

## COVID-19 risk assessment – School operation from September 2021

Site / school name:	Kings International College		
Name(s) of person(s) covered by this assessment:	<ul style="list-style-type: none"> <li>▪ Students</li> <li>▪ Staff:                             <ul style="list-style-type: none"> <li>▪ Classroom based staff</li> <li>▪ Office / administrative staff</li> <li>▪ Premises / site staff</li> <li>▪ Cleaning staff</li> <li>▪ Catering staff</li> <li>▪ SMSAs</li> </ul> </li> <li>▪ Contractors</li> <li>▪ Visitors</li> </ul>		
Tasks and activities covered by this risk assessment:	<ul style="list-style-type: none"> <li>▪ School's operation from September 2021 after Step 4</li> <li>▪ Cleaning and sanitisation</li> <li>▪ Adequate ventilation</li> <li>▪ Testing and measures to manage isolation and confirmed cases of COVID-19</li> <li>▪ Contingency planning</li> </ul>		
Equipment and materials used:	<ul style="list-style-type: none"> <li>▪ General class and teaching materials</li> <li>▪ Practical equipment and materials</li> <li>▪ Sports and PE equipment</li> <li>▪ Cleaning materials and equipment</li> </ul>		
Location(s) covered by this risk assessment:	<ul style="list-style-type: none"> <li>▪ All school premises and grounds</li> </ul>		
Name of person completing this risk assessment:	K Lucas	Date of completion:	17.08.2021
Risk assessment approved by:	J Luhman	Date of approval:	25.08.2021
Date risk assessment to be reviewed by:	01.01.2022	Risk assessment no:	Version 1 – July 2021

**Record of risk assessment reviews**

Date of review:	16.09.2021	Reviewed by:	KLU	Comments / date of next review:	<ul style="list-style-type: none"> <li>▪ Contract tracing guidance updated</li> <li>▪ Updated guidance on face coverings</li> </ul>
Date of review:		Reviewed by:		Comments / date of next review:	<ul style="list-style-type: none"> <li>▪</li> </ul>
Date of review:		Reviewed by:		Comments / date of next review:	<ul style="list-style-type: none"> <li>▪</li> </ul>

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## Key changes in approach

### Mixing and bubbles

- At Step 4 we will no longer recommend that it is necessary to keep children in consistent groups ('bubbles').
- As well as enabling flexibility in curriculum delivery, this means that assemblies can resume, and you no longer need to make alternative arrangements to avoid mixing at lunch.

### Tracing close contacts and isolation

- Settings only needed to do contact tracing up to and including 18 July. Close contacts will now be identified via NHS Test and Trace and education settings will no longer be expected to undertake contact tracing.
- As with positive cases in any other setting, NHS Test and Trace will work with the positive case and/or their parent to identify close contacts. Contacts from a school setting will only be traced by NHS Test and Trace where the positive case and/or their parent specifically identifies the individual as being a close contact. This is likely to be a small number of individuals who would be most at risk of contracting COVID-19 due to the nature of the close contact. You may be contacted in exceptional cases to help with identifying close contacts, as currently happens in managing other infectious diseases.
- Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply:
  - they are fully vaccinated
  - they are below the age of 18 years and 6 months
  - they have taken part in or are currently part of an approved COVID-19 vaccine trial
  - they are not able to get vaccinated for medical reasons

Instead, they will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test. We would encourage all individuals to take a PCR test if advised to do so.

- Staff who do not need to isolate, and children and young people aged under 18 years 6 months who usually attend school, and have been identified as a close contact, should continue to attend school as normal. They do not need to wear a face covering within the school, but it is expected and recommended that these are worn when travelling on public or dedicated transport.
- 18-year-olds will be treated in the same way as children until 6 months after their 18th birthday, to allow them the opportunity to get fully vaccinated. At which point, they will be subject to the same rules as adults and so if they choose not to get vaccinated, they will need to self-isolate if identified as a close contact.
- Settings will continue to have a role in working with health protection teams in the case of a local outbreak. If there is an outbreak in a setting or if central government offers the area an enhanced response package, a director of public health might advise a setting to temporarily reintroduce some control measures.

### Face coverings

- From Step 4, face coverings will no longer be advised for pupils, staff and visitors either in classrooms or in communal areas
- From Step 4, face coverings are also no longer recommended to be worn on dedicated transport to school or college and are no longer legally required on public transport.

- If you have an outbreak in your school, a director of public health might advise you that face coverings should temporarily be worn in communal areas or classrooms (by pupils, staff and visitors, unless exempt). You should make sure your outbreak management plans cover this possibility.

### Stepping measures up and down

- You should have outbreak management plans outlining how you would operate if there were an outbreak in your school or local area.
- Central government may offer local areas of particular concern an enhanced response package to help limit increases in transmission.
- If you have several confirmed cases within 14 days, you may have an outbreak.
- You should call the dedicated advice service who will escalate the issue to your local health protection team where necessary and advise if any additional action is required, such as implementing elements of your outbreak management plan. You can reach them by calling the DfE helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case.
- The contingency framework describes the principles of managing local outbreaks of COVID-19 in education and childcare settings. Local authorities, directors of public health (DsPH) and PHE health protection teams (HPTs) can recommend measures described in the contingency framework in individual education and childcare settings – or a small cluster of settings – as part of their outbreak management responsibilities.

### Control measures

#### You should:

1. Ensure good hygiene for everyone
2. Maintain appropriate cleaning regimes.
3. Keep occupied spaces well ventilated
4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.

Risk assessment	
What are the hazards?	<ul style="list-style-type: none"> <li>▪ Potential for spread of COVID-19 between persons at school showing symptoms of coronavirus or those who are confirmed to have coronavirus.</li> </ul>
Who might be harmed and how?	<ul style="list-style-type: none"> <li>▪ Staff, pupils, contractors, and visitors may catch COVID-19 via direct or indirect contact with carriers whilst on site.</li> <li>▪ Potential for spread to other family members / persons.</li> </ul>

**Note:** We have specifically removed any rating or scoring from this risk assessment. We do not feel this adds any significant benefit to this untypical situation. You may wish to prioritise any actions, but the basis of the approach to mitigating the risks from coronavirus is such that all measures should be carried out alongside each other rather than in sequence. The planning and assessment you undertake will form the basis of an overall plan to manage the risks specific to your setting which is the most important aspect of this process.

**This risk assessment is based on Department for Education (DfE) School's coronavirus (COVID-19) operational guidance (applies from Step 4) as published on 6 July 2021.**

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/999689/Schools\\_guidance\\_Step\\_4\\_update\\_FINAL.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/999689/Schools_guidance_Step_4_update_FINAL.pdf)

DfE Guidance	Measures to consider	What do you need to do at your school to manage this	Who will do this?	By when?	Completed on:
<b>1. Ensure good hygiene for everyone</b>					
<b>Hand hygiene</b>					
<ul style="list-style-type: none"> <li>▪ Frequent and thorough hand cleaning should now be regular practice.</li> <li>▪ You should continue to ensure that pupils clean their hands regularly.</li> <li>▪ This can be done with soap and water or hand sanitiser.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Consider how often pupils and staff will need to wash their hands and incorporate time for this in timetables or lesson plans.</li> <li>▪ Are there enough hand washing or hand sanitiser 'stations' available so that all pupils and staff can clean their hands regularly?</li> <li>▪ Ensure supervision of hand sanitiser use given the risks around ingestion. Skin friendly skin cleaning wipes can be used as an alternative.</li> <li>▪ Build these routines into school culture, supported by behaviour expectations and helping ensure younger pupils and those with complex needs understand the need to follow them</li> <li>▪ Sufficient cleaning supplies and hand soap to be maintained.</li> <li>▪ All staff should be briefed weekly as a minimum on expected hygiene standards.</li> <li>▪ All staff instructed to actively monitor to ensure all pupils and colleagues are adhering to principles of good hygiene.</li> <li>▪ CLEAPSS current advice is that alcohol based hand gels should not be used in science labs and D&amp;T rooms where practical activities take place. CLEAPSS guidance is understood to be under review.</li> </ul>	<ul style="list-style-type: none"> <li>▪ The School will ensure that pupils clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating. <ul style="list-style-type: none"> <li>▪ Supervision of hand sanitiser within every classroom</li> <li>▪ The school will build hand washing routines into school culture, supported by behaviour expectations set out in the school Behaviour Policy.</li> <li>▪ Pupils arriving at school wearing a face covering are instructed to remove them safely when going into classrooms. They must then immediately wash their hands and dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they take home with them, they then sanitise their hands again before heading to their classroom.</li> </ul> </li> </ul>	All	Ongoing	

DfE Guidance	Measures to consider	What do you need to do at your school to manage this	Who will do this?	By when?	Completed on:
		<ul style="list-style-type: none"> <li>▪ Sufficient handwashing facilities are available. Where a sink is not nearby, hand sanitisers are available in classrooms and other learning environments.</li> </ul>			
<b>Respiratory hygiene</b>					
<ul style="list-style-type: none"> <li>▪ The 'catch it, bin it, kill it' approach continues to be very important</li> </ul>	<ul style="list-style-type: none"> <li>▪ Are there enough tissues and bins available in the school to support pupils and staff to follow this routine?</li> <li>▪ Ensure that younger children and those with complex needs are helped to get this right.</li> <li>▪ Are there risk assessments in place for pupils with complex needs who will struggle to maintain as good respiratory hygiene as their peers?</li> <li>▪ All staff should be briefed weekly as a minimum on expected hygiene standards.</li> <li>▪ All staff instructed to actively monitor to ensure all pupils and colleagues are adhering to principles of good hygiene.</li> </ul>	<ul style="list-style-type: none"> <li>▪ 'Catch it, bin it, kill it.' signage around school site. <ul style="list-style-type: none"> <li>▪ Younger pupils and those with complex needs are helped to follow this.</li> <li>▪ All classrooms have sufficient lidded bins and tissues. Teachers to regularly check supplies.</li> <li>▪ Hygiene routines explained via social stories for those pupils with complex needs.</li> <li>▪ Risk assessments to identify pupils with complex needs who struggle to maintain good respiratory hygiene, for example those who spit uncontrollably or use saliva as a sensory stimulant.</li> </ul> </li> <li>▪ All staff have access to near miss record via online portal but will continue to use the reporting book in</li> </ul>	All	Ongoing	

DfE Guidance	Measures to consider	What do you need to do at your school to manage this	Who will do this?	By when?	Completed on:
		main reception until this time. <ul style="list-style-type: none"> <li>▪ Plastic face visors for all staff available</li> <li>▪ Students training on good practice for using face coverings.</li> </ul>			
<b>Use of personal protective equipment</b>					
<ul style="list-style-type: none"> <li>▪ Most staff in schools will not require PPE beyond what they would normally need for their work.</li> <li>▪ If a pupil already has routine intimate care needs that involve the use of PPE, the same PPE should continue to be used.</li> <li>▪ Additional PPE for COVID-19 is only required in a very limited number of scenarios, for example, when:               <ul style="list-style-type: none"> <li>▪ If a pupil becomes ill with COVID-19 symptoms, and only then if close contact is necessary</li> <li>▪ When performing aerosol generating procedures (AGPs)</li> </ul> </li> <li>▪ Reference to PPE for higher risk situations means:               <ul style="list-style-type: none"> <li>▪ Fluid-resistant surgical face masks (also known as Type IIR)</li> <li>▪ Disposable gloves</li> <li>▪ Disposable plastic aprons</li> <li>▪ Eye protection (for example a face visor or goggles)</li> </ul> </li> <li>▪ The PPE that should be used in the following situations when caring for</li> </ul>	<ul style="list-style-type: none"> <li>▪ Where staff have been identified as needing PPE, have they been provided with appropriate supplies?</li> <li>▪ Have staff identified as needing PPE been provided with appropriate training and information on correct use and disposal?</li> </ul>	<ul style="list-style-type: none"> <li>• Staff to wear face masks when administering first aid where bodily fluids are flowing.</li> <li>• Gloves should be worn for minor first aid.</li> <li>• Gloves and aprons should be worn for supporting intimate care</li> <li>• PPE provided for first aiders. If first aid is administered the first aider must wear the PPE equipment provided.</li> <li>▪ First aid to be recorded on medical online portal.</li> <li>▪ PPE provided for staff carrying out testing</li> <li>▪ The school keeps a stock of gloves, aprons, face masks and shields</li> <li>▪ Guidance on putting on and taking off PPE can be found at <a href="https://www.gov.uk/government/publications/covid-19-">https://www.gov.uk/government/publications/covid-19-</a></li> </ul>	First Aiders	As required	

DfE Guidance	Measures to consider	What do you need to do at your school to manage this	Who will do this?	By when?	Completed on:
<p>someone with symptoms of COVID-19 is:</p> <ul style="list-style-type: none"> <li>▪ A face mask should be worn if close contact is necessary</li> <li>▪ If contact is necessary, then gloves, an apron and a face mask should be worn</li> <li>▪ Eye protection if a risk assessment determines that there is a risk of fluids entering the eye, for example, from coughing, spitting or vomiting</li> </ul>		<p>personal-protective-equipment-use-for-non-aerosol-generating-procedures to ensure it is work correctly.</p>			
<b>Face Coverings</b>					
<ul style="list-style-type: none"> <li>▪ Face coverings are no longer advised for pupils, staff and visitors either in classrooms or in communal areas</li> <li>▪ The government has removed the requirement to wear face coverings in law but expects and recommends that they are worn in enclosed and crowded spaces where you may come into contact with people you don't normally meet. This includes public transport and dedicated transport to school or college.</li> <li>▪ If you have a substantial increase in the number of positive cases in your school, a director of public health might advise you that face coverings should temporarily be worn in communal areas or classrooms (by pupils, staff and visitors, unless exempt). You should</li> </ul>	<ul style="list-style-type: none"> <li>▪ Review use of face coverings for enclosed and crowded spaces including where you would meet people you do not normally come into contact with.</li> <li>▪ Recommend use on all school transport, public or dedicated.</li> <li>▪ Consider face coverings for events such as open days and productions.</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>			

DfE Guidance	Measures to consider	What do you need to do at your school to manage this	Who will do this?	By when?	Completed on:
<p>make sure your contingency plans cover this possibility.</p>					
<p><b>2. Maintain appropriate cleaning regimes, using standard products such as detergents</b></p>					
<ul style="list-style-type: none"> <li>▪ You should put in place and maintain an appropriate cleaning schedule.</li> <li>▪ This should include regular cleaning of areas and equipment (for example, twice per day), with a particular focus on frequently touched surfaces.</li> <li>▪ If any new cleaning, sanitisation, or other products are used then they should be assessed as with any other hazardous substance.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Is there an enhanced cleaning regime in place and are all cleaners and staff aware of measures to take?</li> <li>▪ Are high contact items such as door handles, including main entrance doors and commonly used doors cleaned more frequently?</li> <li>▪ As a minimum, frequently touched surfaces should be wiped down twice a day, and one of these should be at the beginning or the end of the working day.</li> <li>▪ Shared equipment should be regularly cleaned.</li> <li>▪ Ensure that any hazardous substances that are used because of changes to cleaning or hygiene regimes have a COSHH risk assessment.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Additional hours dedicated to enhanced cleaning per day. <ul style="list-style-type: none"> <li>▪ School Laptops to be used within year group bubbles and cleaned after each use.</li> <li>▪ Where possible high users will be issued with own laptops</li> <li>▪ Surfaces that pupils are touching, such as books, desks, chairs, doors, sinks, toilets, light switches, bannisters are cleaned more regularly than normal;</li> <li>▪ Where classrooms/work areas are shared by teachers in one day the teacher will clean the teachers work area before leaving</li> <li>▪ Capacity signage for each toilet block to reduce crowding at breaks and toilets will be cleaned regularly, and pupils encouraged to clean their hands thoroughly after using the toilet.</li> </ul> </li> </ul>	<p>Site Manager</p> <p>IT staff/SEN staff</p> <p>Teachers</p> <p>LRC Manager</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	

DfE Guidance	Measures to consider	What do you need to do at your school to manage this	Who will do this?	By when?	Completed on:
		<ul style="list-style-type: none"> <li>▪ The <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a> is followed.</li> <li>▪ Outdoor equipment should be cleaned more frequently. Cleaning before clubs and after added into cleaning contract.</li> <li>▪ Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the Infection Control Policy and <a href="#">Cleaning in non-healthcare settings</a> guidance</li> <li>▪ Cleaners are employed by the school to carry out daily, thorough cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy.</li> <li>▪ The Site Manager arranges enhanced cleaning to be undertaken where required</li> <li>▪ The Site manager monitors the cleaning standards of school cleaning contractors and discusses any additional</li> </ul>	PE Staff/Cleaners	Ongoing	



DfE Guidance	Measures to consider	What do you need to do at your school to manage this	Who will do this?	By when?	Completed on:
<ul style="list-style-type: none"> <li>▪ Opening external windows can improve natural ventilation, and in addition, opening internal doors can also assist with creating a throughput of air. If necessary, external opening doors may also be used (if they are not fire doors and where safe to do so).</li> <li>▪ You should balance the need for increased ventilation while maintaining a comfortable temperature.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Desk or ceiling fans can be used provided the area is well ventilated but they should not be used in poorly ventilated areas.</li> <li>▪ With due regard to fire safety, some doors may be temporarily propped open to limit touching of door handles and aid ventilation. Fire doors including doors at the top and base of stairs, or to higher risk areas of fire starting e.g. kitchens / IT suites / plant rooms should not be propped open.</li> <li>▪ Where events such as school plays or open days are planned consider the need to improve ventilation as part of your planning.</li> </ul>				

#### 4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19

##### When an individual develops COVID-19 symptoms or has a positive test

<ul style="list-style-type: none"> <li>▪ Pupils, staff and other adults should follow public health advice on when to self-isolate and what to do. They should not come into school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine).</li> <li>▪ If anyone in your school develops COVID-19 symptoms, however mild, you should send them home and they should follow public health advice.</li> <li>▪ For everyone with symptoms, they should avoid using public transport and,</li> </ul>	<ul style="list-style-type: none"> <li>▪ Is there a procedure for managing suspected or positive cases of coronavirus?</li> <li>▪ Consider what information or measures may be needed at school gates and entrances to the building, as well as on the school website.</li> <li>▪ How will visitors to site be managed?</li> <li>▪ Is there an appropriate room identified that can be used to isolate someone with symptoms whilst they are awaiting collection?</li> <li>▪ Have welfare staff and others been trained in measures to take?</li> </ul>	<ul style="list-style-type: none"> <li>▪ Full staff update on 1st Sept</li> <li>▪ Staff will communicate with children the importance of saying if they are unwell</li> <li>▪ Parents have been made aware of the infections control within the school</li> <li>▪ Parents and carers will agree to follow and sign the home school agreement which references COVID-19 measures in place</li> </ul>	<p>HT</p> <p>All Staff</p>	<p>1<sup>st</sup> Sept</p> <p>Ongoing</p>	
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DfE Guidance	Measures to consider	What do you need to do at your school to manage this	Who will do this?	By when?	Completed on:
<p>wherever possible, be collected by a member of their family or household.</p> <ul style="list-style-type: none"> <li>▪ If a pupil is awaiting collection, they should be left in a room on their own if possible and safe to do so. A window should be opened for fresh air ventilation if possible.</li> <li>▪ Appropriate PPE should also be used if close contact is necessary, further information on this can be found in the use of PPE in education, childcare and children’s social care settings guidance.</li> <li>▪ Any rooms they use should be cleaned after they have left.</li> <li>▪ The household (including any siblings) should follow the PHE stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Have welfare staff and others been provided with PPE and training on its use and disposal?</li> </ul>	<ul style="list-style-type: none"> <li>▪ School keeps up to date with DfE/NHS/ PHE updates/guidance</li> <li>▪ Parents and carers will be kept informed through SchoolComms/Edulink 1</li> <li>▪ School visitors will agree to the COVID declaration when signing in</li> <li>▪ Follow-up calls to parents will be made where children have been taken ill with symptoms</li> <li>▪ Parents and carers are discouraged from entering the school site and this is clearly communicated before the return</li> <li>▪ If staff and other adults have coronavirus (COVID-19) symptoms, or have tested positive in the last 10 days, they must not come into the school and anyone developing those symptoms during the school day will be sent home.</li> <li>▪ Staff must have pre return communication with HT or DHT before returning to school.</li> </ul>			

DfE Guidance	Measures to consider	What do you need to do at your school to manage this	Who will do this?	By when?	Completed on:
		<ul style="list-style-type: none"> <li>▪ Should anyone in the school become unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell, they will be sent home and advised to follow ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’,</li> <li>▪ If a child is waiting to be collected, they will be isolated where possible and safe to do so. A door should be opened for ventilation. If it is not possible to isolate them, they are moved to an area which is at least 2 metres away from other people.</li> <li>▪ If they need to go to the toilet while waiting to be collected, they should use a separate toilet if possible. The toilet must be cleaned and disinfected using appropriate cleaning products before being used by anyone else. Signage indicating date and time of</li> </ul>			

DfE Guidance	Measures to consider	What do you need to do at your school to manage this	Who will do this?	By when?	Completed on:
		<p>when a possible COVID case used the room should be clearly indicated on the door until a deep clean is completed.</p> <ul style="list-style-type: none"> <li>▪ Everyone will wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell.</li> <li>▪ PPE will 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). More information on PPE use can be found in the safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE) guidance.</li> <li>▪ First Aid staff will be provided with PPE as requested and sent a link to <a href="https://www.gov.uk/gover">https://www.gov.uk/gover</a></li> </ul>			



DfE Guidance	Measures to consider	What do you need to do at your school to manage this	Who will do this?	By when?	Completed on:
<p>should be cleaned and disinfected, including all potentially contaminated and frequently touched areas such as bathrooms, door handles, telephones, grab rails in corridors and stairwells.</p> <ul style="list-style-type: none"> <li>▪ Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings – think one site, one wipe, in one direction.</li> <li>▪ Use one of the options below: <ul style="list-style-type: none"> <li>▪ a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine (ppm av.cl.) or</li> <li>▪ a household detergent followed by disinfection (1000 ppm av.cl.). Follow manufacturer’s instructions for dilution, application and contact times for all detergents and disinfectants or</li> <li>▪ if an alternative disinfectant is used within the organisation ensure that it is effective against enveloped viruses</li> </ul> </li> <li>▪ Avoid mixing cleaning products together as this can create toxic fumes. Avoid creating splashes and spray when cleaning.</li> <li>▪ Any cloths and mop heads used must be disposed of and should be put into waste bags as contaminated waste</li> </ul>					

DfE Guidance	Measures to consider	What do you need to do at your school to manage this	Who will do this?	By when?	Completed on:
<ul style="list-style-type: none"> <li>When items cannot be cleaned using detergents or laundered, for example, upholstered furniture and mattresses, steam cleaning should be used.</li> </ul>					
<b>Contaminated waste</b>					
<ul style="list-style-type: none"> <li>Contaminated or potentially contaminated waste must be dealt properly to reduce the risk of the spread of coronavirus.</li> </ul>	<ul style="list-style-type: none"> <li>Personal waste from individuals with symptoms of COVID-19 and waste from cleaning of areas where they have been (including PPE, disposable cloths and used tissues) should be: <ul style="list-style-type: none"> <li>Put in a plastic rubbish bag and tied when full</li> <li>The plastic bag should then be placed in a second bin bag and tied</li> <li>This should be put in a suitable and secure place and marked for storage until the individual's test results are known</li> </ul> </li> <li>This waste should be stored safely and kept away from children. It should not be placed in communal waste areas until negative test results are known, or the waste has been stored for at least 72 hours.</li> <li>If the individual tests negative, this can be disposed of immediately with the normal waste.</li> <li>If COVID-19 is confirmed this waste should be stored for at least 72 hours before disposal with normal waste.</li> </ul>	<ul style="list-style-type: none"> <li>Waste double bagged and stored separately</li> </ul>			
<b>Asymptomatic testing</b>					
<ul style="list-style-type: none"> <li>Testing remains important in reducing the risk of transmission of infection</li> </ul>	<ul style="list-style-type: none"> <li>Plan for retaining a small on site testing centre in secondary schools only.</li> </ul>	<ul style="list-style-type: none"> <li>Risk Assessment for testing complete</li> </ul>	Bursar		26 Jan 2021

DfE Guidance	Measures to consider	What do you need to do at your school to manage this	Who will do this?	By when?	Completed on:
<p>within schools. That is why, whilst some measures are relaxed, others will remain, and if necessary, in response to the latest epidemiological data, we all need to be prepared to step measures up or down in future depending on local circumstances.</p> <ul style="list-style-type: none"> <li>▪ Over the summer, staff and secondary pupils should continue to test regularly if they are attending settings that remain open, such as summer schools and out of school activities based in school settings. Schools will only provide tests for twice weekly asymptomatic testing for pupils and staff over the summer period if they are attending school settings.</li> <li>▪ However, testing will still be widely available over the summer and kits can be collected either from your local pharmacy or ordered online.</li> <li>▪ As pupils will potentially mix with lots of other people during the summer holidays, all secondary school pupils should receive 2 on-site lateral flow device tests, 3 to 5 days apart, on their return in the autumn term.</li> <li>▪ Settings may commence testing from 3 working days before the start of term and can stagger return of pupils across the first week to manage this. Pupils should then continue to test twice</li> </ul>	<ul style="list-style-type: none"> <li>▪ Complete a risk assessment for the testing process relevant for your setting (templates are available).</li> <li>▪ Communicate procedures for continued testing for the start of term and during September and continue to encourage take up of testing.</li> <li>▪</li> </ul>	<ul style="list-style-type: none"> <li>▪ Testing set up for September 2021 to commence on 01.09.2021</li> <li>▪ A small supply of tests retained to allow on site testing as required</li> <li>▪ Students supplied with at home testing kits</li> <li>▪ Parents advised of need and method of reporting results to school and NHS.</li> <li>▪ Students encouraged to test and report results</li> </ul>			

DfE Guidance	Measures to consider	What do you need to do at your school to manage this	Who will do this?	By when?	Completed on:
<p>weekly at home until the end of September, when this will be reviewed.</p> <ul style="list-style-type: none"> <li>▪ Staff should undertake twice weekly home tests whenever they are on site until the end of September, when this will also be reviewed.</li> <li>▪ Secondary schools should also retain a small asymptomatic testing site (ATS) on-site until further notice so they can offer testing to pupils who are unable to test themselves at home.</li> <li>▪ There is no need for primary age pupils (those in year 6 and below) to test over the summer period. They will be offered the 2 tests at an ATS at the beginning of the autumn term when they start at their secondary school as a new year 7. Schools may choose, however, to start testing year 6 pupils earlier, including in summer schools, depending on their local circumstances.</li> </ul>					
<b>Confirmatory PCR tests</b>					
<ul style="list-style-type: none"> <li>▪ Staff and pupils with a positive LFD test result should self-isolate in line with the stay at home guidance. They will also need to get a free PCR test to check if they have COVID19.</li> <li>▪ Whilst awaiting the PCR result, the individual should continue to self-isolate. If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the pupil can return to</li> </ul>	<ul style="list-style-type: none"> <li>▪ Ensure staff, students and parents understand what to do in the event of a positive test, including arranging a confirmatory PCR test.</li> <li>▪ Ensure that staff, students, and parents understand that symptomatic testing still needs to take place and that it can be booked online.</li> </ul>	<p>Parents advised of the need for confirmatory PCR test and isolation upon positive result.</p> <p>Where a student returns to school prior to the school being notified of the result for the confirmatory PCR the students should be sent to reception and parents contacted</p>	Attendance Officer		

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<p>school, as long as the individual does not have COVID-19 symptoms.</p> <ul style="list-style-type: none"> <li>Additional information on PCR test kits for schools and further education providers is available.</li> </ul>					
<b>Tracing close contacts and isolation</b>					
<ul style="list-style-type: none"> <li>Close contacts will now be identified via NHS Test and Trace and education settings will no longer be expected to undertake contact tracing.</li> <li>Contacts from a school setting will only be traced by NHS Test and Trace where the positive case and/or their parent specifically identifies the individual as being a close contact. You may be contacted in exceptional cases to help with identifying close contacts, as currently happens in managing other infectious diseases.</li> <li>Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply: <ul style="list-style-type: none"> <li>they are fully vaccinated</li> <li>they are below the age of 18 years and 6 months</li> <li>they have taken part in or are currently part of an approved COVID-19 vaccine trial</li> <li>they are not able to get vaccinated for medical reasons</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Communicate latest requirements on who is required to isolate and who is not to the school community.</li> <li>Encourage those contacted by NHS Test and Trace to take a PCR test where advised to do so.</li> <li>Advise that those who do not need to self-isolate who have been identified as a close contact can attend school as normal and do not need to wear a face covering in schools, but that it is expected that they should wear a face covering on public and school transport.</li> <li>Work with NHS Test and Trace and local health protection teams where requested.</li> </ul>				

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<ul style="list-style-type: none"> <li>▪ Instead, they will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test. We would encourage all individuals to take a PCR test if advised to do so.</li> <li>▪ Staff who do not need to isolate, and children and young people aged under 18 years 6 months who usually attend school, and have been identified as a close contact, should continue to attend school as normal. They do not need to wear a face covering within the school, but it is expected and recommended that these are worn when travelling on public or dedicated transport.</li> <li>▪ 18-year-olds will be treated in the same way as children until 6 months after their 18th birthday, to allow them the opportunity to get fully vaccinated. At which point, they will be subject to the same rules as adults and so if they choose not to get vaccinated, they will need to self-isolate if identified as a close contact.</li> <li>▪ Settings will continue to have a role in working with health protection teams in the case of a local outbreak. If there is an outbreak in a setting or if central government offers the area an enhanced response package, a director of public health might advise a setting</li> </ul>					



DfE Guidance	Measures to consider	What do you need to do at your school to manage this	Who will do this?	By when?	Completed on:
<p>to protect other pupils and staff from possible infection with COVID-19.</p> <ul style="list-style-type: none"> <li>Your decision would need to be carefully considered in light of all the circumstances and current public health advice.</li> </ul>					
<b>Attendance</b>					
<ul style="list-style-type: none"> <li>School attendance is mandatory for all pupils of compulsory school age and it is priority to ensure that as many children as possible regularly attend school.</li> </ul>	<ul style="list-style-type: none"> <li>Communicate with parents on requirements for attendance.</li> <li>Put in place measures to keep in contact with vulnerable children.</li> </ul>	<ul style="list-style-type: none"> <li>HoY and Deputy DSL to make regular contact with families who are self isolating.</li> </ul>			
<b>Travel and quarantine</b>					
<ul style="list-style-type: none"> <li>All pupils travelling to England must adhere to travel legislation, details of which are set out in government travel advice.</li> <li>Additional guidance has been issued on the quarantine arrangements for boarding school pupils travelling from red-list countries to attend a boarding school in England.</li> <li>Parents travelling abroad should bear in mind the impact on their child's education which may result from any requirement to quarantine or isolate upon return.</li> </ul>	<ul style="list-style-type: none"> <li>Continue to communicate and engage with families.</li> <li>Consider arrangements for provision of remote education and assessment for pupils who are abroad where appropriate.</li> <li>Review arrangements for any pupils travelling from abroad where needed.</li> </ul>	<ul style="list-style-type: none"> <li>Where students have been abroad they will need to adhere with any quarantine requirements in place</li> <li>Arrangements to support remote education will be put in place where a student is required to quarantine</li> </ul>			
<b>Remote education</b>					
<ul style="list-style-type: none"> <li>Not all people with COVID-19 have symptoms. Where appropriate, you should support those who need to self-isolate because they have tested</li> </ul>	<ul style="list-style-type: none"> <li>Have plans in place for high quality remote provision of education for those unable to attend school.</li> </ul>	<ul style="list-style-type: none"> <li>Laptops available</li> <li>Staff trained and experienced in delivering remote education</li> </ul>			

DfE Guidance	Measures to consider	What do you need to do at your school to manage this	Who will do this?	By when?	Completed on:
<p>positive to work or learn from home if they are well enough to do so. Schools subject to the remote education temporary continuity direction are required to provide remote education to pupils covered by the direction where their attendance would be contrary to government guidance or legislation around COVID-19.</p> <ul style="list-style-type: none"> <li>▪ You should maintain your capacity to deliver high quality remote education for next academic year, including for pupils who are abroad, and facing challenges to return due to COVID-19 travel restrictions, for the period they are abroad.</li> <li>▪ Independent Schools (not including academies) are only covered by the remote education temporary continuity direction in relation to state-funded pupils in their schools. However, they are still expected to meet the Independent School Standards in full at all times.</li> <li>▪ The remote education provided should be equivalent in length to the core teaching pupils would receive in school.</li> <li>▪ You should work collaboratively with families and put in place reasonable adjustments so that pupils with SEND can successfully access remote education.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Have plans in place and work with families to have appropriate provision for pupils with SEND.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Various software purchased to support remote education</li> </ul>			

DfE Guidance	Measures to consider	What do you need to do at your school to manage this	Who will do this?	By when?	Completed on:
<b>Pupil wellbeing and support</b>					
<ul style="list-style-type: none"> <li>Some pupils may be experiencing a variety of emotions in response to the COVID-19 pandemic, such as anxiety, stress or low mood. You can access useful links and sources of support on promoting and supporting mental health and wellbeing in schools.</li> </ul>	<ul style="list-style-type: none"> <li>Take a whole school, coordinated and evidence-informed approach to mental health and wellbeing.</li> <li>Consider the provision of pastoral and extra-curricular activities for pupil wellbeing and support where appropriate.</li> <li>Provide more focused pastoral support where issues are identified that individual pupils may need help with, including support resources available from DfE and partners.</li> <li>Consider support needs of groups that you are already aware need additional help (for example, children in need), and any groups you identify as newly vulnerable because of the pandemic.</li> <li>Communicate what help is available to families.</li> </ul>	<ul style="list-style-type: none"> <li>Pupil support available through tutors and HOY</li> <li>Welfare officer available to support students</li> <li>CYFC support groups</li> <li>East to West staff starting Sept 2021</li> <li>New ELSA to be appointed</li> </ul>	SENDCo/HOY/AHT		
<b>School workforce</b>					
<ul style="list-style-type: none"> <li>School leaders are best placed to determine the workforce required to meet the needs of their pupils.</li> <li>Clinically extremely vulnerable (CEV) people are no longer advised to shield but may wish to take extra precautions to protect themselves, and to follow the practical steps set out in the CEV guidance to minimise their risk of exposure to the virus.</li> <li>Staff in schools who are CEV should currently attend their place of work if</li> </ul>	<ul style="list-style-type: none"> <li>Share this risk assessment with staff and invite feedback.</li> <li>Carry out individual risk assessments and discussions as required.</li> </ul>	<ul style="list-style-type: none"> <li>Risk Assessment available on website and staff share point</li> <li>Staff encouraged to receive their vaccination and supported in having the time off required</li> <li>Individual Risk assessments completed on request</li> </ul>	KLU	01.09.2021	

DfE Guidance	Measures to consider	What do you need to do at your school to manage this	Who will do this?	By when?	Completed on:
<p>they cannot work from home. DHSC will publish updated guidance before Step 4. We welcome your support in encouraging vaccine take up and enabling staff who are eligible for a vaccination to attend booked vaccine appointments where possible even during term time.</p>					
<b>Educational visits</b>					
<ul style="list-style-type: none"> <li>▪ Given the likely gap in COVID-19 related cancellation insurance, if you are considering booking a new visit, whether domestic or international, you are advised to ensure that any new bookings have adequate financial protection in place.</li> <li>▪ We continue to recommend you do not go on any international visits before the start of the autumn term. From the start of the new school term you can go on international visits that have previously been deferred or postponed and organise new international visits for the future.</li> <li>▪ You should be aware that the travel list (and broader international travel policy) is subject 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.</li> </ul>	<ul style="list-style-type: none"> <li>▪ For any new bookings COVID-19 cancellation related insurance is advised.</li> <li>▪ Ensure staff are aware of the latest information regarding trips including the latest travel advice from the FCO on international travel.</li> <li>▪ Where trips are planned, COVID-19 must be considered as part of the risk assessment process including identifying any additional mitigation measures that may be needed.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Full risk assessment completed for all new trips.</li> <li>▪ COVID Terms &amp; Conditions to be reviewed on all new bookings.</li> </ul>	EVC	As required	

DfE Guidance	Measures to consider	What do you need to do at your school to manage this	Who will do this?	By when?	Completed on:
<ul style="list-style-type: none"> <li>▪ You should speak to either your visit provider, commercial insurance company, or the Risk Protection Arrangement (RPA) to assess the protection available. Independent advice on insurance cover and options can be sought from the British Insurance Brokers' Association (BIBA) or Association of British Insurers (ABI). Any school holding ATOL or ABTA refund credit notes may use these credit notes to rebook educational or international visits.</li> <li>▪ You should undertake full and thorough risk assessments in relation to all educational visits and ensure that any public health advice, such as hygiene and ventilation requirements, is included as part of that risk assessment. General guidance about educational visits is available and is supported by specialist advice from the Outdoor Education Advisory Panel (OEAP).</li> </ul>					
<b>Wraparound provision and extra-curricular activity</b>					
<ul style="list-style-type: none"> <li>▪ Out-of-school settings and wraparound childcare providers can offer provision to all children, without restriction on the reasons for which they may attend.</li> <li>▪ Wraparound childcare and other organised activities for children may take place in groups of any number.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Have cleaning arrangements been considered, particularly for frequently touched surfaces and any equipment that is shared.</li> <li>▪ Ensure there is clear communication with any external providers on school measures and approach.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Cyber Café open for limited use between 7.45am and 8.15am. Students to sit socially distanced.</li> <li>▪ Library to be open before and after school for every day but students should sign in to a register can be kept.</li> </ul>			

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<ul style="list-style-type: none"> <li>▪ At Step 4, we will no longer recommend that it is necessary to keep children in consistent groups ('bubbles').</li> <li>▪ Close contacts will be identified via NHS Test and Trace and out-of-school settings will not be expected to undertake contact tracing.</li> <li>▪ We no longer advise that providers limit the attendance of parents and carers at sessions. You should continue to ensure that you have parents' and carers' most up-to date contact details in case of an emergency.</li> <li>▪ All sports provision, including competition between settings, should be planned and delivered in line with current guidance.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Consider contingency arrangements and planning in place in case of any local public health protection advice.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Registers will be taken to allow for tracking for all clubs.</li> <li>▪ Restrictions in attendance to clubs will be kept under review in the light of current guidance.</li> <li>▪ Extra cleaning added into schedule for sports facilities and Drama and Dance at the end of the school day and the beginning of the next day</li> </ul>			
<b>Contingency planning / outbreak management plan</b>					
<ul style="list-style-type: none"> <li>▪ You should have outbreak management plans outlining how you would operate if there were an outbreak in your school or local area. Given the detrimental impact that restrictions on education can have on children and young people, any measures in schools should only ever be considered as a last resort, kept to the minimum number of schools or groups possible, and for the shortest amount of time possible.</li> <li>▪ The contingency framework describes the principles of managing local outbreaks of COVID-19 in education and childcare settings. Local</li> </ul>	<ul style="list-style-type: none"> <li>▪ Prepare an outbreak management plan.</li> <li>▪ Review your plans against the DfE contingency framework.</li> <li>▪ Have plans in place for high quality remote provision of education.</li> <li>▪ Consider how bubbles, wearing of face coverings, and other social distancing measures could be reintroduced if they were required.</li> <li>▪ Consider how testing may need to be increased if an onus is placed on schools to manage this.</li> <li>▪ Ensure key staff understand the escalation process to get further public health advice via the DfE helpline.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Outbreak Management plan</li> <li>▪ Seating plans required to enable tracking and chasing</li> <li>▪ School and staff experienced in delivering remote education if required</li> <li>▪ School retains laptops that can be used to support those without IT facilities at home</li> </ul>	Teachers	Ongoing	

DfE Guidance	Measures to consider	What do you need to do at your school to manage this	Who will do this?	By when?	Completed on:
<p>authorities, directors of public health (DsPH) and PHE health protection teams (HPTs) can recommend measures described in the contingency framework in individual education and childcare settings – or a small cluster of settings – as part of their outbreak management responsibilities.</p>					