Birmingham City Council

Risk Assessment Tool (V1 July 2021) Completed 31/8/21 agreed with Staff 02/09/21 (updated November 2021)

St.Clement's Church of England Primary Academy

Contents Page

Content	Starting Page of Section
Introduction including description of Risks and how to Score	2
Links to related guidance notes and governance support	5
Version Control table	7
1. **Identify numbers of pupils returning and staffing resource**	8
2. **Plan how the whole school will be accommodated and encourage attendance**	12
3. **Communications with families and pupils**	13
4. **The School Day**	14
5. **Provision for meals and FSM**	15
6. **Safeguarding provision to support returning children and increased referrals**	16
7. **Curriculum priorities**	17
8. **Content and timing of staff communications**	20
9. **Control Measures and Hygiene**	21
10. **Enhanced Cleaning**	21
11. **Good Hygiene**	22
12. **School level response for symptomatic or ill pupils or staff members**	22
13. **Personal Protective Equipment for Staff**	24
14. **Managing Premises related issues**	24
15. **Working with other school-based provision**	26
16. **Home to School transport**	26
17. **Contingency planning for local or national lockdown**	28
18. **Coronavirus (COVID-19) asymptomatic testing in schools**	29

DRAFT

Risk Assessment Tool (V1 July 2021) Completed 31/8/21 agreed with Staff 02/09/21 (updated November 2021)

Introduction

The government plan is to lift all measures from 19 July 2021 for the full return of all pupils (updated in line with government guidance regarding the opening of Step 4 from July 2021): Schools COVID-19 operational guidance (publishing.service.gov.uk)

This document has been refreshed from its previous iterations. Any hyperlinks will be identified by underlining.

School employers and leaders are required by law to think about the risks the staff and pupils face and do everything reasonably practicable to minimise them, recognising they cannot eliminate the risk of coronavirus (COVID-19). School employers must therefore make sure that a risk assessment has been undertaken to identify the measures needed to reduce the risks from coronavirus (COVID-19) so far as is reasonably practicable and make the school COVID-secure. General information on how to make a workplace COVID-secure, including how to approach a coronavirus (COVID-19) risk assessment, is provided by the HSE guidance on working safely.

We recommend all school leaders and staff members to regularly review the latest information produced by Public Health: https://www.birmingham.gov.uk/COVID-19_schools_faqs.
The latest checklist and flowchart can be found here for guidance on dealing with suspected or confirmed cases within staff or pupil cohorts, and their contacts: https://www.birmingham.gov.uk/downloads/download/3527/public_health_flowchart_for_schools

This risk assessment checklist/tool is based on Government guidelines on COVID-19. It is provided to help schools to prepare and decide arrangements for an increased number of children attending/returning to school. It remains subject to change at a short notice as updates are received from the Department for Education (DfE) or Birmingham City Council (BCC). EYFS guidance should be considered for Nursery Schools and Nursery Classes. Additional guidance for Special Schools (and specialist provision) should also be considered as appropriate.

Any updates to the previous Risk Assessment template going forward will be identified in the version control table from p? onwards.

The completion of this tool/checklist should not be undertaken in isolation by one individual and should involve staff who understand the risk assessment process. Once completed, the risk assessment should be shared with the school's workforce. If possible, schools should consider publishing it on their website to provide transparency of approach to parents, carers and pupils (HSE would expect all employers with over 50 staff to do so). A risk assessment should be updated and revisited regularly.

Risk assessment is about identifying reasonably practicable measures to control the risks in a workplace or when undertaking an activity. The process evaluates the threats and risks of a specified issue/situation and enables the likelihood that somebody could be harmed, together with an indication of how serious the harm could be, to be considered.
Likelihood - For each issue/situation, determine the likelihood it will occur.
Severity (outcome) - determine the potential injury/health.

DRAFT

Risk Assessment Tool (V1 July 2021) Completed 31/8/21 agreed with Staff 02/09/21 (updated November 2021)

Likelihood	Severity
4 = Certain = common or frequent occurrence	4 = Major risk - death, loss of limbs, etc
3 = Probable = likely to occur sometime	3 = High risk - broken bones, burns, etc
2 = Possible = may occur sometime	2 = Moderate risk - cuts, bruises, sickness, etc.
1 = Improbable = unlikely to occur	1 = Minimal risk - strain, shaken, no injury, etc

The matrix (below) provides a method to determine the level of risk, with the Likelihood and Severity being independently scored and plotted.

RISK LEVEL MATRIX						
PROBABILITY (LIKELIHOOD)	**4**	**Low**	**High**	**Very High**	**Very High**	
	3	**Low**	**Med**	**High**	**Very High**	
	2	**Low**	**Low**	**Med**	**High**	
	1	**Low**	**Low**	**Low**	**Low**	
		1	**2**	**3**	**4**	
		SEVERITY (OUTCOME)				

Once the likelihood and severity of the risk have been assessed they are plotted on the risk profiling grid above and the risk rating defined e.g. If a risk has a likelihood of 3 – Likely and a severity of 1 – Minimal, the risk rating will be 3 x 1 = 3. This would mean the risk is low and arrangement would be adequate. Example as follows:

DRAFT

Risk Assessment Tool (V1 July 2021) Completed 31/8/21 agreed with Staff 02/09/21 (updated November 2021)

Issue/Area to be addressed (Potential Hazard)	Current Control Measures Good Practice Control Measures Adopted	In place (Yes/No)	Further action/ Comments	Final Risk Rating
Example: **Slips, trips and falls** *There are smooth surfaces and tripping hazards around the school site with the potential to cause persons to fall over injuring themselves with multiple injuries.*	• *Cleaning regime in place.* • *Correct safe substance used for surfaces.* • *Signage available.* • *Cleaners have received training.* • *Introduce hazard reporting system and ensure that staff are aware of school H&S Policy.* • *Undertake specific risk assessment on snow and ice.* • *Remove all trailing cables in admin office.*	**Y**	Review arrangements for new staff i.e. ensure the H&S policy to shared /communicated	**3x1=3 Low**

DRAFT

Links to related published guidance notes to be referred to alongside the Model Risk Assessment	
Links to DfE Guidance As new guidance is produced weekly, please refer to **www.gov.uk** for updates Note from DFE: Schools are not required to use these guides, and may choose to follow alternative approaches to preparing for wider opening, or to use some sections of this guidance alongside other approaches	**Full opening (updated 6 July 2021 and applies to Step 4 opening):** https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools **Step 4 Opening:** Schools COVID-19 operational guidance (publishing.service.gov.uk) **Early Years and Childcare:** https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures **Special Schools:** https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings **Out of School settings:** 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/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak **Safe working in education and childcare:** https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care **Compilation of all guidance notes for schools:** https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings **Advice for parents:** https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak **Advice for parents attending Out of School settings:** https://www.gov.uk/government/publications/guidance-for-parents-and-carers-of-children-attending-out-of-school-settings-during-the-coronavirus-covid-19-outbreak **Ofsted guidance and update:** https://www.gov.uk/guidance/ofsted-coronavirus-covid-19-rolling-update **Providing meals to pupils:** https://www.gov.uk/government/publications/covid-19-free-school-meals-guidance/covid-19-free-school-meals-guidance-for-schools

DRAFT

	School reports: https://www.gov.uk/guidance/school-reports-on-pupil-performance-guide-for-headteachers **Safeguarding and remote learning:** https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19 **EYFS disapplication:** https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2/early-years-foundation-stage-coronavirus-disapplications **Keeping children safe in education for schools and staff:** https://www.gov.uk/government/publications/keeping-children-safe-in-education--2 **Shielding and guidance for CEV**: 19 July guidance on protecting people who are clinically extremely vulnerable from COVID-19 - GOV.UK (www.gov.uk) **Curriculum and teaching guidance:** https://www.gov.uk/guidance/remote-education-practice-for-schools-during-coronavirus-covid-19 **Remote learning support for schools and staff:** https://www.gov.uk/guidance/remote-education-during-coronavirus-covid-19 **Remote learning support for parents:** https://www.gov.uk/guidance/supporting-your-childrens-education-during-coronavirus-covid-19 **Transport to schools:** https://www.gov.uk/government/publications/transport-to-school-and-other-places-of-education-autumn-term-2020/transport-to-school-and-other-places-of-education-autumn-term-2020 **General travel guidance:** https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers **Recording attendance:** https://www.gov.uk/government/publications/school-attendance https://www.gov.uk/government/publications/school-attendance/addendum-recording-attendance-in-relation-to-coronavirus-covid-19-during-the-2020-to-2021-academic-year **Enhanced area of response:** https://www.gov.uk/government/news/further-support-for-birmingham-blackpool-cheshire-east-cheshire-west-and-chester-liverpool-city-region-and-warrington-to-tackle-delta-b16172-v **BCC:** https://www.birmingham.gov.uk/news/article/890/covid-19_birmingham_listed_as_enhanced_response_area

DRAFT

Governance and other resources	Link to Public Health flowchart in case of coronavirus symptoms within pupils or staff: https://www.birmingham.gov.uk/downloads/download/3527/public_health_flowchart_for_schools Safeguarding policy addendum: https://www.birmingham.gov.uk/downloads/file/16735/covid-19_safeguarding_policy_addendum **Useful contact details in BCC:** • If subscribing schools have questions / queries about governance, contact School and Governor Support (S&GS) at governors@birmingham.gov.uk • Nursery Schools and Nursery Classes should contact the Early Years' Service for EYFS queries via email: EYDuty@birmingham.gov.uk • Education Safeguarding questions please contact the Education Safeguarding Team via email: EducationSafeguarding@birmingham.gov.uk **Other resources:** ACAS guidance on mental health: https://www.acas.org.uk/acas-launches-new-guidance-on-mental-health-during-coronavirus HSE guidance on working during coronavirus and related links: https://www.hse.gov.uk/coronavirus/working-safely/index.htm NAHT guidance on health and safety duties and schools: https://www.naht.org.uk/advice-and-support/management/health-and-safety-duties-and-schools/ RCPH COVID-19 - 'shielding' guidance for children and young people: https://www.rcpch.ac.uk/resources/covid-19-guidance-clinically-extremely-vulnerable-children-young-people#children-who-should-be-advised-to-shield

Version No.		**Completed**
1		**01/09/21**

DRAFT

Birmingham City Council

Risk Assessment Tool (V1 July 2021) Completed 31/8/21 agreed with Staff 02/09/21 (updated November 2021)

Area of concern to be addressed	Current risk rating	Control measures Good Practice Control Measures Adopted	In place ? (Yes/ No)	Further action/ Comments	Final risk rating
1. Identify numbers of pupils returning and staffing resource					
Lack of certainty over returning numbers	3x1=3	• Planning for full attendance of all year groups and complete the daily DfE attendance return. Attendance is mandatory for statutory school age pupils. • Good record keeping for attendance. Collaboration between schools where a child routinely attends more than one site or setting. Continue to engage with families and LA to accurately report situations where pupil is recorded as abroad and plan for their return (including any quarantine restrictions). • Preparedness to reinstate bubbles if needed as a mitigation for local outbreak measures. • Staff, pupils and families are clear on reporting arrangements following the outcome of the tests. A dedicated staff member should initiate the contact tracing process. (NA) • Pupils with positive tests will need to self-isolate. From 16 August 2021, children under the age of 18 years old will no longer be required to self-isolate if they are contacted by NHS Test and Trace as a close contact of a positive COVID-19 case. • Arrangements are in place for pupils testing positive in school to be isolated until they are collected from school by a member of their family or household (travel on public transport is not advised). In exceptional circumstances, if parents or carers cannot arrange to have their child collected, if age-appropriate and safe to do so the child should walk, cycle or scoot home following a positive test result. If this is not possible, alternative arrangements may need to be organised by the school. • Good record keeping on testing within school and with PH. • Support for pupil/parent anxiety about return to school whilst enforcing mandatory attendance (testing is voluntary and requires consent). • Children whose doctors have confirmed are clinically extremely vulnerable are advised to attend school unless their clinician has advised otherwise.	Y Y Y Y Y Y Y Y Y	Attendance recorded using E-portal and followed up by Pastoral manager See outbreak management plan sept 2021 Office manager will initiate the contact tracing process Updated and relevant information communicated consistently to parents using weekly newsletter and by sharing this risk assessment with all parents via our website. School will follow local and national guidelines at all times- in line with updated guidance 25th November 2021 Isolation rooms- EYFS DHT Office KS1- small room in Yr 1 KS2- cold room NA/SS Pastoral manager to monitor	2X1=2

DRAFT

		• Requests for support for vulnerable families sent through Early Help Hubs and individual pupil risk assessments carried out. Efforts continue to improve the attendance of vulnerable pupils and those from disadvantaged backgrounds. • Parents who have opted to home educate their child should be encouraged to send their children to school, particularly those who are vulnerable. • Any specialist equipment required is returned to school site. Additional equipment is made available to support return if required. • Some pupils with SEND will need specific help and preparation for the changes to routine that this will involve, so teachers and special educational needs coordinators should plan to meet these needs, for example using social stories. More information on pupils with education, health and care plans can be found in Section 8 of the guidance for special schools. • Preparedness to implement Test and Trace as set out the latest guidance. Remote education will be provided where possible for pupils that are abroad.	Y Y Y Y Y Y	SENdco & Pastoral manager Pastoral manager to monitor Sendco held transition meetings with staff, parents and pupils in July and will monitor in from September 21 NA will inform staff of any pupils abroad.	
Staff	2x1=2	• The health status and availability of every member of staff is known and is regularly updated. Including all teaching and non-teaching staff (EY practitioners, DSL, SENCO, Paediatric 1st Aid (for under 2-year olds)/ 1st Aider or emergency 1st aid for children 3-5 years, domestic/kitchen staff etc. • Staff in schools who are CEV should currently attend their place of work if they cannot work from home. • Those living with someone who is CEV should attend work. • Full use is made of those staff who are isolating due to a positive test but who are well enough to teach lessons remotely. • Consideration of staffing changes to cover absence. Deployment of staff to be flexible. Use of teaching assistants and pastoral staff to supervise classes if necessary. • A blended model of home learning and attendance at school is utilised until staffing levels improve. • To minimise the numbers of temporary staff entering the school premises, schools may wish to use longer assignments with supply teachers and agree a minimum number of hours across the academic year. • Appropriate support is made available for pupils with SEND as well as pupils isolating at home or considered vulnerable. Consider deploying teaching	Y Y Y Y Y Y Y Y	Staff to take twice weekly Later Flow tests and report results to NHS and school Admin. See remote learning Policy ZEN educate (supply agency) See remote learning Policy	2x1=2

DRAFT

		assistants and enabling specialist staff from both within and outside the school to work with pupils in different classes or year groups. • Home testing for school staff is communicated in line with the latest guidance. • Any employee or persons within their household that has coronavirus (COVID-19) symptoms, should not attend school/ setting. They should arrange to have a test. • Any employee who develops COVID-19 symptoms during the school day should be sent home as soon as possible and should arrange to have a test. • An individual risk assessment will be completed for all staff that have characteristics that increase their potential risk from coronavirus (COVID-19), as set out in the COVID-19: • CEV staff are no longer advised to shield. • Staff who are off ill with COVID related illnesses or are self-isolating will not have their absence counted towards absence monitoring triggers.	Y Y Y Y Y	Updated and relevant information communicated consistently to parents using weekly newsletter and by sharing this risk assessment with all parents via our website. School will follow local and national guidelines at all times	
Pupils	2x2=4	• Any pupil or persons within their household who has coronavirus (COVID-19) symptoms, should not attend school/ setting. They should arrange to have a test. • Any pupil who has tested positive for COVID 19 in the past 10 days should not attend school/ setting. • Any pupil who develops COVID-19 symptoms during the school day should be sent home as soon as possible and should arrange to have a test • Remote/distance learning contingency arrangements for all pupils should be maintained in line with any local Covid-19 outbreak.	Y Y Y	Staff, pupils and families will be reminded that they must not attend school, even if they are feeling better, until they receive their test results. To be communicated consistently to parents using weekly newsletter and by sharing this risk assessment with all parents via our website. School will follow local and national guidelines at all time See remote learning Policy	2x2=4
2. Plan how the whole school will be accommodated and encourage attendance					
Measures are not in place to accommodate	2x1=2	• Engagement of appropriate services for families not engaging • SLT school meet regularly to review impact of plan.	Y Y	Pastoral manager to monitor and engage with families.	1x1=1

DRAFT

mandatory attendance					
Classroom and timetable arrangements do not allow for all pupils to attend in line with guidance	2x2=4	• Good ventilation is maintained while spaces are occupied • From 19 July, in line with Step 4 of the roadmap, face coverings will no longer be recommended for pupils in classrooms or communal areas in all schools. Face coverings will also no longer be recommended for staff in classrooms. • The reintroduction of face coverings for pupils, students or staff may be advised for a temporary period in response to localised outbreaks, including variants of concern. In all cases, any educational drawbacks should be balanced with the benefits of managing transmission. In EYFS handwashing supervision is in place.	Y Y Y Y	See outbreak management plan Face coverings for staff re introduced from 29.11.21	1x2=2

3. The School day- BDMAT Guidance

From the 1st September, we expect the following in BDMAT schools, unless there is an outbreak in the school, in which case the guidance within section 3 will apply.

- There will be no need for staggered opening / closing times (if parents are COVID anxious and do not want to be on the playground with other parents / children etc try to reassure them. If this is not possible, the school should temporarily consider the child coming into school early and leaving later until the parent's / child's confidence increases – this should be approached on a case-by-case basis)
- Staggered breaks and lunchtime arrangements won't be required
- You do not need to operate 'bubbles' of children
- Staff will not be required to wear face covering in school unless it is a personal choice they have taken
- Normal lunchtime arrangements can resume
- Soft furnishing / toys can be returned into use in classrooms but should be avoided in communal areas – these shouldn't be shared outside of classrooms
- Collective worship can resume. To mitigate the spread of the virus the hall should be well ventilated. Where practical, at the start of the autumn term you should consider reducing numbers for collective worship, perhaps through separate Key Stage 1 /2 sessions etc.
- Before and after school clubs can operate
- All staff should continue to undertake twice-weekly lateral flow tests unless the government withdraws access to the tests.
- Pupils no longer need to be in rows /face forward or have screens in place
- Parents' evenings to continue via video conference during Autumn term with the aim to have the spring term event on-site
- Further guidance will be issued regarding events involving parents (such as Christmas events etc) in the autumn term once the situation of the spread of the virus is clearer
- Screens for office staff can remain in place if staff feel more protected by them
- Visitors to the school should be encouraged to wear face masks around the school
- A reminder that staff do not need to self-isolate if they are contacted by Track and Trace as they have been in contact with a confirmed case and they are double vaccinated– staff though should be encouraged to take a PCR test

DRAFT

• The DfE are planning to distribute carbon dioxide monitors to schools at some point in the autumn term (Special Schools are being prioritised for Sept). These are not for 'every classroom' as reported in some newspapers over the holiday. Monitors will be sent to schools for school-leaders to place in areas of concern to identify if there is an issue of poor ventilation. https://www.gov.uk/government/news/all-schools-to-receive-carbon-dioxide-monitors •					
Daily attendance registers for new cohorts are not in place	2x1=2	• Designate staff responsibility for completion of school daily attendance registers (for onsite and any remote learners).(Class teachers) • Designate staff responsibility for completion of DfE daily submission. (SS) • Regular reporting to responsible body and monitoring of attendance and follow-up with families factored into workload. • Review separate guidance on recording attendance.	Y Y Y	Daily attendance recorded on E-portal and followed up by Pastoral manager each morning. Member of staff has a responsibility for monitoring attendance and is allowed time weekly for this. Office staff made aware of updated guidance re; attendance and recording.	1x1=1
Staff may not fully understand their responsibilities if they or a child show symptoms of COVID-19	2x1=2	• Key messages are regularly reinforced in line with government guidance. Community languages are considered. • Clear procedures in place where a child or staff member falls ill whilst at school with reference to the school's infectious diseases policy and updated flowchart from Public Health • Ensure contact details of families are up to date.	Y Y Y	All BDMAT/school/Gov guidance shared with staff on return to school in September. Outbreak management plan & risk assessment shared and discussed- updated guidance Nov 21 shared with staff 29.11.21 Update PHE flowchart available in the school Office Class teachers to confirm contact details in Parent consultation phone calls W/C 20/9/21	1x1=1
Resumption of day visits	2x2=4	• Full and thorough risk assessments in relation to all educational visits to ensure they can be undertaken safely will be completed. • Trips should be cancelled if any COVID-19 outbreaks are recorded within the setting. See further guidance if planning for domestic residential educational visits (in accordance with roadmap: annex C – further guidance on domestic residential educational visits. • Trips taken outside of the setting;	Y	All staff to receive updated Ed-Visits and Risk management training Sept 4th 2021	1x2=2

DRAFT

		https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/actions-for-early-years-and-childcare-providers-during-the-coronavirus-covid-19-pandemic#considerations-for-operating-the-setting			
4. Safeguarding provision to support returning children and increased referrals **Consider alongside online offer guidance:** https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19					
Staff are insufficiently briefed on expectations	2x2=4	• Staff receive daily/weekly briefings on day to day school matters. • Ensure health & wellbeing policy is in place and available to all staff. Encourage access to support and mental health first aiders. • Flexible working patterns and arrangements if appropriate • Staff workload expectations are clearly communicated. • Scheduled staff training to implement any changes that the school plans to make, either delivered remotely or in school. • The outbreak management plan has been shared with all staff	Y Y Y Y Y	Outbreak management plan can be found on the school website and shared with all staff on return to school in September along with Risk assessment and Bdmat guidance. - updated guidance Nov 21 shared with staff 29.11.21	1x2=2
5. Control measures and hygiene					
Control measures are not in place to limit risks of transmission. distancing at break and lunch times	2x2=4	• Social distancing is no longer a legal requirement for staff and pupils, however, headteachers still have a legal duty to ensure the health and safety of their staff. We will continue to follow previous guidance on prevention: St Clement's 'System of controls' will remain in place from September 2021. The actions in our system of control are grouped into 'prevention' and 'response to any infection' below. **Prevention:** 1) 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 2) clean hands thoroughly more often than usual 3) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach	Y	From September 2021, we will continue to: • limit the occupancy of staff rooms and offices by employees and ensure staff maintain social distancing. • Ensure maximum occupancy of each room is calculated to ensure staff can maintain social distancing. This will be advertised to all staff when they happen through signage on staff room doors.	1x2=2

DRAFT

		4) implement enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach 5) minimise contact between individuals and maintain social distancing wherever possible 6) where necessary, wear appropriate personal protective equipment (PPE) 7) Encourage whole staff regular (twice weekly) asymptomatic testing using lateral flow devices supplied by school. **Response to any infection:** 7) engage with the NHS Test and Trace process 8) manage confirmed cases of coronavirus (COVID-19) amongst the school community 9) contain any outbreak by following local health protection team advice			
Impact of any new variants of the virus on the day to day running of the school	2x2=4	• The new variants of the virus do not require any additional control measure and the current guidance remains unchanged. • Any local outbreaks of any new variant(s) will be managed by Public Health in partnership with schools, staff and families impacted. • BCC's Local Outbreak plan can be found here: https://www.birmingham.gov.uk/info/50231/coronavirus_covid-19/2204/local_outbreak_plan_-_covid-19	Y	School adopts BDMAT guidance and outbreak management plan based on government guidance. Updated guidance Nov 21- shared with staff 29.11.21	1x2=2
6. Infection Control, Cleaning and Hygiene Arrangements					
Cleaning capacity is reduced so that ongoing cleaning is not undertaken to	2x2=4	An appropriate cleaning schedule in place and maintained. This includes regular cleaning of areas and equipment (for example, twice per day), with a particular focus on frequently touched surfaces. PHE has published guidance on the cleaning of non-healthcare settings. Areas to be cleaned throughout the day:	Y	Teaching staff to continue to clean frequently touched objects at breaktimes and lunchtimes including door handles, and photocopier/ staffroom equipment.	1x2=2

DRAFT

the standards required		Toilets • Door Handles/ Access Buttons • Kitchen areas and associated equipment • Water dispensers/ coolers • Printers/ Photocopiers • White Boards • Play Equipment • Shared resources		All classes will be provided with COVID-19 killing spray and disposable cloths for staff to use as and when required (staff to request replenishment from the Site Manager)	
Procedures are not in place for Covid-19 clean following a suspected or confirmed case at school	2x2=4	• Cleaning staff are aware of the guidance for cleaning of non-healthcare settings COVID-19: cleaning of non-healthcare settings guidance • Plans are in place to identify and clean all areas with which the symptomatic person has been in contact. • Sufficient and suitable equipment is available for the required clean. • Adequate waste disposal arrangements are in place to dispose of contaminated equipment • Seek support from Public Health Birmingham. Use the flowchart if a staff member or pupil displays symptoms. • Suitable PPE equipment is available if required	Y Y Y Y	Risk assessment shared with cleaning staff and site manager. All areas of the premises will be thoroughly cleaned on a daily basis with particular focus on surfaces that are touched by multiple people ('contact cleaning').	1x2=2
	2x2=4	• Provision of hand-washing / hand-hygiene facilities at entrances and throughout school/setting. (Regularly monitored & maintained).	Y	School has hand sanitiser stations around school and these will continue to be regularly refilled and their use encouraged.	1x2=2
Enhanced hygiene practices and arrangements for 'Good Hygiene for Everyone'					
Inadequate supplies to ensure good hygiene for everyone	2x2=4	• A Ensure good hygiene for everyone **Hand hygiene** • Frequent and thorough hand cleaning now regular practice. • Continue to ensure that pupils clean their hands regularly. This can be done with soap and water or hand sanitiser. **Respiratory hygiene** • The 'catch it, bin it, kill it' approach continues to be very important. • . **Use of personal protective equipment (PPE)** • Most staff in schools will not require PPE beyond what they would normally need for their work. • The guidance on the use of PPE in education, childcare and children's social care settings provides more information on the use of PPE for COVID-19..	Y Y Y	Regular hand-washing must be insisted upon by all staff in school again from September 2021 onwards. Additional contact cleaning during the school day will continue upon return to school in September 2021. All bins are lidded and each class will be allocated with a box of tissues and staff will encourage pupils to access and make use of these	1x2=2

DRAFT

		• All working areas within the building should be well ventilated (Windows and Doors open) where safe and appropriate to do so.		Only rooms with windows that can be opened will be used for teaching children. We will continue to follow the procedures in line with fire safety in relation to doors In cooler weather, windows should be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space.	
School level response for symptomatic or ill pupils or staff members					
Staff / Pupils are coming into school with symptoms	2x2=4	Staff and/or pupils who are experiencing coronavirus (COVID-19) symptoms, should not attend school/ setting. They should arrange to have a test.	**Y**	Staff, pupils and families will be reminded that they must not attend school, even if they are feeling better, until they receive their test results. Updated guidance Nov 21-shared with staff 29.11.21	**1x2=2**
Staff develop symptoms in school	2x2=4	Staff who experience symptoms as above whilst at work should go home as soon as possible and should arrange to have a test.	**Y**	Staff, pupils and families will be reminded that they must not attend school, even if they are feeling better, until they receive their test results.	1x2=2
Pupils develop symptoms in school	2x2=4	Pupils who experience COVID-19 symptoms should be collected from school/ setting as soon as possible. They should be kept 2m apart from all other pupils and staff whilst on site, where possible. If pupil needs direct personal care until they can return home, staff should wear gloves, an apron and a face mask. Eye protection should also be worn if deemed risk from coughing/spitting/ vomiting. Anyone who comes into close contact with someone with COVID symptoms must wash their hands. They do not need to isolate or get a test unless they develop symptoms themselves.	**Y**	Any child with COVID-19 symptoms will be taken to the Isolation Room .The child's parents/carers will be instructed to collect their child immediately and keep them at home until they have been PCR tested for COVID-19. A member of staff must first wear gloves, an apron, a face mask and a visor and then escort the child with COVID-19 symptoms to be isolated . Before putting on the PPE, staff must perform hand hygiene. Use	1x2=2

DRAFT

				alcohol hand rub or gel or soap and water. Masks, gloves and aprons should be changed after tending to each pupil and should be regarded as contaminated after a single use and must be removed and be disposed of safely. To do this, staff must snap the apron waist ties and fold the apron in on itself (not handling the outside as it should be regarded as contaminated) and put into designated clinical waste lidded pedal bin in the Isolation Room .This bagged waste will be retained in school by site staff for 72 hours before going into general waste. Perform hand hygiene once again.	
Pupils develop symptoms in school	2x2=4	Parents of pupils with COVID 19 symptoms should be instructed to get their child tested. Schools will have a small number of testing kits to be provided to parents where it is uncertain they will get a test for their child or may struggle to get a test.	**Y**	School will have a small number of testing kits to be provided to parents where it is uncertain they will get a test for their child or may struggle to get a test. Parents will always be encouraged to take their child for a PCR test at a walk-in or drive in testing centre as the best option.	2x2=4
Staff/ pupils test positive for Covid	2x2=4	Staff/ pupils who test positive for COVID 19 should self- isolate for 10 days. Close contacts should take a PCR test but do not need to isolate; they can continue to attend the school setting whilst they are waiting for their results (unless they develop symptoms).	**Y**	Information communicated consistently to staff and parents using staff newsletter/memos, website, emails from the headteacher, and by sharing this risk assessment with all staff and parents. School will follow national and local guidance at all times. Updated guidance Nov 21- shared with staff 29.11.21 and risk assessment updated and shared on website.	**1x2=2**

DRAFT

Risk Assessment Tool (V1 July 2021) Completed 31/8/21 agreed with Staff 02/09/21 (updated November 2021)

Plan for personal protective equipment for staff					
Provision of PPE for staff where required is not in line with government guidelines	2x2=4	• Most staff in schools will not require PPE beyond what they would normally need for their work. • The guidance on the use of PPE in education, childcare and children's social care settings provides more information on the use of PPE for COVID-19. • If there is an outbreak in school, a director of public health might advise that face coverings should temporarily be worn in communal areas or classrooms (by pupils, staff and visitors, unless exempt). The outbreak management plans cover this possibility. • Face visors or shields can be worn by those exempt from wearing a face covering but they are not an equivalent alternative in terms of source control of virus transmission. No pupil or student should be denied education on the grounds of whether they are, or are not, wearing a face covering.	Y Y Y Y	Stocks of PPE securely stored and levels monitored by office staff, more ordered of required. All isolation rooms have a stock of PPE PPE made available to anyone who requests it in school. Outbreak management plan and guidance from BDMAT all to be followed. All documents shared with staff on return to school in September and shared on the school website for parent access.	1x2=2
Managing premises related issues					
There is no agreed approach to any scheduled or ongoing building works therefore contractors on-site whilst school is in operation may pose a risk to infection control		• Ongoing works and scheduled inspections for schools (e.g. estates related) have been designated as essential work by the government and so are set to continue. • An assessment has been carried out to see if any additional control measures are required to keep staff, pupils and contractors safe including distancing and hygiene procedures. • Assurances have been sought from the contractors that they are familiar with the symptoms associated with Coronavirus covid-19, all staff attending the setting will be in good health (symptom-free). • Alternative arrangements have been considered such as using a different entrance for contractors and organising classes so that contractors and staff/pupils are kept apart. • In addition to arrangements for COVID-19, normal contractor procedures are being applied and have been updated considering COVID-19 (including contractor risk assessments and method statements, and contractor induction), including contractors who works across sites or schools. •	Y Y Y Y Y	Managed by BDMAT Estate manager and school site manager and keeping HT and Office manager informed.	

DRAFT

Fire procedures are not appropriate to cover new arrangements	2x3=6	• Fire procedures have been reviewed and revised where required, due to: ○ Changes to numbers of pupils/staff Possible absence of fire marshals - absent fire marshals to be replaced with trained substitutes Staff, pupils and governors have been briefed on any new evacuation procedures. • Incident controller and fire marshals have been trained and briefed appropriately.	Y	All staff to receive updated fire training in Sept 2021. Fire Marshall list reviewed to ensure capacity in each are of school Fire Policy updated Fire drill termly included within 2 weeks of return to school.	1x3=3
Statutory compliance has not been completed due to the availability of contractors during lockdown	2x3=6	• All statutory compliance is up to date. • Where water systems have not been maintained throughout lockdown, chlorination, flushing and certification by a specialist contractor has been arranged. Water system checks and actions to be undertaken prior to wider opening. Legionella Risk Assessment up to date. • Fire drills continue to be undertaken and Fire Risk Assessment up to date including management of doors opened for ventilation purposes. • Ensure staffing cover should key staff (site manager/caretaker) involved in statutory testing & site safety be off or away • BDMAT support is in place.	Y	New site manager to be supported by BDMAT supervising Site manager based at St.George's Newtown.	1x3=3
. Contingency planning for local or national lockdown					
No plan in place if an outbreak or lockdown should occur	2x2=4	• School Business Continuity Plan has been updated. • Proposed resourcing model is in place should local or national lockdown be required (including partial or full closure). • Arrange for communications to be available in readiness for release to staff and families to incorporate any advice from Public Health Birmingham. • Staff have been fully briefed on action planning for local lockdown or outbreak. • Parents are informed of the school's procedures for local lockdown. Early years settings and childminders remain open (including wraparound care). • Preparation for learning continuity in the event of local lockdown ○ Resumption of bubbles ○ Blended learning offer to support continued delivery including support for pupils isolating or required to remain at home e.g. if clinically extremely vulnerable and advised by their clinician to remain at home.	Y Y Y Y Y Y	Outbreak management plan can be found on the school website and shared with all staff on return to school. . Updated guidance Nov 21- shared with staff 29.11.21 and risk assessment updated and shared on website. Remote learning policy	1x2=2

DRAFT

		○ Remote learning packages ready to offer where there is an outbreak as part of business continuity. Consideration of remote learning for young pupils or those with SEND. • Use of face coverings if recommended by PH • Information and guidance have been shared to support parents and carers of children who are learning at home • Resumption of former Risk Assessments to consider lockdown or partial opening as appropriate. • Consider impact of isolation for vulnerable children and ensure that key workers are notified of isolation and expected date of return. Implement an individual risk assessment if appropriate.			
. Coronavirus (COVID-19) asymptomatic testing in schools					
No plans for rapid testing using Lateral Flow Devices (LFD)s in place thus hindering the return to face-to face education by helping to identify people who are infectious but do not have any coronavirus (COVID-19) symptoms.	2x2=4	• Plans are in place for staff in primary schools to continue to test with LFDs twice a week at home, as per DfE guidance • Staff, pupils and families are clear on reporting arrangements following the outcome of the tests. • Pupils with positive tests will need to self-isolate. From 16 August 2021, children under the age of 18 years old will no longer be required to self-isolate if they are contacted by NHS Test and Trace as a close contact of a positive COVID-19 case. • If a parent or carer insists on a pupil who has tested positive attending school, we will take the decision to refuse the pupil if, in reasonable judgement, it is necessary to protect other pupils and staff from possible infection with COVID-19. • Arrangements are in place for pupils testing positive in school to be isolated until they are collected from school by a member of their family or household (travel on public transport is not advised). In exceptional circumstances, if parents or carers cannot arrange to have their child collected, if age-appropriate and safe to do so the child should walk, cycle or scoot home following a positive test result. If this is not possible, alternative arrangements may need to be organised by the school.	Y Y Y Y Y	All school staff have access to LFD's from Office staff and report results for record keeping. School will have a small number of testing kits to be provided to parents where it is uncertain they will get a test for their child or may struggle to get a test. Parents will always be encouraged to take their child for a PCR test at a walk-in or drive in testing centre as the best option.	1x2=2

DRAFT

Rapid asymptomatic testing for visiting/peripatetic staff working with pupils					
There are no clear plans for visiting professionals and peripatetic staff in a mainstream setting		• BCC staff visiting schools is able to access LFD testing through community testing sites • Other visiting teachers/staff are directed to the community testing site to access an LFD test prior to their visit	Y	Visitors guidance updated for Sept 2021 and shared with all visitors. . Updated guidance Nov 21- shared with visitors from 29.11.21 and risk assessment updated and shared on website.	

DRAFT