

Educational Setting	Woodston Primary School
Activity / Task	COVID-19 Outbreak Management Plan (Educational Settings) – Risk Assessment
Completed by & Date	July 2021
Review Date	When required – January 2022 (increased transmission)

What are the hazards? Risk Rating	What are you doing already?	What further action is necessary?	Completed Risk Minimised	Action by whom?	Action by when?
Communication and Preparation High Risk	Newsletter sent to parents in July 2021 regarding proposed changes to the new term.	<ul style="list-style-type: none"> Further letter to be sent in September 2021 with access arrangements. Any changes to the school day will be communicated to parents – no plans at the moment 05.01.2022 Communication to parents encouraging the wearing of masks on site when dropping off and picking up – 06.01.2022 Parents not informed on individual cases. Guidance change from previous RA where close contacts can still attend the setting. If school contacts PHE (due to an ‘outbreak’) and are advised to communicate to 	Yes	TG/JM	06.09.2021

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		<p>parents – LA letters to be adapted and sent out.</p> <ul style="list-style-type: none"> Parents notified of cases in their child’s year group. LA flowchart sent home with advice on ‘Contacts of Positive Cases’. 14.01.2022 Notify staff and parents of changes to isolation periods from 10 to 7 days and the from 7 to 5 days with two consecutive negative LFT on day 5/6. W/c 17.01.2022 			
<p><u>Prevention</u> High Risk</p>	<p>Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school <u>clean hands thoroughly more often than usual</u> ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach <u>introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach</u></p>	<p>1. Do additional isolation rooms need to be created and more staff identified and trained to look after pupils waiting for collection? Is there suitable and sufficient PPE available for this? * One room allocated at this time – KS1 Kitchen</p> <p>2. Are there sufficient stocks of soap, paper towels and/or hand sanitizer available in all required locations? Are there sufficient wash basins available? * Cleaners to review stock levels. New local company used who can deliver within 24 hours.</p>	<p>Yes</p> <p>Yes</p>	<p>TG</p>	<p>Completed</p> <p>Ongoing</p>

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	<p><u>minimise contact between individuals and maintain social distancing wherever possible</u> <u>where necessary, wear appropriate personal protective equipment (PPE)</u></p>	<p>3. Are there sufficient stocks of tissues and disposal bins available for all classrooms? * SB to monitor tissue levels with teachers informing of stock levels.</p> <p>4. Are sufficient stocks of suitable cleaning products available and is there sufficient capacity to do the cleaning tasks? * See above. Cleaning teams to be used before school, during school and after school.</p> <p>5. Have members of staff been briefed on the expectations in class settings, outdoors and in staff rooms, etc? * only required if an ‘outbreak’ happens</p> <p>6. Are their sufficient stocks available in the locations it is likely to be needed? * Stationery to be mixed as before ‘lockdown’ – class resources to be used</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Cleaners / class teachers</p> <p>SB</p> <p>Cleaners</p> <p>JM/TG</p> <p>Office /JM/TG</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>

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		<p>* Children to have their own water bottles that stay in school – this will continue – old bottles thrown away</p> <p>* Children to use cloakroom areas and lockers. This is to be reviewed if an ‘outbreak’ happens.</p> <p>* Toilet areas to be used normally unless an ‘outbreak’ happens – then review for Bubbles only</p> <p>* rooms to be well ventilated – external windows to be open – windows can be opened wider when children are out of the room</p> <p>7. Staff can wear masks in communal areas. Visors to be worn in classrooms. If there is an ‘outbreak’ then masks will be worn by all staff in communal areas. 27.1.22 – Masks in communal areas optional</p> <p>Staff briefing 05.01.2022</p>			

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Response to any infection High Risk	engage with the NHS Test and Trace process manage confirmed cases of coronavirus (COVID-19) amongst the school community contain any outbreak by following local health protection team advice	Do members of staff know what is required of them? <ul style="list-style-type: none"> School to work with the NHS Test and Trace scheme to support close contacts. 	Yes	JM/TG/ Office	Ongoing
Contingency planning for a further outbreak High Risk	<ul style="list-style-type: none"> In the event of a local outbreak, the PHE health protection team or local authority may advise a school or number of schools to close temporarily to help control transmission. Schools will need a contingency plan for this eventuality. 	If school has an outbreak (5 or more linked cases – excluding siblings). School to follow LA 8 step guidance (13.07.2021) <ol style="list-style-type: none"> Vaccinate all those eligible Ensure good hygiene for everyone Maintain appropriate cleaning regimes Keep occupied spaces well ventilated Asymptomatic LFD testing and advising people with Covid-19 symptoms not to attend but to isolate and get a PCR test. Consider daily LFD testing for contacts of cases Reintroduce face-coverings in communal areas and then classrooms 	Yes	JM/TG	As needed

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		<p>8) reduce mixing (reintroduce bubbles) and consider closure of extra-curricular activities.</p> <ul style="list-style-type: none"> • TG spoke to PHE on 14.01.2022 after making contact with LA about rising numbers in school. • PHE responded and checked on what was already in place. PHE was happy with the set-up of school and no large mixing of groups. Hand sanitisers and hand washing important. LFT advice for staff good. 10% cases classed per class and not year group. Mixing outside was fine. No need for staggered starts or finished at this time. Wear masks for adults in communal areas and for all visitors. Limit amount of people on one room. Keep ventilation as a key measure. Cleaners in before, during and after school. • Only point to consider is lunch time in the hall. Where cases are high e.g. Y3 – do we want to separate Y3 and Y4? Suggestion is to monitor and if cases continue to increase then separate at 			

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		lunch. Keep cleaning communal areas as much as you can e.g. hall.			
Social Distancing in school High Risk	<ul style="list-style-type: none"> Minimise contact between individuals and maintain social distancing wherever possible The overarching principle to apply is reducing the number of contacts between children and staff. This can be achieved through keeping groups separate (in ‘bubbles’) and through maintaining distance between individuals. 	<ul style="list-style-type: none"> Introduce if outbreak occurs. Staff are encouraged to social distance where possible e.g. staff room. Staff meetings to be held virtually or social distanced in the hall (lots of ventilation and masks can be worn). To be reviewed after Feb half term. Main office to be limited to Office staff and HT/DHT only. All staff to be accountable for own social distancing in reprographics room e.g. one person at the photocopier at a time. 	Yes	TG	Ongoing
Home Learning High Risk		<ul style="list-style-type: none"> Home learning to be prepared for the academic year 2021-2022. Home learning for individual children and groups if an outbreak occurs. Teachers planning for ‘face-to-face’ learning with the option of ‘remote learning’ if and when required. 	Yes	SLT	As needed

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	<ul style="list-style-type: none"> Wipes and sanitiser available at both sides of doors. Increased cleaning of handles and touch plates. Allocated drop off and collection times *If there is an outbreak we will revisit the above 				
Extra-curricular activities (coaches, tutors, after school) High Risk	<ul style="list-style-type: none"> Schools are able to work with external coaches, clubs and organisations for curricular and extra-curricular activities where they are satisfied that this is safe to do so. Schools should consider carefully how such arrangements can operate. 	<ul style="list-style-type: none"> Swimming at the regional pool to continue – one class only attending – staff to wear masks on public transport. Following Regional pool guidelines School football club to continue – only two years groups attending School choir postponed for this half term. 	Yes	Office	Ongoing
Breakfast/after school club High Risk	<ul style="list-style-type: none"> To operate normally – to be reviewed in the case of an outbreak 	<ul style="list-style-type: none"> See latest Gov guidance https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak 	Yes	JM/TG	By start of term
Cleaning	<ul style="list-style-type: none"> The school should consult with their cleaning contractor or their in-house cleaning team to arrange a deep clean 		Yes	JM/TG	By start of term

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High Risk	<p>may be appropriate before staff and pupils return to school.</p> <ul style="list-style-type: none"> • More frequent cleaning procedures should be in place across the site, particularly in communal areas and at touch points including: <ul style="list-style-type: none"> ○ Taps and washing facilities, ○ Toilet flush and seats, ○ Door handles and push plates, ○ Handrails on staircases and corridors, ○ Lift and hoist controls, ○ Machinery and equipment controls, ○ All areas used for eating must be thoroughly cleaned at the end of each break, including chairs, door handles, vending machines and payment devices, ○ Telephone equipment, ○ Keyboards, photocopiers and other office equipment, classroom desks and chairs. 				
Attendance High Risk	<ul style="list-style-type: none"> • Following the guidance set from the DfE 		Yes	SD	Ongoing

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Waste High Risk	<ul style="list-style-type: none"> Relocate waste bins to key strategic positions both in school buildings and in external areas that are in use in order that waste materials can be managed safely Bins should be emptied daily. 	<ul style="list-style-type: none"> Staff to ensure they wear protective gloves and or wash hands immediately after carrying out this activity. 	Yes	Cleaners	Ongoing
Staff/Pupils within the shielded group High Risk	<ul style="list-style-type: none"> Any member of staff or pupil that is within the Clinically extremely vulnerable group must have a risk assessment undertaken that includes how social distancing will be maintained in a Covid-19 safe workplace. Staff/pupils that meet the criteria as clinically vulnerable people e.g. diabetics, those who are pregnant, should have a risk assessment completed to identify any suitable control measures that must be in place before returning to work/school. 	<ul style="list-style-type: none"> Follow any guidance set from DfE/Gov in September 2021 Individual RA reviewed for CEV and pregnant staff – 05.01.2022 	Yes	AH/TG	Ongoing
Hygiene High Risk	<ul style="list-style-type: none"> The school has a suitable supply of soap and access to warm water for washing hands. 	<ul style="list-style-type: none"> Hand sanitisers back in classrooms and offices. 	Yes	Cleaners All staff	Ongoing

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Accident reporting Covid-19 incidents High Risk	<ul style="list-style-type: none"> The Health & Safety Executive have recently updated the Reporting of Injuries, Diseases and Dangerous Occurrences regulations (RIDDOR) to include the requirement to report possible or actual exposure to the Covid-19 virus as a result of, or in connection with, a work activity. For further advice and guidance, you should contact your competent Health & Safety Adviser. 	<ul style="list-style-type: none"> TG spoke to PHE on 14.01.2022 – see notes above. 	Yes	All staff	
Personal Protective Equipment High Risk	<ul style="list-style-type: none"> Personal Protective Equipment should not be used as an alternative to social distancing, except where there is no other practical solution. Where close proximity working (school Site Team) is required for longer than 15 minutes, assess the need to issue employees with appropriate Personal Protective Equipment. Re-usable PPE should be thoroughly cleaned after use and not shared between staff. 	<ul style="list-style-type: none"> To be used in the case of an outbreak. 	Yes	TG	Completed

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Infection Control High Risk	<ul style="list-style-type: none"> Staff and pupils have access at all times to water and soap for hand washing. 		Yes	SLT	Ongoing
Lack of staff High Risk	<ul style="list-style-type: none"> Assessment of availability of staff for all activities during the school day, including break and lunchtimes The extent to which existing planning, schemes of work will need to be adapted 	<ul style="list-style-type: none"> We are currently 'over staffed' for 2021-2022. Should staff members need to self-isolate then non-class based staff can cover. TG and office/HR to liaise with Team Leaders to ensure staffing levels are sufficient. Classes covered and PPA honoured. TG to record with HR staff absences. 	Yes	JM/TG	Ongoing
Increased risk of transmission High Risk	<ul style="list-style-type: none"> Ensure availability of staff is adequate Ensure that social distancing measures can be maintained at all times Review activities that can be carried out The behaviour policy is reviewed to take into account COVID-19, to include exclusion for pupils who deliberately put others at risk (e.g. coughing, or spitting at others) and pupils who will not (as opposed to cannot) comply with social distancing. Pupils are prohibited from bringing any equipment into the school. They should 	<p>How contacts are reduced will depend on the school's circumstances and will (as much as possible) include:</p> <ul style="list-style-type: none"> grouping children together avoiding contact between groups arranging classrooms with forward facing desks staff maintaining distance from pupils and other staff as much as possible staggered starts and pick-ups to reduce amount of personnel on site 	Yes	TG	Completed

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	<p>be provided with all necessary equipment in school for the activities they are undertaking, with arrangements included in the planning for it to be sanitised daily. No equipment should be taken home.</p> <p>*All the above to be put into place in the case of an outbreak</p>	<p>*All the above to be put into place in the case of an outbreak</p> <p>* No whole school assemblies or singing to take place from Jan 2022 – to be reviewed in summer term.</p>			
EYFS parent visits / parent visits	<ul style="list-style-type: none"> September 8th, 9th and 10th – parents and children to complete their visits to school. 	<ul style="list-style-type: none"> Parent consultations to be held virtually – Oct 2021 Christmas performances to be recorded – Dec 2021 Parent consultations to be held virtually in spring term 2022. Parents to be encouraged to wear masks on the playground when dropping off and picking up. 	Yes	TG	
Visitors / contractors	<ul style="list-style-type: none"> Contractors where possible are to work before or after school All visitors to school are to wear masks 	<ul style="list-style-type: none"> Visitors to school are only permitted if deemed necessary e.g. Social worker Masks to be worn when in school Guidance change 27.1.22 	Yes	TG	Jan 2022

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Peripatetic Teachers	<ul style="list-style-type: none"> Music teachers can attend school – they are to follow school guidelines e.g. wear masks when walking around school. 	<ul style="list-style-type: none"> Music teachers emailed by DR on 05.01.2022 to remind about masks and cleaning procedures in and around school. 	Yes	DR	Jan 2022

Useful Guidance

- Guidance for full opening: schools can be found [here](#)
- Managing school premises during the coronavirus (COVID-19) outbreak can be found [here](#)
- The Government Guidance for implementing protective measures in educational and childcare settings can be found [here](#)
- The NASUWT has also produced a useful checklist for reopening of schools which can be found [here](#).
- CLEAPSS [Guide to doing practical work in a partially reopened school Science](#)
- CLEAPSS [Guidance for science departments returning to school after an extended period of closure](#)
- Conducting a SEND risk assessment during the coronavirus outbreak guidance can be found [here](#)
- COVID-19: guidance on supporting children and young people’s mental health and wellbeing can be found [here](#)
- Actions for early years and childcare providers during the coronavirus outbreak can be found [here](#)
- Coronavirus (COVID-19): implementing protective measures in education and childcare settings can be found [here](#)
- Safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE) can be found [here](#)

General staff and pupil advice on limiting the spread of coronavirus in the Educational Setting

Government advice is clear PPE, including facemasks should be taken into account where employees could be put at risk. The use of such PPE does not replace or reduce the need to follow the government guidance in relation to hygiene practices

Frequently clean and disinfect objects and surfaces that are touched regularly, using your recommended cleaning products.

- Wash your hands with soap and water often – do this for at least 20 seconds.
- Use hand sanitiser gel if soap and water are not available.
- Staff and Pupils should wash their hands as soon as they get to school and when they arrive home, after they blow their nose, cough or sneeze, before they eat or handle food.
- Cover mouth and nose with a tissue or a sleeve (not hands) when you cough or sneeze.
- Put used tissues in the bin immediately and wash your hands afterwards.

Handwashing techniques advice can be found [here](#)

What happens if someone becomes unwell at an educational setting?

If anyone becomes unwell with:

- a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- a loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

There are various other symptoms discussed in the media around children but this is the threshold set by the NHS process for testing and we must adhere to these.

In an education or childcare setting, they must be sent home and advised to follow the [COVID-19: guidance for households with possible coronavirus infection guidance](#) which sets out that they should start to self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus.

If a parent has called 119 and they have been told they don't need a test as their symptoms aren't 'due to COVID,' then the child can attend school if they are not displaying any symptoms.

If a child 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.

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.

PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).

In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.

If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive (see 'What happens if there is a confirmed case of coronavirus in a setting?' below). They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning

the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people.
See the [COVID-19: cleaning of non-healthcare settings guidance](#)

Engage with the NHS Test and Trace process.

- See guidance sent by LA 04.01.2022

Staff members testing positive:

- If any staff member test positive on a LFT and/PCR they are to inform the office/TG/JM asap so any cover required can be managed.
- Staff are to follow the latest guidance from the DfE/Gov/LA regarding isolating and time periods to isolate (also see Lateral Flow Testing below). See changes 17.01.2022

Lateral Flow Testing

- See up dated government guidance for taking LFT – regarding COVID symptoms / asymptomatic testing / taking an LFT on day 6 and 7 (moved to day 5 and 6 and without a temperature) during an isolation period. Gov changes 11.01.2022 & 17.01.2022 & 19.01.2022 & 27.01.2022
- LFD being delivered on 07.01.2022 – staff to sign for a box at a time.