


## St. Benedict's Catholic High School – COVID-19 Risk Assessment

Activity being assessed:	<b>Secondary school – Impact of COVID 19 staff, students, visitors during education process as from September 2021</b>	Location(s) affected:	St. Benedict's Catholic High School, Alcester	
Person(s) completing assessment:	Robert Terefenko	Date original Covid Risk assessment completed and other key dates :	<p>11<sup>th</sup> June 2020 - partial opening for Secondary Schools</p> <p>26<sup>th</sup> August 2020 - full opening for Schools</p> <p>06<sup>th</sup> January 2021 – restricting attendance during National Lockdown</p> <p>8<sup>th</sup> March 2021 – Full school reopening</p> <p>1<sup>st</sup> Sep 2021 – Stepped down measures as per government lead.</p>	
Date of review:	Ongoing	Review completed by:	Robert Terefenko	

This risk assessment has been developed on best best available scientific guidance and information and should be read in conjunction with the government guidance document, this document cannot be considered to cover every risk and control possible and must be reviewed.

	<p>Versions 28<sup>th</sup> September 21 - changes since the previous RA. In text in Yellow.</p> <ul style="list-style-type: none"> <li>Wearing Face masks in schools are required. Face Masks/Coverings are now required around the school and in classrooms. This is for all pupils and staff who do not have a medical exception. Staff will be permitted to remove their masks in class when 2 metres or more from pupils.</li> <li>People who live in the same household as someone with COVID-19 can also take a PCR test, as they are at higher risk of being infected even if they do not have symptoms.</li> <li>A Classroom which has more than 2 positive cases, Parents of the rest of the students in the classroom will be asked to organise PCR test for their children in that classroom.</li> <li>If we have a positive case : You can contact the dedicated advice service, introduced by Public Health England and delivered by the NHS Business Services Authority. This can be reached 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 or the local Health protection team PHE West Midlands East Health Protection Team 0344 225 3560 and the school must inform WCC Informing WCC of positive COVID-19 cases as well as fill in the Central MAC form Covid data collection Form - Central services daily.</li> </ul>
<p><b>1. Links to DfE Guidance</b></p> <p>As new guidance is produced weekly, please refer to <a href="http://www.gov.uk">www.gov.uk</a> for updates</p> <p>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</p>	<p><a href="http://www.gov.uk">Schools COVID-19 operational guidance - GOV.UK (www.gov.uk)</a></p> <p><a href="http://www.gov.uk">Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection - GOV.UK (www.gov.uk)</a></p> <p><a href="http://publishing.service.gov.uk">Contingency framework: education and childcare settings (publishing.service.gov.uk)</a></p> <p><a href="http://www.gov.uk">Use of PPE in education, childcare and children's social care - GOV.UK (www.gov.uk)</a></p> <p><a href="http://www.gov.uk">Guidance for schools: coronavirus (COVID-19) - GOV.UK (www.gov.uk)</a></p> <p><a href="http://www.gov.uk">What parents and carers need to know about early years providers, schools and colleges - GOV.UK (www.gov.uk)</a></p> <p><a href="http://www.gov.uk">COVID-19: cleaning in non-healthcare settings outside the home - GOV.UK (www.gov.uk)</a></p> <p><a href="http://www.gov.uk">Coronavirus (COVID-19): advice for pregnant employees - GOV.UK (www.gov.uk)</a></p>
<p><b>2. Adherence - System of controls for Schools</b></p>	<p>School should:</p> <ol style="list-style-type: none"> <li>Ensure good hygiene for everyone.</li> <li>Maintain appropriate cleaning regimes.</li> <li>Keep occupied spaces well ventilated.</li> <li>Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.</li> </ol>

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
<p>3. Contracting COVID-19 from being in the school environment by contact with an infected person</p> <p>(Parents/carers/staff/ students are not fully informed of the health and safety requirements for the reopening of the school)</p>	<p><b>Students, staff, visitors, and the general public becoming infected with COVID-19:</b></p>	<ol style="list-style-type: none"> <li><b>Staff, students, and visitors exhibiting classing signs of COVID-19</b> as detailed <ul style="list-style-type: none"> <li>high temperature</li> <li>a new continuous cough</li> <li>a loss of, or change to, sense of smell or taste</li> </ul> They should self-isolate straight away and get a PCR test. <a href="https://www.nhs.uk">Testing for coronavirus (COVID-19) - NHS (www.nhs.uk)</a>  <b>They are not allowed into the school premises until self isolated for the recommended period of 10 days or the PCR test negative .</b> </li> <li><b>Staff, students, and visitors should</b> also self-isolate straight away if: <ul style="list-style-type: none"> <li>They've tested positive for COVID-19 – this means you have the virus</li> <li>someone they live with has symptoms or tested positive (unless you are not required to self-isolate – check below if this applies to you)</li> <li>They've been told to self-isolate following contact with someone who tested positive – <a href="#">find out what to do if you're told to self-isolate by NHS Test and Trace or the NHS COVID-19 app</a></li> </ul> </li> <li>Any person arriving at school exhibiting symptoms will be required to return home.  <a href="#">Procedure to isolate students that appear symptomatic on site until collected is in place, further in the document.</a> </li> <li>People who live in the same household as someone with COVID-19 can also take a PCR test, as they are at higher risk of being infected even if they do not have symptoms.</li> <li>A classroom which has more than 2 positive cases, Parents of the rest of the students in the classroom will be asked to organise PCR test for their children in the classroom.</li> <li>Always up to date Government guidance is found on the link below. <a href="#">'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</a></li> <li>Impact of the travel abroad during corona virus and Self isolation , testing rules upon return will be followed on government website  <a href="#">Travel abroad from England during coronavirus (COVID-19) - GOV.UK (www.gov.uk)</a> </li> </ol>	<p>Re-send clear guidance to all staff and parents/carers of students</p> <p><a href="#">Testing and tracing update Appendix 1.</a></p> <p>If there is an COVID 19 outbreak in Settings , the school will follow <b>COVID-19: outbreak management plan.</b></p>	<p>JSh by W/C 5<sup>th</sup> 2<sup>nd</sup> September</p> <p>RT By 1<sup>st</sup> September 21</p>	
<p>4. Contracting COVID-19 from using Public or Dedicated transport</p>	<p><b>Students, staff, visitors, and the general public becoming infected with COVID-19</b></p>	<ol style="list-style-type: none"> <li>Students should be encouraged to walk, cycle or scoot where possible.</li> <li>If our students need to use public transport or dedicated school transport - The school will request Risk assessment from the transport provider.</li> <li>Face coverings will be recommended for pupils on departure and arrival at school and movement within school indoors. This does not apply to people who are exempt from wearing a face covering on public transport.</li> <li>Students over 11 years are recommended to wear face coverings in or out of school on public transport and county transport, unless exempt.</li> <li>Hand sanitising will need to take place on arrival to the school after using the transport and entrance to the school building.</li> <li>Transport companies will be requested to provide the school with their Covid-19 risk assessments to confirm that they have developed the appropriate control measures and arrangements.</li> <li>The process of students loading will be under school staff supervision.</li> </ol> <p>End of the Day procedure are described in <a href="#">Appendix 2.</a></p>	<p>Ask Bus companies for Covid 19 Risk assessment again.</p>	<p>RT asap</p>	
<p>5. Congestion when accessing or leaving school grounds and buildings</p> <p>Version 26<sup>th</sup> August 21; Version 28<sup>th</sup> September 21</p>	<p><b>Students, staff, visitors, and the general public becoming infected with COVID-19:</b></p>	<ol style="list-style-type: none"> <li>The Students Y7-11 will arrive via main student entrance and hand sanitising on the arrival to the building. Y12/13 will access 6<sup>th</sup> form building via side car park to reduce congestion. Upon the entering to the building the should use hand sanitisers.</li> <li>At the beginning of the school day pupils/students will gather outside in their allocated Outdoor zones.</li> </ol>	<p>Clear communication to The students.</p> <p>Letter to Parents /Carers about Covid19 measures.</p>	<p>JSh by 2<sup>nd</sup> September</p>	

		<p>according to the year group (signage will be up) and will be collected by staff at the beginning of the day in orderly manner.</p> <ol style="list-style-type: none"> <li>Staff presence at the school exits at the beginning and end of school will discourage congregating and supervise safety.</li> <li>Inform parents /carers that advice is for students not to use public transport and alternative arrangements should be within current Government guidance.</li> <li>Parents/carers should be not coming on school car park and advised to drop off / pick up a reasonable distance from school and with prompt pick-up</li> <li>Students waiting to return home via coaches will wait on the playground (outdoors). In case of poor weather, an indoor space will be allocated (Sports Hall) while waiting for departure</li> <li>The students will walk under staff supervision of staff wearing red/yellow safeguarding coats</li> <li>Staff advised to arrive by designated time prior to student's arrival (contract dependent) and to ensure that they maintain appropriate social distancing within the car park and on pathways.</li> <li><b>Wearing Face masks in schools are required in communal areas.</b></li> <li>Year 12/13 students is allowed to go for lunch break outside of the school premises. <ul style="list-style-type: none"> <li>Year 12/13 need to hand sanitise their hands when leaving the school as well when they arriving back to school</li> <li>Year 12/13 students must follow government guidance on Coronavirus restrictions when outside of the school.</li> </ul> </li> </ol>				<p>Y12/13 to be reminded the expectation of Covid safety control measures behaviour when leaving for school lunch.</p>	<p>Head of year 12/13.</p>
6. Possible contamination due congestion and not minimising contact and mixing	<b>Students, staff, visitors, and the general public becoming infected with COVID-19:</b>	<ol style="list-style-type: none"> <li><b>Face Masks/Coverings are now required around the school and in classrooms. This is for all pupils and staff who do not have a medical exception. Staff will be permitted to remove their masks in class when 2 metres or more from pupils.</b></li> <li>Minimising physical contact. (No shaking hands ,...). No physical contact sports allowed.</li> <li>Classrooms must be kept ventilated as appropriate, open windows and prop door open (only when doors are not strategic from Fire safety point of view and only when people in the classroom.)</li> <li>Staff working room – has got working ventilation now. <ul style="list-style-type: none"> <li>Only up to 3 people at a time can use it</li> <li>The door will be open ( used automatic devise to close the door if/when Fire alarm goes off)</li> </ul> </li> </ol>					
7. Pupils' behaviour on return to school does not comply with school's Covid safety rules	<b>Students, staff, visitors, and the general public becoming infected with COVID-19:</b>	<ol style="list-style-type: none"> <li>Behaviour structure amended to include COVID-specific sanctions. Regular review in place and reminders for staff and pupils.</li> <li>Staff model hand hygiene measures.</li> </ol>	<p>Clear guidance issued in parent pack and reinforced through Heads of Year</p> <p>Behaviour policy - revised and added COVID 19 section. Communicated to parents, pupils and staff including exclusion.</p>	<p>SLT</p> <p>PA</p>		<p>Ongoing</p>	
8. Ineffective personal hygiene measures	<b>Students, staff, visitors, and the general public becoming infected with COVID-19:</b>	<ol style="list-style-type: none"> <li>Robust handwashing promoted.</li> <li>Staff and students are requested to wash hands <b>prior to leaving home</b> in the morning.</li> <li>All staff and students <b>must</b> wash their hands for a minimum of 20 seconds with liquid soap and warm water or use hand sanitiser <ul style="list-style-type: none"> <li><b>on arrival at school</b></li> <li><b>following use of toilet facilities</b></li> <li><b>before eating ( use hand wash )</b></li> <li><b>after a bout of coughing/sneezing</b></li> <li><b>when they change rooms ( in this case use hand sanitiser as it is not practical to wash hands)</b></li> <li><b>after break.</b></li> </ul> <p><b>Where hand washing is not available , use hand sanitisers.</b></p> <li>Staff and students encouraged to follow the Catch it, Kill it, Bin it protocol – disposable tissues or toilet tissue is available in classrooms and staff areas and to be immediately placed in a lidded bin or flushed down a toilet following use – used tissues must not be left on</li> </li></ol>	<p>Posters and stickers to be placed around site promoting hand wash.</p> <p>Ensure sufficient disposable tissues are available in school.</p>	<p>RT</p> <p>DG/AG</p>	<p>Make sure there are posters.</p> <p>Ongoing</p>		

		<p>desks or other surfaces.</p> <ol style="list-style-type: none"> <li>NHS Posters are displayed by sinks to show how to effectively wash hands.</li> <li>Catch it, Kill it, Bin it posters displayed around the school.</li> <li>Hand sanitiser on the walls outside the entrance points</li> <li>Hand sanitiser is available for both staff and students but should only be used whereby handwashing is not accessible rather than a general alternative to handwashing.</li> <li><b>Letting the parents know, about the use of alcohol based hand sanitisers in the school. It may cause allergic reaction.</b></li> </ol>	<p>Display handwashing posters by all sinks around the school</p> <p>Display Catch it Kill it Bin it Posters around school</p> <p>Ensure sufficient hand sanitiser is available. Include information about hand sanitisers and use for students in letter</p>	<p>DG/RT</p> <p>DG/RT</p> <p>DG</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>
<p>9. Possible contamination in reception areas and offices</p>	<p><b>Students, staff, visitors, and the general public becoming infected with COVID-19:</b></p>	<ol style="list-style-type: none"> <li>Parents/carers/visitors advised to contact school by phone, if they need to speak to a teacher or member of SLT . If it is needed to have face to face meeting, Parents/Carers/Visitors meetings will be arranged and accommodated either outside or in a planned manner within the building. Parents/Carers/Visitors will receive Covid safety instructions on arrival.</li> <li><b>Room 34 / Conference room</b> will be used if the meetings are inside. <b>Wipes provided so the desks and chairs can be cleaned before and after the use.</b></li> <li>Pre-planned arranged meetings will be taking place in the main school room34. One to one meetings between student and a specialist (e.g safe lives... ) , will be managed accordingly to eliminate the spread of Covid19.</li> <li>Poster about People with the Covid symptoms to be displayed at the entrance.</li> <li><b>Office staff to work at their designated desks to avoid shared equipment</b> as much as practical. Regular <b>cleaning</b> of IT and phone equipment using disinfectant cleaning materials should take place if especially sharing equipment(staff work room) – that is responsibility of staff. This will be enhanced by standard daily clean by regular cleaners.</li> <li><b>When entering to staff room it is advised to use hand sanitiser or wash your hands with soap and water.</b></li> <li>Contractors should be asked to share their Covid19 Risk Assessment and Method Statement with the school prior to entry.</li> </ol>	<p>Make sure hand towels and soap is available in the staff room.</p> <p>There will be disinfectant wipes available on each desk and staff using shared equipment ( Printers) will be asked to clean it before and after use. As well as enhanced cleaning regime during day.</p>	<p>RT , DG, AG.</p> <p>RT, JSh – communication to all staff Before reopening.</p>	<p>Ongoing</p>
<p>10. Possible contamination within classroom/teaching and learning spaces</p>	<p><b>Students, staff, visitors, and the general public becoming infected with COVID-19:</b></p>	<ol style="list-style-type: none"> <li>Classrooms with external door direct to the outside to be used where possible.</li> <li>Classrooms and learning space back to normal occupancy, social distancing (SFAIRP).</li> <li><b>Face Masks/Coverings are now required around the school and in classrooms. This is for all pupils and staff who do not have a medical exception. Staff will be permitted to remove their masks in class when 2 metres or more from pupils.</b></li> <li>When PPE is necessary school must instruct pupils to: <ul style="list-style-type: none"> <li>not touch the front of their face covering during use or when removing it</li> <li>dispose of temporary face coverings in a ‘black bag’ waste bin (not recycling bin)</li> <li>place reusable face coverings in a plastic bag they can take home with them</li> <li>wash their hands again before heading to their classroom</li> </ul> - Staff and students were shown how to put on a face mask. Link <a href="https://www.who.int/docs/default-source/epi-win/how-to-use-mask-v0-1-print.pdf?sfvrsn=64ba1493_2">https://www.who.int/docs/default-source/epi-win/how-to-use-mask-v0-1-print.pdf?sfvrsn=64ba1493_2</a> </li> <li>Use wipeable chairs as much as possible. For furnished ones use the disinfectant for fabric materials.</li> <li>Minimise to and from for sheets from pupils and back to staff.</li> <li><b>Resources available will be limited to what is essential for use of a daily basis and planned in advance.</b></li> <li>Computer keyboard/mouse, touch screens/interactive whiteboards only to be used by a lead teacher/staff member in a classroom and wiped before and after use .</li> </ol>	<p>Make classrooms suitable for teaching with keeping the social distancing as much as possible.</p> <p>There will be a designated area marked by tape at the classroom, where it is safe for a teacher to stand – 2 metres away from students’ seats.</p> <p>If there will be any shared equipment used among staff – it is recommended <b>staff members will wipe touch points before and after use (use of photocopiers , shared computer, telephones etc. )</b> There will be provided disinfectants wipes and sprays, and</p>	<p>DG and AG</p> <p>DG and AG</p>	<p>Ongoing</p> <p>Ongoing</p>

		<p>9. Keeping occupied spaces well ventilated</p> <p>10. Important to ensure the teaching space is well ventilated and a comfortable teaching environment is maintained. This can be achieved by a variety of measures including:</p> <ul style="list-style-type: none"> <li>- mechanical ventilation systems – these should be adjusted to increase the ventilation rate wherever possible, and checked to confirm that normal operation meets current guidance (if possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply)</li> <li>- natural ventilation – opening windows (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). Opening internal doors can also assist with creating a throughput of air</li> <li>- natural ventilation – if necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so)</li> </ul> <p>Further advice on this can be found in Health and Safety Executive guidance on <a href="#">air conditioning and ventilation during the coronavirus outbreak</a> and <a href="#">CIBSE coronavirus (COVID-19) advice</a>.</p> <p>To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures should also be used as appropriate:</p> <p>opening high level windows in preference to low level to reduce draughts</p> <p>11. Increasing the ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused)</p> <p>12. providing flexibility to allow additional, suitable indoor clothing. For more information see School uniform</p> <p>13. rearranging furniture where possible to avoid direct drafts</p> <p>14. Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces.</p> <p>15. CLEAPSE guidance GL343 – Guide to do practical work in partially reopened School - <a href="http://science.cleapss.org.uk/Resource/GL343-Guide-to-doing-practical-work-during-the-COVID-19-Pandemic-Science.pdf">http://science.cleapss.org.uk/Resource/GL343-Guide-to-doing-practical-work-during-the-COVID-19-Pandemic-Science.pdf</a> for science subjects to be implemented and followed but only if an essential requirement for practical lessons.</p> <p>16. <b>Music, Science, Design and technology, PE</b> – teaching these should be continued as part of the school curriculum, especially as this builds pupils’ confidence and supports their wellbeing.</p> <ul style="list-style-type: none"> <li>- Departmental COVID safety procedure should be followed.</li> <li>- Space well ventilated and regularly cleaned</li> <li>- Hand hygiene procedure in place</li> </ul>	<p>paper towels in each designated area.</p> <p>All staff clean their working stations throughout day. Remind the staff members.</p> <p>The areas of teaching, must be checked on regular basis and enable good ventilation as far as reasonably practicable. Areas without windows will not be used</p> <p>Inform the staff to open high level windows, especially.</p> <p>Review correct operation of the Air handling units in the school.</p>	<p>RT</p> <p>DG, AG and RT</p>	<p>Ongoing</p>
<p>11. Possible contamination from use of toilet/welfare facilities</p>	<p><b>Students, staff, visitors, and the general public becoming infected with COVID-19:</b></p>	<p>1. <b>Staff toilets –</b>  <b>These toilets can be used :</b>  <b>Main school</b> – Foyer toilets with multiple cubicles. In order to accommodate the return of full capacity of staff. Staff can use the toilets as normal with these extra control measures:</p> <ul style="list-style-type: none"> <li>- Regular cleaning regime,( toilets cleaned at least three times a day ) and extra cleaner employed for during the school day</li> <li>- using hand towels only , (air hand dryer switched off,)</li> <li>- only lidded bin with pedal toilet to be used for hand towels</li> </ul> <p><b>6<sup>th</sup> form building:</b>  <b>Ground floor toilets for disabled and all top floor toilets.</b>  <b>Staff toilets outside of PE Office</b></p> <p>2. Students will have designated toilets as per year groups.</p> <p>3. If using toilets during lessons, the teacher of the group will make sure only one person at the time is sent. Keep record. Toilet passes one per group, personalised to teacher and wiped on return.</p> <p>4. Staff and students must wash hands thoroughly after using toilet facilities (<a href="#">see handwashing</a>).</p> <p>5. Sufficient liquid soap will be available at all times in all toilets, this will be checked daily by cleaners and will be topped up in between if required.</p> <p>6. Only liquid soap is permitted in school.</p> <p>7. Hand drying will be done by using disposable towels if</p>	<p>Ensure that there are sufficient stocks of liquid soap available.</p> <p>Confirm that a sufficient amount of hot water is readily available.</p>	<p>DG and AG daily</p> <p>DG and AG</p>	<p>Ongoing</p> <p>Ongoing</p>

		<p>possible, use of air hand driers is less preferred option.</p> <p>8. Lidded bins in toilets will be emptied daily and this will be reviewed with emptying increased more frequently if required.</p>			
12. Possible contamination from cross contamination of equipment at Break times or during external learning activities	<b>Students, staff, visitors, and the general public becoming infected with COVID-19:</b>	<ol style="list-style-type: none"> <li>Students spend break time outdoors, weather permitting.</li> <li>Students supervised to break/lunch area.</li> <li>If students are eating, hands to be washed (<a href="#">see handwashing</a>).</li> <li>After external activities – staff and students to wash hands (<a href="#">see handwashing</a>).</li> <li>All the litter must be put into the bins or taken home.</li> </ol>	Appoint responsibility of cleaning of equipment and resources used and what cleaning products will be used i.e. Spray disinfectants, diluted Milton solution etc.	DG	ongoing
13. School kitchens - Non safe running of the schools' kitchen		<ol style="list-style-type: none"> <li>Government advice confirms that school kitchens can continue to operate</li> <li>Biometric Finger scanners can be used, but they will be disinfected after each use by a member of staff at the till.</li> <li>Biometric Finger scanner device in the foyer for students to check the amount on the account will not be in use.</li> <li>Tills serving food will have sneeze guard installed.</li> <li>All the food in the canteen will be served in the safe manner with additional sneeze guards installed.</li> </ol>			
14. Possible contamination from inadequate social distancing in other communal gatherings assembly	<b>Students, staff, visitors, and the general public becoming infected with COVID-19:</b>	<ol style="list-style-type: none"> <li>Assemblies can take place in school now, but <ul style="list-style-type: none"> <li>Well ventilated rooms</li> <li>Hand hygiene</li> <li>And cleaning regime .</li> <li><b>Wearing masks</b></li> </ul> Remain crucial control measures to stop the spread. </li> <li>Holy masses will follow the government guidance . <ul style="list-style-type: none"> <li>It is recommended that physical contact "Sign of peace" still remains suspended</li> <li>Holy Communion will continue to be under one kind and the ministers will continue to sanitise their hands beforehand and wear a face covering whilst distributing.</li> </ul> <a href="#">COVID-19: guidance for the safe use of places of worship - GOV.UK (www.gov.uk)</a> </li> </ol>			
15. Insufficient access to first aid.	<b>Students, staff, visitors, and the general public may sustain greater injury through inadequate support and treatment</b>	<ol style="list-style-type: none"> <li>Sufficient first aid provisions are in place in line with the school's first aid risk assessment.</li> <li>Students will be encouraged to clean their own cuts with the guidance of the school's first aider.</li> <li>First Aid will be administered in the 6<sup>th</sup> form building by the entrance office.</li> </ol>			
16. Possible contamination by close contact when providing first aid or care to students	<b>Students, staff, visitors, and the general public becoming infected with COVID-19:</b>	Where it is considered necessary due to the close proximity of care required, disposable fluid resistant surgical face masks and disposable aprons are available and should be worn by staff delivering first aid or providing care.	Make sure all PPE in place	CAH	Ongoing
17. Possible contamination from a symptomatic person on site	<b>Students, staff, visitors, and the general public becoming infected with COVID-19:</b>	<ol style="list-style-type: none"> <li>Symptomatic person should not be on site – see first section.</li> <li>Should a staff member arrive at school or become symptomatic whilst at school they will be required to leave site immediately</li> <li>If they need collecting, they will preferably wait outdoors in the courtyard <b>outside of Room 34</b>, weather permitting. If it the weather is not good wait in <b>or in the Meeting room next to the reception.</b></li> <li>Should a pupil become symptomatic the students will be taken to the the isolation area preferably outdoors in the courtyard outside of room 34, weather permitting, waiting for collection from a parent/carer</li> <li><b>If it the weather is not good, wait in the old Meeting room next to the reception. Windows to be opened.</b></li> <li>A symptomatic student will be supervised by a staff member who will be required to wear a fluid resistant surgical face mask, disposable gloves and apron (if the social distance at least 2 meters is not possible to achieve) for the duration of the supervision,</li> </ol>	School will have thermometer available on site.	RT	Done

		<p>parent/carer will be contacted and required to collect pupil asap.</p> <ol style="list-style-type: none"> <li>When waiting for collection, If a symptomatic person needs to use toilet , use disabled toilet in the corridor between main foyer and the English corridor.</li> <li>PPE will be stored in the front reception office.</li> <li>Staff member supervising will then remove all PPE and dispose on into a plastic bag for immediate disposal outside and will wash hands thoroughly – staff member will be given the option to go home and thoroughly shower/change clothes.</li> <li>A member of staff who helped the symptomatic person and who has therefore worn the required PPE, does not need to self isolate unless or until he develops symptoms or when a student tested positive.</li> <li>Investigation of what areas was a symptomatic person present in, will be conducted.</li> <li><a href="#">Government guidance</a> will then be followed.</li> <li>A thorough clean of the area of isolation and other areas where the symptomatic person will be undertaken, using school anti-viral fogging machine following the collection of a symptomatic person. Where possible the areas will be isolated for 72 hours with good ventilation prior to the thorough clean. <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</a></li> <li>All members of cleaning staff will have up to date training ie COSHH and infection control training. <b>If Covid19 case was confirmed – professional deep clean company will be contacted to undertake deep clean of the area.</b> <a href="https://www.clean-genie-midlands.co.uk/">https://www.clean-genie-midlands.co.uk/</a> - Schools' prearranged contractor.</li> <li>Alternatively school use antiviral fogging machine to disinfect the area where the area confirmed case was.</li> </ol>	<p>A dynamic Risk assessment of the situation (what areas was person in, what other people in contact) will be conducted.</p> <p>In event when Deep Clean is required. RT will organise them coming in.</p> <p>Make sure new cleaners have COSHH and Infection Control Training</p> <p>Instruction and Risk assesment for the safe use of the anti-viral fogging machine will given to the nominated people.</p>	<p>SLT, RT As required</p> <p>RT, DG By 8th<sup>th</sup> September 21</p>	<p>As required</p>
18. Possible contamination from a asymptomatic person on site	<b>Students, staff, visitors, and the general public becoming infected with COVID-19:</b>	<p>The importance of testing and reporting in schools and colleges</p> <ol style="list-style-type: none"> <li>Testing continues to play a crucial role, in and out of classrooms, in our fight against COVID-19.</li> <li>Staff should continue to test themselves twice a week and report results whilst encouraging students to do likewise.</li> <li>Staff and pupils must report their result to NHS Test and Trace as soon as the test is completed either online or by telephone as per the instructions in the home test kit. Staff and pupils should also share their result, whether void, positive or negative, with their school to help with contact tracing.</li> <li>Set up a school asymptomatic Covid test results register.</li> </ol>	<p>Send out an email to Staff and Students to remind encourage to take test as per guidance and reshare the results with NHS test and trace and with the school</p>	<p>JSH, RT 2<sup>th</sup> September 21</p>	
19. Possible contamination from not correctly Managing confirmed cases of coronavirus (COVID-19) amongst the school community	<b>tudents, staff, visitors, and the general public becoming infected with COVID-19:</b>	<ol style="list-style-type: none"> <li>School must take swift action when you become aware that someone who has attended has tested positive for coronavirus (COVID-19) having developed symptoms and taken a PCR test outside of school. (or LFD when asymptomatic testing)</li> <li>The advice how to respond would be via DfE Helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case.</li> <li><b>The procedures</b> <a href="#">What to do if a pupil tests positive for coronavirus</a> and Covid19 Outbreak Management plan to respond .</li> </ol>			
20. Insufficient or inappropriate PPE available or misuse of PPE	<b>Students, staff, visitors, and the general public becoming infected with COVID-19:</b>	<ol style="list-style-type: none"> <li>Disposable gloves and aprons and masks, and aprons available for use as identified required. PPE equipment is to be <b>stored in Front reception office room.</b></li> <li>Where PPE is identified as required for a task it must be worn. – <ul style="list-style-type: none"> <li><b>When cleaning follow the <a href="#">guidance</a></b></li> <li><b>When administering first aid</b></li> <li><b>When waiting with a symptomatic pupil</b></li> </ul> </li> <li>Staff and students were shown how to put on a face mask. Link <a href="https://www.who.int/docs/default-source/epi-win/how-to-use-mask-v0-1-print.pdf?sfvrsn=64ba1493_2">https://www.who.int/docs/default-source/epi-win/how-to-use-mask-v0-1-print.pdf?sfvrsn=64ba1493_2</a></li> <li>Staff will be shown how to safely remove apron and gloves. <a href="https://www.nursingtimes.net/clinical-archive/infection-control/infection-control-3-use-of-disposable-gloves-and-aprons-24-06-2019/">https://www.nursingtimes.net/clinical-archive/infection-control/infection-control-3-use-of-disposable-gloves-and-aprons-24-06-2019/</a></li> </ol> <p>All PPE should be single use and disposed of appropriately.</p>	<p>Make sure all PPE in place and Monitor the stock. In case of running out order new.</p>	<p>DG</p>	<p>Ongoing</p>

21. Inadequate management of circulation areas	<b>Students, staff, visitors, and the general public becoming infected with COVID-19</b>	<ol style="list-style-type: none"> <li>All Fire doors need to be kept closed. Majority of doors in corridors are on automatic release when Fire alarm goes off. Classroom doors to be considered opened and only when these are being used.</li> <li>All doors to be closed when students leave site or at the end of each working day.</li> </ol>	Review Fire marshal rota, Fire Safety addendum.	RT	Ongoing
22. Possible contamination from inadequate social distancing/equipment contamination in staff areas i.e. work staffroom, staff office bases etc.	<b>Students, staff, visitors, and the general public becoming infected with COVID-19</b>	<ol style="list-style-type: none"> <li>Staff to wash hands prior to entering staff shared areas or designated areas, and before preparing/eating food or making drinks.</li> <li>Notice on staff working room with maximum staff members at one time - will be displayed.</li> <li>Liquid soap, hot water, disinfectant wipes, paper towels and Hand sanitiser to be available in the staff rooms and designated department bases and used before touching any communal equipment such as hot water leaver, fridge, cupboards dishwasher.</li> <li>Sharing of equipment is discouraged. But where shared of equipment is necessary, ( printers, sign in and out tablet, shared computers, telephones) these to be cleaned using disinfectant cleaning materials prior to and after use.</li> <li>Windows to be opened to enable circulation of fresh air when occupied, windows to be opened/closed using disposable tissue.</li> </ol>	Disinfectant wipes will be always available by the equipment.	DG , AG	Ongoing
23. Insufficient or ineffective cleaning (Cleaning and caretaking staff)	<b>Students, staff, visitors, and the general public becoming infected with COVID-19</b>	<ol style="list-style-type: none"> <li>Standard cleaning regimes have been adapted and updated to ensure all areas being used are cleaned daily with all hard surfaces and contact points disinfected with suitable disinfectant cleaning products. Use products Virakill, Screen, Zoflora, Milton (where appropriate, disposable cloths/tissue to be used for hard surfaces) Items like telephones, computers keyboards, printers should be cleaned daily. Fabric materials cleaned with fabric disinfectant spray.</li> <li>Increase the frequency of cleaning, using standard cleaning products such as detergents and bleach, paying attention to all surfaces but especially ones that are touched frequently, such as door handles, light switches, work surfaces, remote controls and electronic devices.</li> <li>Cleaning during day of frequently touched places, toilets in addition to standard cleaning regimes – . Toilet and washroom areas, food preparation areas and staffrooms are cleaned daily.</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. Cleaning should be more frequent depending on the number of people using the space, whether they are entering and exiting the setting and access to handwashing and hand-sanitising facilities. <b>Cleaning of frequently touched surfaces is particularly important in Toilets and Staff rooms.</b></li> <li>When cleaning – Cleaners should continue to wear disposable gloves determined as normal, by the cleaners and caretakers existing risk assessments.</li> <li>Students and teachers’ desks and chairs disinfected daily.</li> <li>Areas not in use are closed and locked down so cleaning can be concentrated where required.</li> <li>Where non disposable cloths/mops are used, cross contamination must be carefully considered, and these must be disinfected daily after use.</li> <li>All internal lidded bins will be emptied daily to external bins.</li> <li>In the event of suspected case the government cleaning in guidelines will be followed. <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></li> </ol>	<p>Cleaning staff to be briefed and regularly reminded about the special control measures whilst cleaning and about the procedures, after symptomatic person left the site.</p> <p>Frequently touched points to be cleaned and all toilets on in rota system. Plan put in place.</p>	<p>DG and RT</p> <p>RT and DG Create enhanced cleaning schedule 6<sup>th</sup> September 2021</p>	<p>Ongoing</p> <p>Done</p>



		<p><a href="#">19-decontamination-in-non-healthcare-settings</a></p> <ol style="list-style-type: none"> <li>11. In the event of a confirmed COVID-19 case in the school, government guidelines of additional cleaning will be followed. Area will be isolated and Outside professional DEEP CLEAN company will be called to disinfect the area.</li> <li>12. Standard waste will continue to be managed in line with existing arrangements</li> <li>13. waste that is considered to be potentially infected/contaminated will be double bagged and let be before stored safe out of normal reach for 72 hours , before placing in the external bins; this will include any used PPE and any used tissues by persons who are unwell and awaiting collection.</li> </ol>			
24. School fixtures and educational visits	<b>Students, staff, visitors, and the general public becoming infected with COVID-19</b>	<ol style="list-style-type: none"> <li>1. Where you are considering team sports you should only consider those sports whose national governing bodies have developed guidance under the principles of the government’s guidance on team sport and been approved by the government such as sports on the list available at grassroots sports guidance for safe provision including team sport, contact combat sport and organised sport events. <a href="https://www.gov.uk/guidance/coronavirus-covid-19-grassroots-sports-guidance-for-safe-provision-including-team-sport-contact-combat-sport-and-organised-sport-events">https://www.gov.uk/guidance/coronavirus-covid-19-grassroots-sports-guidance-for-safe-provision-including-team-sport-contact-combat-sport-and-organised-sport-events</a></li> <li>2. In line with the roadmap, schools were able to resume educational day visits . Any educational day visits must be conducted in line with relevant COVID-secure guidelines and regulations in place at that time. This includes system of controls, such as keeping children within their consistent groups and the COVID-secure measures in place at the destination. The school should undertake full and thorough risk assessments in relation to all educational visits to ensure they can be undertaken safely. As part of this risk assessment, you will need to consider what control measures need to be used and follow wider advice on visiting indoor and outdoor venues.</li> </ol>			
25. Ineffective safeguarding measures	<b>Students may be more vulnerable during times of uncertainty, stress, or financial strain</b>	<ol style="list-style-type: none"> <li>1. School has robust safeguarding measures in place with a Designated Safeguarding Lead who is available.</li> <li>2. All staff have had safeguarding training with refresher training planned</li> <li>3. Staff have been reminded of the importance to look out and not changes to “normal” behaviours of students and report any concerns immediately</li> </ol>	<p>Make sure there is a DSL on school site at any point during school day.</p> <p>Safeguarding addendum reflecting Covid19 is updated.</p>	<p>PA</p> <p>PA By 6<sup>th</sup> September 21</p>	
26. Stress and anxiety of staff due to uncertainty, changes to working arrangements, changes to home arrangements and concern about contracting COVID-19	<b>Staff may experience higher levels of stress and anxiety</b>	<ol style="list-style-type: none"> <li>1. School have stress and wellbeing procedures in place with staff able to access resources to gain support both via school and externally.</li> <li>2. Mental health and wellbeing information has been shared with staff.</li> <li>3. SLT regularly checking on staff and have an open door to discuss concerns.</li> <li>4. SLT reassuring staff and communicating thoroughly and opening all measures, controls, and arrangements in place to maintain safety (SFAIRP).</li> </ol>	<p>Review School stress and wellbeing procedures in place with staff</p> <p>Display Mental Health Week Poster</p>	<p>HR department. / SLT ongoing</p>	
27. Covid19 – effect on clinically vulnerable and clinically extremely students and staff And pregnant women.	<b>Students, staff becoming infected with COVID-19</b>	<ol style="list-style-type: none"> <li>1. Clinically extremely vulnerable (CEV) are no longer advised to shield. See guidance on <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/who-is-at-high-risk-from-coronavirus-clinically-extremely-vulnerable/">https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/who-is-at-high-risk-from-coronavirus-clinically-extremely-vulnerable/</a> who is at higher risk from coronavirus, and protecting people who are clinically extremely vulnerable.  <a href="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">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</a>  All CEV pupils should attend their school unless they are one of the very small number of pupils under paediatric or other specialist care and have been advised by their GP or clinician not to attend. Pupils who live with someone who is CEV should continue to attend school as normal.</li> <li>2. Since the 1 April, those who are clinically extremely</li> </ol>			

		<p>vulnerable (CEV) are no longer advised to shield.</p> <p>3. School needs to follow the <a href="#">specific guidance for pregnant</a> employees because pregnant women are considered CV. In some cases pregnant women may also have other health conditions that mean they are considered CEV, where the advice for clinically extremely vulnerable staff will apply.</p> <p>Work Risk Assessment for pregnant women should be taken place.</p>			
Signature of Senior Leadership Team:			Date: 26.08.2021 Updated :		

## **APPENDIX 1.**

# **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 a substantial increase in the number of positive cases in a setting (see [Stepping measures up and down](#) section for more information) 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.

## **Appendix 2.**



### **What to do if a pupil is displaying symptoms of coronavirus (COVID-19)**

If anyone in your school becomes 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 (anosmia), they must be sent home and be advised to follow the [guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#). This sets out that they must:

- self-isolate for at least 10 days
- arrange to have a [test to see if they have coronavirus \(COVID-19\)](#)

### **Action list**

1. In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital except in an emergency.
2. Call parents/legal guardian to collect pupil and take them home. Advise them that all household members will need to isolate and book PCR test, refer them to the [guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#).
3. While the pupil or staff is awaiting collection, move them to an isolated room by the main reception and open a window for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.
4. Staff caring for a student while they are awaiting collection should maintain 2 metre distancing, Students should be wearing suitable PPE<sup>1</sup>:

<b>Situation</b>	<b>PPE</b>
Supervision, keep 2 metres away as much as possible	A face mask should be worn at all times
Contact is necessary	Gloves, an apron and a face mask should be worn
Risk of fluids entering the eye (e.g. from coughing, spitting or vomiting)	Eye protection should also be worn

5. If the pupil or the staff member needs to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.
6. All schools and FE providers will receive an initial supply of 10 home test kits. Home test kits should only be offered to individuals in the exceptional circumstance that you believe an individual may have barriers to accessing testing elsewhere.
7. Staff/other pupils who have had contact with the symptomatic pupil must wash their hands thoroughly for 20 seconds.
8. When parents/legal guardian pick up the pupil, advise them to get the pupil tested and notify you of the results.
9. Once the pupil has left the premises, thoroughly disinfect/clean all surfaces and contact points they came into contact with (including the bathroom if used).

### **What to do if a pupil tests positive for coronavirus (COVID-19)**

1. You must take swift action when you become aware that someone who has attended your setting has tested positive for coronavirus (COVID-19).

<sup>1</sup> 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.

2. You can contact the dedicated advice service, introduced by Public Health England and delivered by the NHS Business Services Authority. This can be reached 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 or the local Health protection team PHE West Midlands East Health Protection Team 0344 225 3560 and the school must inform WCC [Informing WCC of positive COVID-19 cases](#) as well as fill in the Central MAC form [Covid data collection Form - Central services](#) daily.
3. If, following triage, further expert advice is required the adviser will escalate your call to the PHE local health protection team (HPT) .
4. The advice service (or HPT if escalated) will work with you to carry out a rapid risk assessment and identify appropriate next steps.
5. With support from the advice service or HPT, identify close contacts of the symptomatic individual. Contact tracers will inform contacts that they need to self-isolate for self isolate for 10 days from the day after contact with the individual tested positive, in line with guidance for households with possible or confirmed coronavirus (COVID-19) infection
6. You should report all confirmed, positive cases, using the online attendance form daily return. You should also inform your local authority of confirmed cases of coronavirus (COVID-19).
7. For pupils who are isolating, ensure access to remote provision so that they can continue to learn remotely.
8. A template letter will be provided to schools, by the advice service or the health protection team, to send to parents and staff if needed
9. Schools must not share the names of people with coronavirus (COVID-19) unless essential to protect others.

**If there are more people are Covid 19 positive , the School will follow stand alone document COVID-19: outbreak management plan.**