

Coronavirus (COVID-19) Whole School Risk Assessment – September 2021	<u>EGGLESCLIFFE CE PRIMARY SCHOOL</u>	Ref No	C19/001
		Date	31/08/2021

Task Description	Whole School Risk Assessment – September 2021	Location	All Areas	Date of Review	05/09/2021, 14/11/2021
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Assessor	Print Name: Emma Robertson	Head Teacher	Print Name: Emma Robertson	Equipment or Plant No.	N/A
	Signed: <i>Emma Robertson</i>		Signed: <i>Emma Robertson</i>		

Persons Affected Individuals or Groups	Employees, children, contractors, visitors, members of the public and family members
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Hazards / Consequences	Existing Control Measures	L	S	R	Further Control Measures	Modified		
						L	S	R
Autumn Term 2021	<p>Following further advice from Hartlepool Local Authority and Public Health England regarding the rise in Covid cases within the Hartlepool area. A number of additional control measures will be re-introduced from Monday 15th November 2021.</p> <p>The school will continue to act on any Government, Public Health England and any Local Health Protection guidance/advice and will increase control measures where necessary.</p>	3	4	M	<p>The further measures include:</p> <ul style="list-style-type: none"> - All adults to wear a face covering in all communal areas including corridors unless exempt - All staff are encouraged to take at least twice weekly lateral flow tests (more frequently if asked to do so) and take part if eligible in the National Vaccination programme. 	2	4	M

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					<ul style="list-style-type: none"> - Limiting or pausing whole school events with be considered - Ensure good ventilation 			
Volunteers, CTPP, those wanting to gain experience for ITT etc?	<p>All volunteers, pupil placements etc. must complete a full health and safety induction including Covid.</p> <p>Volunteers will be encouraged to take part in the national COVID 19 vaccination programme.</p>	2	4	M	All volunteers etc will be encouraged to obtain LFD home test kits and swab themselves twice weekly at home.	2	4	M
Travel/School transport	One pupil will arrive by taxi/ school transport. School will check with transport providers to ensure social distancing guidance is being followed.	2	4	M	Ongoing monitoring	2	4	M
Visitors to premises: Including Contractors and Parents	<p>All visitors to be directed to wash their hands/apply alcohol gel on their arrival to the school site.</p> <p>A visitor's risk assessment is in place and is communicated with visitors prior to attending school.</p>	2	4	M	All visitors must wear masks (or visor if a face mask cannot be worn for medical reasons) whilst transitioning around the school and in general communal areas (and where a 2-metre distance cannot be achieved).	2	4	M


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					Staff must wear masks (or visor if a face mask cannot be worn for medical reasons) whilst transitioning around the school and in general communal areas (and where a 2-metre distance cannot be achieved). Staff and pupils will be discouraged from congregating in corridors.			
Before/After School Entry/Exit Procedures.	See Organisational plan for specific group arrangements.	2	4	M	All parents/guardians will be encouraged to continue to wear face coverings when dropping off and picking up their children from school (on the school site).	2	4	M
Early Years & Primary aged children – lack of understanding	Children will be reminded of the regulations and new behaviour systems will be in place relating to social distancing not touching faces, fingers in mouth etc.	2	4	M	Handwashing will be supervised as far as possible using rhymes and songs with EY	3	4	M

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Hands/Face/Space		2	4	M	<p>Hands - Washing your hands with soap and water for at least 20 seconds, or using hand sanitiser, regularly throughout the day will reduce the risk of catching or passing on the virus.</p> <p>Face - Coronavirus is carried in the air by tiny respiratory droplets that carry the virus. Face coverings reduce the spread of these droplets, meaning if you're carrying the virus, you're less likely to pass it on when you exhale.</p> <p>Space - Transmission of the virus is most likely to happen within 2 metres. While keeping this exact distance isn't always possible, remaining mindful of surroundings and continuing to make space has a powerful impact when it comes to containing the spread.</p>	2	4	M

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Staff and Pupil Wellbeing	<p>Staff have been provided with Public Health England Guidance for the public on the mental health and wellbeing aspects of coronavirus (COVID-19). link.</p> <p>Staff receive sufficient breaks during the school day.</p> <p>Staff encouraged to leave the school site shortly after the end of the school day.</p> <p>Staff meetings will take place in Y6 classroom with windows and doors open for ventilation</p> <p>Staff briefings to be held in the hall</p> <p>Staff informed of 24 hour free counselling service.</p> <p>Staff Emotional Wellbeing Lead: Mrs S Grainge</p>	3	4	M	<p>Ongoing monitoring</p> <p>Staff are made aware of: healthy child programme</p> <p>Parents and carers to be made aware of the following agencies.</p> <ul style="list-style-type: none"> - MindEd - a free educational resource from Health Education England on children and young people's mental health. - Rise Above is a website co-created and produced by young people. - Every Mind Matters includes an online tool and email journey which aims to support everyone to feel more confident in taking action to look after their mental health and wellbeing. - Barnardo's See, Hear, Respond programme, focusing on finding and reaching out to vulnerable children around the country who are experiencing 	2	4	M

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					negative impacts on their health and wellbeing, as well as those at risk of harm; and are not being seen by statutory agencies. - Bereavement UK and the Childhood Bereavement Network provide information and resources to support bereaved pupils, schools and staff.			
Sensory Seeking Behaviours displayed (SEND issues)	Pupils with sensory seeking behaviours identified. Risk assessments are in place for pupils who demonstrate sensory seeking behaviours. Relevant staff are involved in the risk assessment and follow action set out via risk assessment. Staff and pupils to wash their hands when regularly.	3	4	M	Review whether PPE is required when managing sensory seeking behaviours e.g. gloves to be worn, access to cleaning equipment / anti-bacterial wipes. Behaviour Policy amended.	2	4	M
Emergency Procedures	Fire Emergency procedures are reviewed regularly to ensure that arrangements remain valid for Fire Safety including the numbers and locations of trained fire wardens and the validity of Personal Emergency Evacuation Plans considering social distancing measure where possible.	2	4	M	A fire drill will be carried out in September 2021. The school's caretaker ensures that that weekly testing of the fire alarm is carried out to ensure legal requirements are met.	2	4	M

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	Everyone must maintain social distancing as far as possible during evacuation and at assembly points. Lockdown Emergency lockdown procedures are reviewed regularly to ensure that arrangements remain valid							
Handling Cash	Taking cash payments from parents/carers. All payments to be made through ParentPay where it can be facilitated Children In Need donations to be made through Parent Pay	2	4	M	No cash to be handled in school	1	4	L
Handwashing	Handwashing will take place immediately on entry to the classroom and before leaving for home. Handwashing will also take place every time a child goes outside or comes back in. Before and after using ipads, before lunch or snack, after coughing or sneezing and after toileting. Handwashing will be supervised within the classroom, from a distance. Children will be asked to rewash hands on entry to the classroom after	3	4	M	Ongoing Monitoring All classrooms have handwashing facilities Additional hand wash basins have been installed in Holly, Elm and Juniper classrooms.	2	4	M

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	<p>toileting. Liquid soap is available in all classrooms.</p> <p>Hand sanitiser should not be routinely used by children.</p>							
Lunchtimes / Playtimes	<p>See Organisational plan for specific group arrangements.</p> <p>Cleaning will take place between year groups.</p> <p>Children will wash hands before going outside and on their return to class</p> <p>All windows in the hall will be open to ensure ventilation.</p>	2	4	M	<p>School kitchens are fully operational but must comply with the “Guidance for food businesses on Coronavirus (COVID 19)”.</p> <p>SBC catering service are reviewing nutritional content of packed lunches and advising appropriately.</p>	2	4	M
Staff room/eating and safe use of facilities	<p>Clean down tables after you have finished and remove all uneaten food and drink and dispose of in bin or rubbish bag.</p> <p>Antibacterial hand soap and hypoallergenic moisturiser is available for use.</p>	2	4	M		2	4	M

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	Hand gel is available throughout the building for staff use.							
Deliveries	Advise all delivery drivers that no goods or food should be physically handed over.	2	4	M	Decide on a location as a set drop-off point agreed in advance.	1	4	L
Meeting Rooms/Offices	Encourage increased natural ventilation in smaller offices. Staff should leave their desks as clear as possible so that it can be easily cleaned. Waste bins to have lids on for any discarded tissues etc, should be lined with a bag for easy removal and should be operated by foot.	2	4	M		2	4	M
Classrooms	See Organisational plan for specific group arrangements. To prevent infection spread on handles and for air flow, where possible, classroom doors and windows should be kept open. Soap, hand wash, tissues and other related products will be available in all teaching areas. Lidded bins with hazards bags will be provided in all classrooms for disposal of	2	4	M	Staff and children will be actively sanitising their areas throughout the day and predominantly at the beginning and end of the day. Provisions for regular spot cleaning are located in each classroom.	2	4	M

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	tissues and paper towels. Other bins will be provided in all classrooms for any other waste							
Resources/Pupil Supplies	Individual children's equipment will be minimal and kept where possible at their table. Pupils will be encouraged not to share resources	2	4	M	Children encouraged to wash hands / use hand gel before lessons and after each lesson.	1	4	L
Facilities and Premises	Complete all usual pre-term opening checks.	1	4	L	Site Team to ensure all PPM (planned preventative maintenance) is scheduled and carried out.	1	4	L
Ventilation	Good ventilation with fresh air is essential at all times in classrooms and particularly during this period. Refer to the system of controls for guidance on keeping occupied spaces well ventilated. When the school receive their Co2 monitors, they will be used in areas of the school where ventilation is most restricted. Monitoring will be carried out and recorded daily so decisions can be made regarding ventilation i.e., windows open/closed.	2	4	M	All the school's mechanical ventilation systems are serviced and maintained in accordance with the manufacturers recommendations. All areas of the school must be kept well ventilated. It is the individual's responsibility to ensure that the windows and doors (where appropriate) are fully opened within their office, classroom etc.	1	4	L

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	Where there are positive Covid cases or an outbreak, Co2 monitors can be monitored to track air quality.				Results from Co2 monitors will be used as the basis of SLT discussions regarding increased ventilation and ways to improve air quality if required.			
Extra-curricular Activities	All extra-curricular activities can resume from the 1 st of September 2021. Extra curricular activities to commence week 13 th September	2	4	M	More information on planning extra-curricular provision can be found in the guidance for 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-holiday-and-after-school-clubs-and-other-out-of-school-settings-during-the-coronavirus-covid-19-outbreak	2	4	M
Educational Visits	From the 1 st of September 2021 all educational visits including international visits can resume. You should be aware that the travel list (and broader international travel policy) is subject	2	4	M		2	4	M

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	to change and green list countries may be moved into amber or red. The travel lists may change during a visit and you must comply with international travel legislation and should have contingency plans in place to account for these changes.							
Lettings	From the 1 st of September 2021 all lettings, includes sporting fixtures can resume. Due diligence is carried out to ensure the necessary insurance and risk assessments are in place for all letting hirers.	2	4	M		2	4	M
Home Visits	A home visits risk assessment is in place and is communicated with all parties prior to attending the visit. Where possible face to face visits should be replaced with video conferencing.	2	4	M		2	4	M
Cleaning	Staff have antibacterial spray and disposable wipes which can be used. A cleaning checklist has been circulated to cleaning staff. The cleaners will work their current hours, plus some midday supervisors will be directed to disinfect frequently touched surfaces such	3	4	M	See cleaning schedule. All areas within school will be cleaned thoroughly on a daily basis.	2	4	M

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	<p>as door handles, toilet doors, toilet handles, taps and desk surfaces after lunch has been eaten.</p> <p>Deep clean of school was carried out on 27th August and 31st August- prior to PD day and school reopening</p> <p>SBC retain responsibility for kitchen staff and cleanliness. All will be reminded of the need for social distancing.</p> <p>A Deep Clean has been carried out by SBC during the holidays on 31st August</p>				<p>Particular attention will be paid to touch points such as door handles, light switches and handrails.</p> <p>Public Health England will publish revised guidance for cleaning non-healthcare settings to advise on general cleaning required in addition to the current advice on guidance. The school will follow the guidance provided and where need identified the current cleaning regimes reviewed.</p>			
First Aid/Possible COVID-19 Symptoms	<p>First aid equipment will be available in each key stage area. Where possible, teachers/ group leaders should provide minor first aid to any child in their group who requires it. Protective equipment, such as gloves and an apron, should be worn when first aid is administered.</p> <p>First Aid trained/responsible person/s in place.</p>	3	4	M	<p>Personal protective equipment must be worn when administering first aid.</p> <p>https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/877658/Quick_guide_to_doffing_standard_PPE_health_and_social_care_poster_.pdf</p>	2	4	M

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	Disposable gloves and aprons available. Children showing signs of Covid-19 will be isolated until parents can collect them. Suitable PPE equipment must be worn by staff who are supervising.				There is a protocol in place for managing individuals who present with symptoms of Covid-19. Individuals who fall within the moderate or high risk category will not be expected to assist any individual who presents with possible symptoms of Covid-19. See PPE Matrix.			
Contact due to personal / intimate care	Staff must wear the normal personal protective equipment they need for giving intimate/personal care. Disposable gloves and aprons available.	3	4	M	PPE Is in place and staff have been given instruction on how to use, store, clean and dispose. See PPE Matrix.	2	4	M
Contamination of outdoor play equipment	Cleaning regime in place for outdoor play equipment (portable) at the end of lunchtime. Senior Midday supervisor to manage.	3	4	M	Fixed outdoor play equipment, to be used by a class on a weekly rota basis.	1	4	L
Potential Symptoms (General) High Temperature Coughing and sneezing	General precautions as advised by the Government to be strictly observed: <ul style="list-style-type: none"> Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze 	2	4	M	Any member of staff presenting with symptoms whilst in school will inform the Head Teacher or SLT on rota. Advice will be	2	4	M

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Loss of taste and smell	<ul style="list-style-type: none"> Put used tissues in the bin immediately Wash your hands with soap and water often – use hand sanitiser gel if soap and water are not available Try to avoid close contact with people who are unwell Don't touch your eyes, nose or mouth if your hands are not clean <p>Each person in school, staff, student or visitor will where possible maintain a practical distance away from each other and not get into close proximity with each other if it can be avoided.</p>				sought from Public Health England. To arrange a test call 119 or visit www.gov.uk/coronavirus			
Clinically Extremely Vulnerable / Clinically Vulnerable Staff (Including BAME, pregnancy etc.)	<p>Shielding is currently paused. Although the advice to shield has ended, clinically extremely vulnerable people must continue to follow the rules that are in place for everyone.</p> <p>We are also advising clinically extremely vulnerable people to continue to take extra precautions to protect themselves. https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</p>	3	4	M	Everyone on the Shielded Patient List should already have been offered a COVID-19 vaccine. If you have not yet received your first dose, please contact your GP or book your vaccination appointment online . If you have received your first dose, you should still ensure you take up your second dose of the vaccine when it is offered to you. Having two doses should further increase your level of protection.	2	4	M

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					A risk assessment review will be carried out with all pregnant staff approaching 28+ weeks, so that additional control measure can be considered (if required).			
NHS Test and Trace/NHS Test and Trace App	From Step 4, close contacts will be identified via NHS Test and Trace and education settings will no longer be expected to undertake contact tracing.	2	4	M	<p>From Step 4, close contacts will be identified via NHS Test and Trace. You may be contacted in exceptional cases to identify close contacts, as currently happens in managing other infectious diseases. You will continue to have a role in working with health protection teams in the case of a local outbreak.</p> <p>Pupils, staff, and other adults should follow public health advice.</p> <p>https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/</p>	2	4	M

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Lateral Flow Testing (COVID-19) home testing of staff	<p>All positive results from rapid tests need to be confirmed with a PCR test within two days of the positive lateral flow test.</p> <p>Following a positive lateral flow test, a confirmatory PCR test should be booked immediately either online or by calling 119.</p> <p>Whilst awaiting the PCR result staff should continue to self-isolate. If the PCR test is negative, provided it was taken within two days of the positive LFT, it overrides the lateral flow test and staff can return to school.</p>	2	4	M	<p>All staff have been provided with LFD home test kits to swab themselves twice a week at home.</p> <p>Households of children attending Education can now access lateral flow tests as per Government Guidance.</p>	2	4	M
Impact on individuals who may be more vulnerable to COVID-19 due to their vaccination status	The Trust encourage all employees to take part in both LFD testing twice a week and where medical conditions allow the National Vaccination Programme.	3	4	M	<p>Ongoing Monitoring</p> <p>Unvaccinated, employees who are identified by Track & Trace as a close contact should self-isolate as instructed, and where possible work from home.</p>	3	4	M

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Risk Assessment Notes:

Government Guidance

[Managing COVID 19 in Educational and Childcare Settings](#)

[Actions for school during the COVID 19 outbreak](#)

[Guidance on protecting Clinically Extremely Vulnerable from COVID 19](#)

[When to Self-isolate and what to do](#)

****Throughout the re-opening process there will be incidents that require a dynamic risk assessment – An assessment of unforeseen or emergency hazards. The risk will be assessed by the staff at the time of the event.***

The normal duties of consultation on health and safety matters still apply during the pandemic. Section 2(6) HSWA states:

“It shall be the duty of every employer to consult any such representatives with a view to the making and maintenance of arrangements which will enable him and his employees to co- operate effectively in promoting and developing measures to ensure the health and safety at work of the employees, and in checking the effectiveness of such measures.”

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Rating: Low = 1 – 6, Medium = 8 – 15, High = over 15

Risk Assessment Matrix (Probability and Likelihood Scales)							
		Likelihood Rating					
Severity Rating	Description	1	2	3	4	5	6
		Very Unlikely	Unlikely	May happen	Likely	Very likely	Certain or imminent
1	Delay only	<p>The matrix grid consists of 6 rows and 6 columns of cells. The cells are colored as follows: Row 1 (Severity 1) is entirely green. Row 2 (Severity 2) has the first 3 columns green (labeled 'LOW'), and the last 3 columns yellow. Row 3 (Severity 3) has the first 2 columns green, the next 2 columns yellow, and the last 2 columns red. Row 4 (Severity 4) has the first column green, the next 2 columns yellow (labeled 'MEDIUM'), and the last 3 columns red. Row 5 (Severity 5) has the first 2 columns yellow, and the last 4 columns red. Row 6 (Severity 6) has the first 3 columns yellow, and the last 3 columns red (labeled 'HIGH').</p>					
2	Minor injury, minor damage						
3	Lost time injury, illness, major damage						
4	Major injury, disabling illness, major damage						
5	Single fatality, or permanent total disability						
6	Multiple fatalities						

COVID-19 Organisational Plan

Should classes need to isolate and separate- the following will be adhered to

Numbers	Room	Staff	Rationale
36 children	Nursery classroom	Mrs Shenton Mrs Oliver Mrs Morris Mrs O'Brien	<ul style="list-style-type: none"> ● Own entrance ● Toilets ● Access to outdoor area ● Staff to have walkie-talkie for communication with whole school and office
30	Reception classroom	Miss Robinson Mrs Grainge Mrs O'Brien	<ul style="list-style-type: none"> ● Own entrance ● Toilets ● Access to outdoor area ● Staff to have walkie-talkie for communication with whole school and office
30	Year 1 classroom	Miss Orange Ms Stevenson Mrs O'Brien Mr Ogden	<ul style="list-style-type: none"> ● Own entrance ● Toilets ● Access to outdoor area ● Staff to have walkie-talkie for communication with whole school and office
30	Year 2 classroom	Mrs Bennison Mrs Oliver Mrs O'Brien Mrs Shamat	<ul style="list-style-type: none"> ● Own entrance ● Toilets- shared with KS2 ● Access to outdoor area ● Staff to have walkie-talkie for communication with whole school and office
30	Year 3 classroom	Mrs Craggs Mrs Porritt Mrs O'Brien Mrs Upton	<ul style="list-style-type: none"> ● Own entrance ● Toilets- shared with KS2 ● Access to outdoor area ● Staff to have walkie-talkie for communication with whole school and office
30	Year 4 classroom	Miss Stephens Mrs O'Brien Mrs Bendelow	<ul style="list-style-type: none"> ● Own entrance ● Toilets- shared with KS2 ● Access to outdoor area ● Staff to have walkie-talkie for communication with whole school and office

31	Year 5 classroom	Mrs Gates Mrs Edmenson	<ul style="list-style-type: none"> • Shared entrance with Year 6 • Toilets - shared with KS2 • Access to outdoor area • Staff to have walkie-talkie for communication with whole school and office
30	Year 6 classroom	Mrs McCarthy Mrs Lumley Mrs Edmenson Mrs O'Brien	<ul style="list-style-type: none"> • Shared entrance with Year 6 • Toilets- shared with KS2 • Access to outdoor area • Staff to have walkie-talkie for communication with whole school and office
	Hall	All	<ul style="list-style-type: none"> • Worship • P.E • Lunch
	Main Office	Mrs Millward	<ul style="list-style-type: none"> • Main Entrance • Staff to have walkie-talkie for communication with whole school and office
	Head Teacher's Office	Mrs Robertson	<ul style="list-style-type: none"> • Main Entrance • Staff to have walkie-talkie for communication with whole school and office
	Meeting Room	All	<ul style="list-style-type: none"> • To be used as needed
	Outdoor area- all children to wash hands before they go outside and on their return to the classroom Water bottles to be taken outside if needed	Staff to rotate to ensure all children get access to all areas throughout the week.	<ul style="list-style-type: none"> • Staff on duty to use walkie talkies to ensure children can access toilets in their own areas as specified above • Walkie talkies to be used for shared duties and break transitions • Water bottles to be sanitised on entry back into school

Entering school- A member of staff will be on duty at entrance and exit gate

Children and	Route	Timings
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predicted numbers					
Nursery	Enter school through the Foundation Stage entrance gate Drop children at main entrance Parents exit through exit gate		Start time	Lunch	Finish time
		Monday	8.45am	11.30am	3.15pm
		Tuesday	8.45am	11.30am	3.15pm
		Wednesday	8.45am	11.30am	3.15pm
		Thursday	8.45am	11.30am	3.15pm
		Friday	8.45am	11.30am	3.15pm
Reception children	Enter school through the Foundation Stage entrance gate Drop children at main entrance Parents exit through exit gate		Start time from	Lunch	Finish time
		Monday	8.45am	11.45am	3.20pm
		Tuesday	8.45am	11.45am	3.20pm
		Wednesday	8.45am	11.45am	3.20pm
		Thursday	8.45am	11.45am	3.20pm
		Friday	8.45am	11.45am	3.20pm
Year 1/2 /3/4 children	Enter school through the Main Entrance and pick up children from classroom door		Start time from	Lunch	Finish time
		Monday	8.45am	12pm	3.20pm
		Tuesday	8.45am	12pm	3.20pm
		Wednesday	8.45am	12pm	3.20pm
		Thursday	8.45am	12pm	3.20pm
		Friday	8.45am	12pm	3.20pm
Year 5	Enter school through the Main Entrance, children to be collected from KS2 corridor		Start time from	Lunch	Finish time
		Monday	8.45am	12.15pm	3.20pm
		Tuesday	8.45am	12.15pm	3.20pm
		Wednesday	8.45am	12.15pm	3.20pm
		Thursday	8.45am	12.15pm	3.20pm
		Friday	8.45am	12.15pm	3.20pm
Year 6	Enter school through the Main Entrance, children to be collected from Hall door		Start time from	Lunch	Finish time
		Monday	8.45am	12.15pm	3.20pm
		Tuesday	8.45am	12.15pm	3.20pm
		Wednesday	8.45am	12.15pm	3.20pm
		Thursday	8.45am	12.15pm	3.20pm
		Friday	8.45am	12.15pm	3.20pm

There will be two members of staff on duty every morning at the main entrance to welcome the children into school.

On entry the children will wash their hands in their classrooms

Worship timetable

	Worship in the Hall
Monday	Whole School
Tuesday	EYFS and KS 1
Wednesday	Whole School Singing Worship
Thursday	KS2
Friday	Whole School Achievement Worship

Playtime and lunchtimes the children will be mixed, there will be 3 members of staff on duty outside everyday.

Date:

Daily Cleaning schedule

Rooms	Frequency	Areas	Extra areas/ resources used through the day which require cleaning
Nursery	Daily	Floor Tables Chairs Trays Zip Wallets Toilets- cubicles, basins, taps, dryers Blinds Computer Desk Play equipment	
Reception	Daily	Floor Tables Chairs Trays Zip Wallets Toilets- cubicles, basins, taps, dryers Blinds Computer Desk Play equipment	
Year 1/2	Daily	Floor Tables Chairs Trays Zip Wallets Toilets- cubicles, basins, taps, dryers	

		Blinds Bean bags Computer Desk	
Year 3/4	Daily	Floor Tables Chairs Trays Zip Wallets Toilets- cubicles, basins, taps, dryers Blinds Bean bags Computer Desk	
Year 5/6	Daily	Floor Tables Chairs Trays Zip Wallets Toilets- cubicles, basins, taps, dryers Blinds Bean bags Computer Desk	
Year 5 Classroom	Daily	Floor Tables Chairs Trays Zip Wallets Toilets- cubicles, basins, taps, dryers Blinds Computer Desk Door handles Doors	
Hall	Daily	Floor Cupboard tops Doors Door handles	
Office	Daily If the room has been used	Floor Desk Table Computer	

	through the day-signing in sheet attached to door of room	Phone Window ledge	
HT Office	Daily	Floor Desk Window ledge Computer Phone	
Staffroom	Daily	Floor Worktops Door and handle Water boiler Sink Dishwasher front Microwave interior and exterior Tea/ coffee/ sugar jars Doors and handles of cupboards Photocopier	
Staff toilets	Daily	All within	
Corridor	Daily	Floor Work tops Doors Handles	
Entrance	Daily	Doors Handles	



Durham and Newcastle Diocesan Learning Trust

Outbreak Management Plan

Date Adopted	September 2021
Date Reviewed	14.11.2021
Next Review Date	September 2022
Version	1.0
Review Cycle	Annual
Publication Scheme	Trust Website Local Schools' Websites

This Outbreak Management Plan is based on the contingency framework for managing local outbreaks of COVID 19 and the school's/college's operational guidance from step 4, published by the Department for Education (DfE).

We will only implement some, or all, of the measures in this plan in response to recommendations provided by our local authority (LA), director of public health (DsPH), Public Health England (PHE) health protection team or the national government.

It may be necessary to implement these measures in the following circumstances:

- To help manage a COVID-19 outbreak within the school/college
- If COVID-19 infection rates in the community are extremely high, and other measures have failed to reduce transmission
- As part of a package of measures responding to a 'variant of concern' (VoC)

The Trust will have an up-to-date risk assessment in place, it will be communicated to the whole staff team; appropriate information will be shared with students, parents/carers, visitors, and any other people impacted by the school/college activities.

The Senior Leadership Team will review the risk assessment each month to make sure the measures included are providing the best level of protection available, whilst allowing the school/college to run in a way which will prioritise student's education and growth.

The Trust will have arrangements in place so it can re-introduce measures, up to and in line with the Summer 2021 COVID-19 risk assessment. This may include:

- Reintroduction of face coverings in communal areas
- Adhering to national guidance on the reintroduction of shielding which would apply to those on the shielded patient list (SPL). We will speak to individuals required to shield about additional protective measures in school/college or arrangements for home working or learning
- If recommended to reduce mixing between groups, we would:
 - Reintroduce bubbles
 - Have separate entrances/exits for bubbles
 - Deliver lunches to classrooms
 - Separate rota for breaks and lunches
 - Timetabled use of specialist rooms
 - Reintroduce 'maximum capacity' notices for all communal areas
- If recommended, we would limit:
 - Residential educational visits
 - Transition days
 - Parents coming into school/college
 - Non-essential visitors coming into school/college
 - Live performances

As well as increasing the level of controls, the measures will include providing high quality remote education where students are not able to attend. The school will continue to provide meals or lunch parcels for students eligible for benefits-related free school meals while they are not attending school because of COVID-19 isolation guidelines.

LFD Testing kits will be available on site and supplies will allow for a scaling up of testing if required to allow students and staff to attend. LFD testing is not appropriate for people with symptoms, and they should not attend school/college whilst they have symptoms.

PCR Testing kits will be available for any individual who is symptomatic and may not be able to access a PCR test by other means. Individuals (and where appropriate their parents/carers) should be encouraged to use PCR testing centres where they are likely to get a rapid result. Individuals (and where appropriate their parents/carers) should be strongly encouraged to share the results with the school/college at the earliest opportunity.

- Where a suspected case occurs, the individual will be asked to self-isolate and take a PCR test.
- It is possible when there are confirmed cases the school/college will be asked to provide a list of close contacts, this could lead to the need to take advice from PHE or the Local Health Protection team.
- Where there are multiple cases within a year group, further measures in line with the summer term risk assessment may be re-introduced. Public Health England will be consulted (08000468687 (1)) and any changes in their immediate or publicised guidance will be acted upon. In line with guidance released in August, if the school/college hits the outbreak threshold (General education 5 individuals or 10% of people test positive in a group), advice will be taken, and significant measures introduced.






Where an individual is asked to self-isolate, they will be provided with an isolation number. The number will allow the individual and the school/college to track how long the isolation must be in place.

Individuals who have been informed by Test and Trace to isolate, or have symptoms, must not attend the school/college. The school/college retains the authority to refuse entry to individuals who have symptoms or where the school/college feels their attendance may lead to an outbreak.

Personal Protective Equipment Matrix

The matrix below details the type (not make) of Personal Protective Equipment which may be suitable for a specific task. Government advice specifically states:

The majority of staff in education settings will not require PPE beyond what they would normally need for work, even if they are not always able to maintain a distance of 2 metres from others. PPE will only be required in a very small number of cases.

	(Not PPE) Sanitiser	Face Mask	Disposable Gloves	Disposable Apron	Full Face Shield
					
Teaching or Assisting Teaching	When hand washing facilities are not available	X	X	X	X
Cleaning / Site responsibilities	When hand washing facilities are not available	When specific protection is needed due to chemicals being used or cleaning a potentially infected area.	When specific protection is needed due to chemicals being used or cleaning a potentially infected area.	When specific protection is needed due to chemicals being used or cleaning a potentially infected area.	X
Kitchen/Dining roles	When hand washing facilities are not available	X	In line with normal guidance and while clearing used crocery/cutlery	X	X
First Aid	When hand washing facilities are not available	When close contact is needed whilst administering First Aid	In line with normal guidance	In line with normal guidance	X
Required close contact (within 2 metres) with an actual or suspected COVID 19 cases	When hand washing facilities are not available	When close contact is required whilst supporting an individual before they are transported off site, and until area is cleaned.	When close contact is required whilst supporting an individual before they are transported off site, and until area is cleaned.	When close contact is required whilst supporting an individual before they are transported off site, and until area is cleaned.	When close contact is required whilst supporting an individual before they are transported off site.
Cleaning an area after a suspected COVID 19 case	When hand washing facilities are not available	Used when cleaning an area where a significant chance of infection exists (room where individual has waited for attention or toilet used)	Used when cleaning an area where a significant chance of infection exists (room where individual has waited for attention or toilet used)	Used when cleaning an area where a significant chance of infection exists (room where individual has waited for attention or toilet used)	X
Transporting in vehicles	Required along with disposable wipes	Available and provided for employees. Students encouraged to use their own	X	X	X