RMP_18_Sept_2020 (1).pdf to support this If a member of staff develops symptoms on a trip – a member of staff will be sent from school. If a parent is unable to collect, then HT will collect any child displaying symptoms on a trip (where possible with the parent as a chaperone). No educational workshops or visitors to be invited into school for the remainder of this academic year No large events to be held on site for the remainder of the year (including fairs, discos, performances, FOS events which involve bubbles mixing) Outbreak management plan has been written to detail a return to bubble methodology, including those actions struck out above, if a positive case is identified. 	4	2	0	8
Finance									
Financial instability caused by costs incurred due to COVID19	1	4	0	4	<ul style="list-style-type: none"> Additional costs due to COVID19 are itemised and monitored by Bursar using LCC spreadsheet. All major decisions regarding cost to be discussed with Finance committee All costs relating to previously booked visits sought to be reclaimed by office staff in order to refund parents 	1	2	0	2

*each square to be colour coded to suit the risk rating

Directorate:

Lincolnshire County Council

School:

Alford Primary School

HeadTeacher Name

Mrs Vicky Ross

Signature:

Appendix 1 –

CORONAVIRUS IN PRIMARY SCHOOL SETTINGS: MANAGEMENT OF KNOWN OR SUSPECTED CASES		TICK						
Please consider all the actions below (mark as not applicable [NA] as necessary)								
1.	Any suspected case (showing symptoms of COVID-19) or person testing positive on LFD test needs to arrange to have a PCR test done as soon as possible. If necessary, contact Lincolnshire Public Health, Health Protection Team for advice.							
2.	<p>Threshold for reporting If you meet the reporting threshold below you should report this to the Public Health Lincolnshire – via Email: HealthProtectionTeam@Lincolnshire.gov.uk. Please provide the name, DOB , date of positive test and type of test (PCR or LFT)</p> <p>Think about taking extra action if the number of positive cases substantially increases. This is because it could indicate transmission is happening in the setting. The thresholds detailed below can be used by settings as an indication for when to seek public health advice. For most education and childcare settings, whichever of these thresholds is reached first:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <thead> <tr> <th style="text-align: left; padding: 5px;">Setting Type</th> <th style="text-align: left; padding: 5px;">Reporting Threshold <i>Where the following, who are likely to have mixed closely with each other, test positive within a 10 day period:</i></th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">Most education and childcare settings:</td> <td style="padding: 5px;">5 children, pupils, students and staff OR 10% of setting population</td> </tr> <tr> <td style="padding: 5px;">Special schools, residential settings, and settings that operate with 20 or fewer people:</td> <td style="padding: 5px;">2 children, pupils, students and staff</td> </tr> </tbody> </table> <p>All settings should seek public health advice if a pupil, student, child or staff member is admitted to hospital with COVID-19. They can do this by phoning the DfE helpline (0800 046 8687, option 1), or in line with other local arrangements. Hospitalisation could indicate increased severity of illness or a new variant of concern. Settings may be offered public health support in managing risk assessments and communicating with staff and parents. See further advice and guidance in the Contingency framework: education and childcare settings</p>	Setting Type	Reporting Threshold <i>Where the following, who are likely to have mixed closely with each other, test positive within a 10 day period:</i>	Most education and childcare settings:	5 children, pupils, students and staff OR 10% of setting population	Special schools, residential settings, and settings that operate with 20 or fewer people:	2 children, pupils, students and staff	
Setting Type	Reporting Threshold <i>Where the following, who are likely to have mixed closely with each other, test positive within a 10 day period:</i>							
Most education and childcare settings:	5 children, pupils, students and staff OR 10% of setting population							
Special schools, residential settings, and settings that operate with 20 or fewer people:	2 children, pupils, students and staff							
3.	<p>Key Contacts for Early Advice and Support include:</p> <ul style="list-style-type: none"> <input type="checkbox"/> DfE Advice Line: 0800 046 8687, Monday to Friday 8am to 6pm, Saturday & Sunday 10am to 4pm <input type="checkbox"/> Public Health Lincolnshire – Call 01522 552993 or contact via Email: HealthProtectionTeam@Lincolnshire.gov.uk Monday – Friday 8am to 6pm. <input type="checkbox"/> Public Health England – Tel: 0344 225 4524 (option 1) [Out of Hours] <input type="checkbox"/> 111 online Coronavirus available here or via calling 111 service if they are unable to access the online platform. <input type="checkbox"/> LCC Transport Services Group TSG@Lincolnshire.gov.uk <input type="checkbox"/> Covid19 advice Helpline number 119 							
4.	<p>In the interim:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Contact parents or carers of the children/young person affected to arrange for them to be collected. <input type="checkbox"/> Whilst the child/young person is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. <input type="checkbox"/> If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else. <input type="checkbox"/> In an emergency, call 999 immediately if they are seriously ill such as increasing breathing difficulties, increased coughing which is making breathing difficult or their life is at risk. Do not encourage them to visit the GP, pharmacy, urgent care centre or a hospital. 							
5.	<p>Implement infection prevention & control precautions:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Good hand hygiene should be implemented before entering and after leaving the setting – see hand hygiene <input type="checkbox"/> Ensure good ventilation measures are maintained. <input type="checkbox"/> If a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home, a fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. <input type="checkbox"/> Ensure that everyone (staff and pupils) catch coughs and sneezes in tissues. If you do not have a tissue 							

	to hand then use the crook of your elbow rather than hands. Dispose of tissues promptly in a waste bin and then perform hand hygiene.	
6.	<p>Cleaning</p> <p>All surfaces that the symptomatic person has come into contact with must be cleaned and disinfected, including:</p> <ul style="list-style-type: none"> <input type="checkbox"/> objects which are visibly contaminated with body fluids <input type="checkbox"/> all potentially contaminated high-contact areas such as bathrooms, door handles, telephones, key pad, bin lids, grab-rails in corridors and stairwells 	
7.	<p>Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings, following one of the options below:</p> <ul style="list-style-type: none"> <input type="checkbox"/> use either a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine or <input type="checkbox"/> a household detergent followed by disinfection (1000 parts per million av.cl.). <p>Note: if an alternative disinfectant is used within the organisation, this should be checked and ensure that it is effective against enveloped viruses.</p>	
8.	<p>Waste</p> <p>Any waste from possible cases and cleaning of areas where possible cases have been (including disposable cloths and tissues):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Should be put in a plastic rubbish bag and tied when full. <input type="checkbox"/> The plastic bag should then be placed in a second bin bag and tied. <input type="checkbox"/> It should be put in a suitable and secure place and marked for storage until the individual's test results are known. <input type="checkbox"/> Waste should be stored safely and kept away from children. You should not put your waste in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours. 	
9.	<p>Transport</p> <p>Transport services to education settings should continue to be provided as normal where children are attending education settings. The guidance on transport to schools and colleges during COVID-19 pandemic guidance remains in place here</p> <p>If the child/young person used school transport, please also notify LCC Transport Services Group (TSG).</p>	
10.	<p>Advice on self-isolation</p> <p>Staff with symptoms should be excluded from work, should self-isolate for at least 10 days from the onset of symptoms following the current advice in the staying at home guidance.</p> <p>Children/young people with symptoms should be excluded from the setting and should self-isolate for at least 10 days from the onset of symptoms following the current advice. Other members of the family (parents/guardians) may also need to self-isolate for 10 days.</p> <p>If someone has serious symptoms they cannot manage at home they should use NHS 111 online.</p>	
11.	<p>Tracing close contacts and isolation</p> <p>Close contacts will now be identified via NHS Test and Trace and education settings will no longer be expected to undertake contact tracing.</p> <p>As with positive cases in any other setting, NHS Test and Trace will work with the positive case and/or their parent to identify close contacts. Contacts from a school setting will only be traced by NHS Test and Trace where the positive case and/or their parent specifically identifies the individual as being a close contact. This is likely to be a small number of individuals who would be most at risk of contracting COVID-19 due to the nature of the close contact. You may be contacted in exceptional cases to help with identifying close contacts, as currently happens in managing other infectious diseases.</p> <p>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:</p> <ul style="list-style-type: none"> • they are fully vaccinated • they are below the age of 18 years and 6 months • they have taken part in or are currently part of an approved COVID-19 vaccine trial • they are not able to get vaccinated for medical reasons <p>Instead, they will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test. We would encourage all individuals to take a PCR test if advised to do so.</p> <p>Staff who do not need to isolate, and children and young people aged under 18 years 6 months who usually attend school, and have been identified as a close contact, should continue to attend school as normal.</p>	

	Further details regarding Schools COVID-19 operational guidance can be found here Further details regarding 'What is meant by a close contact?' can be found here .	
12.	Daily actions: <ul style="list-style-type: none"> <input type="checkbox"/> Nominate a named staff member to co-ordinate & communicate outbreak information <input type="checkbox"/> Maintain & update any Outbreak Chart that may be in place, recording affected children / staff 	
13.	Being prepared Systems in the school should be established to plan for a response to reports of suspected or confirmed cases. In some cases this awareness may come through informal routes (e.g. social media) ahead of formal notification. The school can inform pupils and families how it plans to respond to reports of confirmed cases. Detailed school recording systems of pupil groups/ travel groups can aid contact tracing if required to follow up a positive case. Resources such as e-bug can be used to increase pupil understanding of stopping the spread of infectious diseases.	

ADDITIONAL COVID-19 GUIDANCE FOR EDUCATION SETTINGS: Mitigation Measures & Contingency Planning 24th SEPTEMBER 2021

Overview

The following document outlines additional guidance to support implementation of enhanced Covid-19 mitigation measures for Schools and Early Years settings, where appropriate following a clinical risk assessment in conjunction with the Lincolnshire Health Protection Team. It is intended as an additional information resource to be used alongside:

[Contingency framework: education and childcare settings](#)

[Schools COVID-19 operational guidance](#)

[Actions for early years and childcare providers during the COVID-19 pandemic](#)

[Actions for FE colleges and providers during the coronavirus outbreak](#)

[Rapid asymptomatic testing in specialist settings](#)

It is recommended that any additional measures are only introduced after discussion with Lincolnshire Health Protection Team or Department for Education (DfE).

Useful contacts

1. Lincolnshire City Council

- a. Public health team for all Covid-19 questions or queries:

Healthprotectionteam@lincolnshire.gov.uk or Tel: 01522 552993

- b. Education team for all non Covid-19 questions or queries:

educationteam@lincolnshire.gov.uk

2. Public Health England: phe.crc.eastmidlands@phe.gov.uk or Tel: 03442 254 524

- a. For out of hours guidance and Covid-related support;
- b. For out of hours escalation to the Lincolnshire Health Protection Team for enhanced local support in complex situations.

3. Department for Education

- a. For advice or information on Covid-19 issues:
dfc.coronavirushelpline@education.gov.uk or Tel: 0800 046 8687

WHEN TO USE THIS GUIDANCE

You should refer to this guidance alongside your settings own contingency plans to support decision-making and management of positive cases in your setting. The guidance covers the following topics:

- Measures to follow all of the time;
- Enhanced measures for multiple cases;
- How to establish whether cases are linked within your setting;
- Dealing with multiple clusters of linked cases within your setting;
- Supporting Resources.

Measures to Follow all of the Time



- Emphasise good hand washing technique – sanitising gel should only be used if there is no alternative.
- Washing hands with soap and water is better at reducing transmission of Covid-19 but also reduces the risk of spreading other infectious diseases such as sickness, diarrhoea, colds or flu.



- Wear face coverings on school transport (secondary schools).



- Comprehensive information on the HSE website.
- Keep windows open where possible – including just top windows when the weather gets colder.
- Purge rooms during break times when pupils are not there or staff rooms during lesson times when staff are not there – open all doors and windows to let the air blow through.
- Where space and weather permits, carry out activities outdoors as much as possible.



- Strongly encourage all those eligible to carry out twice weekly LFD testing.

- Strongly encourage all those who are eligible to get vaccinated.



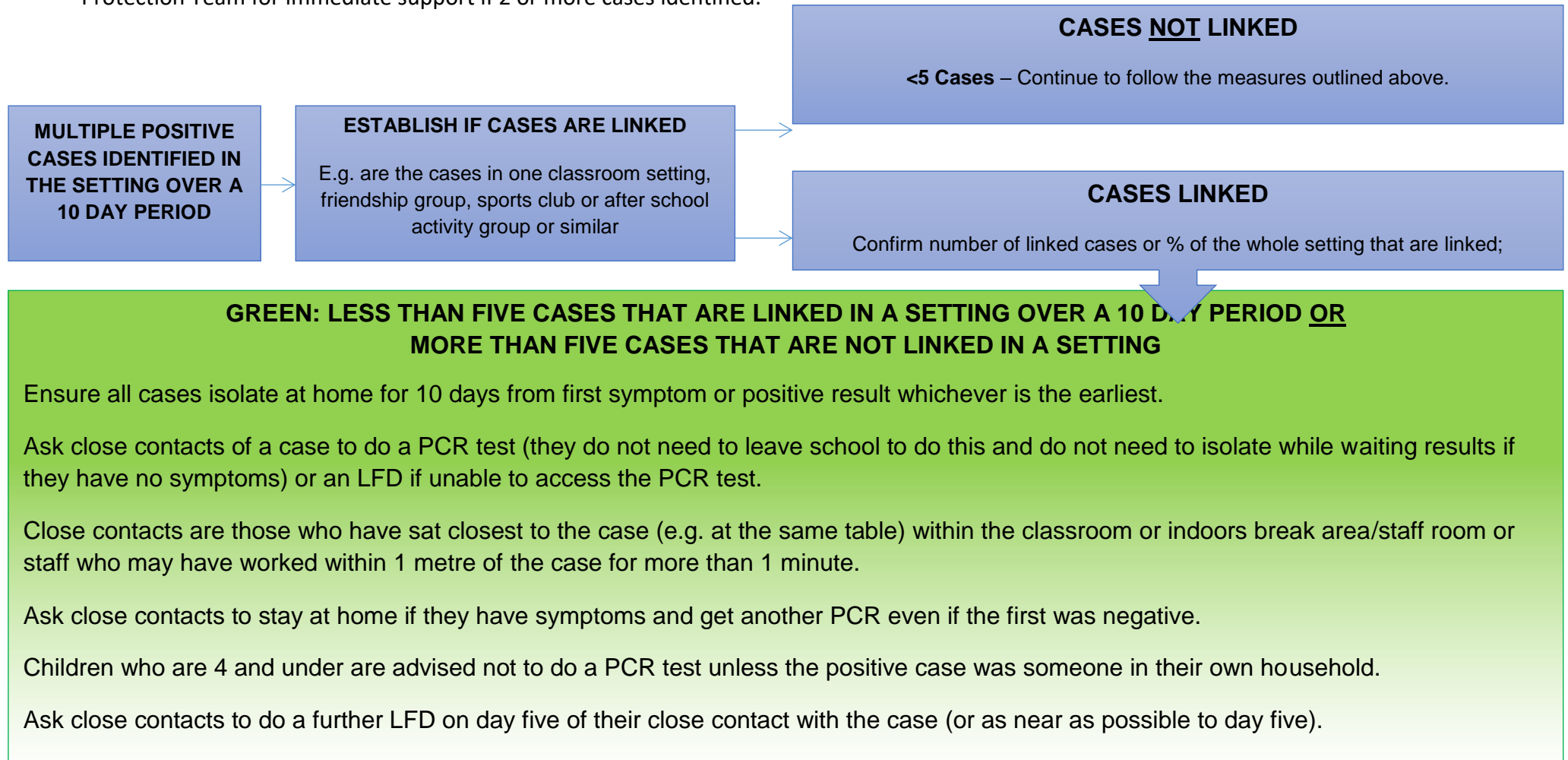
- Emphasise messages regarding not coming to school if symptomatic and to get a PCR test.
- Emphasise message of isolating if tested positive or if a close contact and not: doubly vaccinated, under 18 years and 6 months or medically exempt from vaccination.
- Provide clear instructions on informing the school of a positive test.
- Request close contacts of a case to get a PCR test within two days of being in close contact and carrying out a further LFD test five days after being in close contact.



- Carry out regular cleaning, particularly of common touch points or busy areas.

Enhanced Measures for Multiple Cases

Please note that the following measures apply to all settings except special schools and boarding schools, who should contact Lincolnshire Health Protection Team for immediate support if 2 or more cases identified.



YELLOW: 5 – 10 CASES OR 10% OF THE WHOLE SETTING THAT ARE LINKED IN THE SETTING OVER A 10 DAY PERIOD

In addition to previous measures:

Inform Lincolnshire Public Health if not already aware (healthprotectionteam@lincolnshire.gov.uk)

- **If cases are linked across classroom settings**

- Increase cleaning of common touch points such as toilets etc.
- Where possible keep students within the same classroom setting (primary school) to reduce mixing with other classes.
- Where possible ensure students sit next to the same students in all classes including form and other subject classes (secondary school).
- Where possible arrange seating so that students are sitting in pairs, facing one direction only and sit next to the same student.
- Explore other potential areas of mixing and, where possible, introduce measures to prevent as much mixing as possible e.g. virtual assemblies.

- **If cases are linked within one classroom setting:**

- Ask all students within the classroom setting to have a PCR test.
- Ask all students to have a further LFD five days after their close contact.
- Restrict where possible all mixing between this class and other classes including at break times.
- Where possible restrict the affected class to one toilet block and increase cleaning.
- Where possible create additional space between tables, ask students to sit in pairs and facing forwards; keep to the same seating arrangements.
- For an agreed temporary period, consider restricting school trips or outings, open days or performances for this class or ask students/staff to provide a negative LFD beforehand particularly those which may be more risk such as indoor sports or singing clubs.
- For an agreed temporary period, consider restricting access to after school clubs or activities.
- Consider carrying out twice weekly on site LFD testing for this one class for a period of two weeks (secondary school).
- Discuss with public health regarding a temporary introduction of face coverings – initially in communal areas only (secondary schools).
- Consider one off enhanced cleaning.

AMBER: 11 – 20 CASES OR 20% OF THE WHOLE SETTING THAT ARE LINKED IN THE SETTING OVER A 10 DAY PERIOD

At this stage an outbreak control meeting maybe considered for discussions regarding potential measures. This would involve the school, Lincolnshire Health Protection Team, Public Health England and DfE (if required). In addition to previous measure in Green and Yellow above, additional measures could include:

- **If cases are linked across classroom settings**
 - Recommendation for testing across the affected classrooms.
 - Restricting mixing between affected classroom settings and other classes
 - Recommend twice weekly on-site LFD testing for a limited period of time (secondary schools).
 - Staggering break and lunch times to reduce mixing with other classes
 - Consider temporary face coverings for communal areas (secondary schools).
 - Consider temporary face coverings in classrooms (secondary schools).
- **If cases are linked within one classroom setting**
 - Whole class supervised testing (surge testing).
 - Temporary closure of classroom for home based online learning
- **If cases are linked within one friendship group/sports club**
 - Whole group/club testing

RED: 21+ CASES OR 30% OR MORE OF THE WHOLE SETTING THAT ARE LINKED IN THE SETTING OVER A 10 DAY PERIOD

At this stage an outbreak control meeting will be called for discussions regarding potential additional measures. This would involve the school, Lincolnshire Health Protection Team, Public Health England and DfE (if required). In addition to previous measure in Green, Yellow, and Amber above, additional measures could include:

- Recommence twice weekly on-site LFD testing for a limited period of time (secondary schools).
- Consider testing across the whole setting.
- Recommend temporary face coverings for communal areas (secondary schools).
- Recommend temporary face coverings in classrooms (secondary schools).
- Recommend restriction of trips, open days or performances.
- Recommend restricted access to school premises for after school clubs or activities.
- Recommend restriction on external visitors, including parents (unless for safeguarding reasons)

How to establish whether cases are linked within your setting

The Lincolnshire Health Protection Team will help with this process so please get in touch with us via healthprotectionteam@lincolnshire.gov.uk if you have any questions or haven't heard already from public health.

- The following would not be considered as linked within a setting:
 - Positive siblings or staff/students from the same family (though note that this should not be ignored/ discounted if there is a wider outbreak as it may be a potential route of transmission across classes/year groups).
 - Students or staff who have tested positive but who have not been school for at least seven days before onset of symptoms or date of positive test (whichever is earliest).
 - Positive cases in different year groups or classes where there has been no close mixing between classes/year groups.
- The following examples would be considered as linked within the setting (not an exhaustive list):
 - Positive cases where cases have spent at least 1 minute less than 1 metre apart or at least 15 minutes 2 metres apart for example:
 - Sitting at the same table or mixing during class, break or lunch
 - Close 1:1 work with a student/teacher
 - Contact sports
 - Team indoor sports activity

Dealing with multiple clusters of linked cases within your setting

In line with the Contingency Framework, focus has shifted to a more targeted approach of implementing enhanced precautions where cases are linked within education settings via close mixing, instead of the broad-stroke measures such as immediate closure of a bubble or year group.

It is possible therefore that settings may experience two or more clusters of linked cases, which when deal with separately may or may not meet the thresholds for enhanced measures. The identification of separate clusters is an important part of the clinical risk assessment and the Health Protection Team will support you to establish whether clusters of cases are linked.

Examples

#	Situation	Action Required
1	<ul style="list-style-type: none">• Year 9 Form B – have 3 positive cases; they all sit near to each other.	The cluster of cases in 9B does not require enhanced mitigation.

	<ul style="list-style-type: none"> Year 11 Form E – have 4 positive cases; they all play on the football team. There is not a link between the cases in 9B and 7E. 	<p>The cluster of cases in 7E does not require enhanced mitigation.</p> <p>However as there are 7 cases in total, the setting is recommended to follow the GREEN mitigation outlined above.</p>
2	<ul style="list-style-type: none"> Year 3 Form A – have 2 positive cases; they sit next to each other. Year 3 Form B – have 3 positive cases; they play closely with the positive cases in 3A. Years 5 and 6 – have 1 positive case each There is not a link between the cases in year 3, year 5 or 6. 	<p>The cluster of cases in 3A is linked to the cluster in 3B and therefore meets the threshold for GREEN mitigation measures outlined above, and should be managed as 1 cluster.</p> <p>The individual cases in years 5 and 6 do not require enhanced mitigation.</p>
3	<ul style="list-style-type: none"> Year 8 Form D – have 6 positive cases; they sit near each other in classes. Year 10 Form A – have 12 positive cases; they sit near each other in classes. There is not a link between the cases in 8D and 10A 	<p>The cluster of cases in 8D meets the threshold for YELLOW mitigation measures outlined above.</p> <p>The cluster of cases in 10A meets the threshold for AMBER mitigation measures outlined above.</p> <p>The two separate clusters of cases should be managed separately where possible.</p>
4	<ul style="list-style-type: none"> SEND Setting – has 2 positive cases in the setting. 	<p>Mitigation for SEND settings will be bespoke and tailored following a clinical risk assessment, therefore the above enhanced mitigation thresholds do not apply.</p> <p>Notify the Lincolnshire Health Protection Team for 2 or more cases.</p>

SUPPORTING RESOURCES

In the event that Amber or Red mitigation measures need to be implemented, the Health Protection Team may provide additional supportive resources, which will be determined on a case by case basis and may include:

- Letter to Parents/ Carers from the Director of Public Health (DPH) to support PCR testing of close contacts;
- Letter to Parents/ Carers from the DPH to support temporary recommendation for use of face coverings in certain situations (secondary schools only);
- Deployment of DPH resources to support on-site/ surge testing;
- Regular monitoring and review of case numbers with HPT clinicians;
- Dedicated out-of-hours contact point for urgent enquiries, such as situations where service provision may be impacted due to loss of staff, or if considering stopping face-to-face teaching for parts/ all of the setting.

Appendix 4 - Guide to donning PPE

 Public Health England

Guide to donning and doffing standard Personal Protective Equipment (PPE)

for health and social care settings

Donning or putting on PPE
Before putting on the PPE, perform hand hygiene. Use alcohol handrub or gel or soap and water. Make sure you are hydrated and are not wearing any jewellery, bracelets, watches or stoned rings.

- Put on your plastic apron, making sure it is tied securely at the back.
- Put on your surgical face mask. If tied, make sure securely tied at crown and nape of neck. Once it covers the nose, make sure it is extended to cover your mouth and chin.
- Put on your eye protection if there is a risk of splashing.
- Put on non-sterile nitrile gloves.
- You are now ready to enter the patient area.

Doffing or taking off PPE
Surgical masks are single session use, gloves and apron should be changed between patients.

- Remove gloves, grasp the outside of the cuff of the glove and peel off, holding the glove in the gloved hand, insert the finger underneath and peel off second glove.
- Perform hand hygiene using alcohol hand gel or rub, or soap and water.
- Snap or unfasten apron behind the neck and allow to fall forward.
- Snap waste ties and fold apron in on itself, not handling the outside as it is contaminated, and put into clinical waste.
- Once outside the patient room, remove eye protection.
- Perform hand hygiene using alcohol hand gel or rub, or soap and water.
- Remove surgical mask.
- Now wash your hands with soap and water.

Please refer to the PHE standard PPE video in the COVID-19 guidance collection:
www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures

If you require the PPE for aerosol generating procedures (AGPs) please visit:
www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-aerosol-generating-procedures

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