


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

Activity being assessed:	<b>Secondary school – Covid-19 National Lockdown, School opened for Critical Workers Students and Vulnerable Students</b>	Location(s) affected:	St. Benedict's Catholic High School, Alcester	
Person(s) completing assessment:	Robert Terefenko Andrew Madden	Date original assessment completed:	06 <sup>th</sup> January 2021	
Date of review:	Ongoing	Review completed by:		

**This risk assessment has been developed on 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 and made specific by the end user.**

	Links to related published guidance notes to be referred to alongside the Model Risk Assessment
<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="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a></p> <p><a href="https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works">https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works</a></p> <p><a href="https://www.gov.uk/government/publications/safe-working-in-education-studentcare-and-studentrens-social-care">https://www.gov.uk/government/publications/safe-working-in-education-studentcare-and-studentrens-social-care</a></p> <p><a href="https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june">https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june</a></p> <p><a href="https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings">https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings</a></p> <p><a href="https://www.gov.uk/guidance/ofsted-coronavirus-covid-19-rolling-update">https://www.gov.uk/guidance/ofsted-coronavirus-covid-19-rolling-update</a></p> <p><a href="https://www.gov.uk/government/publications/safe-working-in-education-studentcare-and-studentrens-social-care/safe-working-in-education-studentcare-and-studentrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe">https://www.gov.uk/government/publications/safe-working-in-education-studentcare-and-studentrens-social-care/safe-working-in-education-studentcare-and-studentrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</a></p>

<a href="https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers">https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers</a>  <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>
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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
2. Contracting COVID-19 from being in the school environment by contact with an infected person  (Parents/carers/staff/ students are not fully informed of the health and safety requirements for the reopening of the school)	<b>Students, staff, visitors, and the general public becoming infected with COVID-19:</b>	<ol style="list-style-type: none"> <li><b>Staff, students or visitors who have tested positive for COVID-19 are not allowed into the school premises until they have self-isolated for the recommended government period of 10 days;</b> After 10 days, if the individual still have a temperature, that person should continue to self-isolate and seek medical advice.</li> <li>Staff students of visitors living in the same household as a person who have tested positive for COVID-19 are not allowed into the school premises until they have self-isolated for the government period of 10 days.</li> <li><b>Staff, students, and visitors exhibiting classing signs of COVID-19</b> as detailed (high temperature, a new continuous cough and a loss of, or change to, sense of smell or taste) they must self-isolate for at least 10 days from when the symptoms started. They should arrange to have a test to see if they have COVID-19 – go to <a href="#">testing</a> to arrange.</li> <li>Any person arriving at school exhibiting symptoms will be required to return home.</li> <li>If an individual has symptoms, undertakes a PCR COVID-19 test . <b>If this is negative, on evidence of the negative test they will be able to return to school.</b></li> <li>If an individual develops symptoms, that person may wish to alert the people that have had close contact with him/her over the last 48 hours to let them know that the person might have coronavirus (COVID-19), but is waiting for a test result. At this stage, <b>those people should not self-isolate.</b> Alerting those that the person has been in contact with means they can take extra care in practising social distancing and good hand and respiratory hygiene. They can also be more alert to any symptoms they might develop.</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> </ol>	Re-send clear guidance to all staff and parents/carers of students  <u>The school will follow government - Engage with the NHS Test and Trace process</u> <u>See in Appendix 1.</u>  <b>Procedure in place to isolate students that appear symptomatic on site until collected. Described in Hazard bullet point 12.</b>  Test and trace information is collected from all visitors, incorporated to Inventory system.	AM by W/C 4 <sup>th</sup> January 21	done
3. Contracting COVID-19 from using Public or Dedicated transport	<b>Students, staff, visitors, and the general public becoming infected with COVID-19</b>	<ol style="list-style-type: none"> <li>Students should be encouraged to walk or cycle 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 required for pupils on departure and arrival at school and movement within school indoors when not in bubble. Staff will model this when moving between bubbles. Students over 11 years are required 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 year group bubble.</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>There will be 2 metres marking on the ground ensuring social distancing when waiting on Buses. The process of students loading will be under school staff supervision.</li> </ol>			
4. Congestion or inability to adequately socially distance (mixing bubbles)	<b>Students, staff, visitors, and the</b>	<ol style="list-style-type: none"> <li>There will be only Critical workers students and Vulnerable Students . In effect one bubble, but still keeping two meters distance from each other.</li> </ol>	Times and entrance and exit plans to be clearly communicated to all	AM W/c 4 <sup>th</sup> January 2021	Done

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when accessing or leaving school grounds	general public becoming infected with COVID-19:	<ol style="list-style-type: none"> <li>Arrival times for all these students will be the same via main Students entrance leading to the main school Foyer.</li> <li>Staff presence at the school exit at the beginning and end of school will discourage congregating and included in letter to parents.</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>Year groups are given clear information about times for drop off and collection. Clear information about what route should the students walk once on school site according to their year group.</li> <li>Parents/carers can come on school car park and to drop off / pick up promptly .</li> <li>Social distancing - 2 metres apart, is marked on the ground - at the drop off/pick up area, leading all the way towards relevant students' entrances.</li> <li>On arrival students to walk keeping social distancing from each other plus wearing masks particularly in indoor communal areas.</li> <li>When leaving the site, students wear facemasks and depart by exit according to method of travel.</li> <li>Students waiting to return home via coaches will wait on the playground (outdoors) with masks as limited contact between bubbles. Social distancing between buses through separate lines for each bus.</li> <li>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 with staff wearing red 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. Inside the communal areas face covering is required.</li> </ol>	stakeholders .		
5. Congestion or inability to adequately socially distance when students accessing or leaving school building	Students, staff, visitors, and the general public becoming infected with COVID-19:	<ol style="list-style-type: none"> <li>All students to be reminded of the importance of following contingency measures in place in tutor briefing. Reminders and updates to follow.</li> <li>At the entrances there will be hand sanitisers available on the wall, <b>which must be used</b> before entering the school.</li> <li>The students will go to their base which is Room 6 ( for Years 7 and 10 ) and 6A (for years 8,9,11).</li> <li>When leaving the buildings, the students will go via designated route.</li> </ol>	<p>Letter to Parents /Carers about Covid19 measures.</p> <p>Regular reminders at 8.40 staff briefing</p> <p>Hand sanitisers will be available in entrance point. And in the classrooms.</p>	<p>AM communication to parents.</p> <p>SLT</p> <p>AH W/C 4<sup>th</sup> Jan21</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>
<b>Management of movement around the school</b>					
6. Possible contamination due to not minimising contact and mixing	Students, staff, visitors, and the general public becoming infected with COVID-19:	<ol style="list-style-type: none"> <li>Minimising numbers of people coming to school and mixing. <b>Only members of staff who are required will be on site.</b> Visitors discouraged to come. Staff members will have designated department bases to go to.</li> <li>Face coverings must be worn by all students, staff and visitors (unless medically exempt) in all indoor communal areas outside the classroom.</li> <li>Work-places to be spaced. Screens in between work places where 2 meters is not possible.</li> <li>Minimising physical contact. (No shaking hands ,...). No physical contact sports allowed.</li> <li>Classrooms <b>must be</b> 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>Students lockers will be not used due to set zones for the year groups.</li> </ol>	Notice on the staff working room with maximum staff members at one time will be displayed.		Done
7. Pupils' behaviour on return to school does not comply with school's Covid safety rules	Students, staff, visitors, and the general public becoming	<ol style="list-style-type: none"> <li>Classcharts Behaviour structure amended to include COVID-specific sanctions. Regular review in place and reminders for staff and pupils.</li> <li>Staff model social distancing consistently and use of facemasks.</li> </ol>	Clear guidance issued in parent pack and reinforced through Heads of Year	SLT	

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	<b>infected with COVID-19:</b>		Behaviour policy - revised and added COVID 19 section. Communicated to parents, pupils and staff including exclusion.		Ongoing
3. 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 <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</b></li> <li>- <b>after a bout of coughing/sneezing</b></li> <li>- <b>after break.</b></li> </ul> </li> </ol> <p><b>Where hand washing is not available use hand sanitisers.</b></p> <ol style="list-style-type: none"> <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 desks or other surfaces.</li> <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>Posters and stickers to be placed around site promoting hand wash.</p> <p>Ensure sufficient disposable tissues are available in school.</p> <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>AH And CAH Make sure there are posters.</p> <p>AH</p> <p>AH</p> <p>AH</p> <p>AH</p>	<p>Done</p> <p>Ongoing</p>
4. Possible contamination in reception areas and offices	<b>Students, staff, visitors, and the general public becoming infected with COVID-19:</b>	<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 . Meetings in persons will be not possible.</li> <li>Main School Library will be used also for the internal meetings.</li> <li>Parents/carers/visitors arrive to the school to the reception waiting area. The receptionist will open the glass window only for a minimal distance, in order, to be able to hear the person on the other side of the glass. Keep safe distance tape will be placed in the waiting reception area.</li> <li>Staff to pass through reception one at a time (unless residing in same house).</li> <li><b>Office staff to work at their designated desks to avoid shared equipment and to be responsible for regular cleaning</b> of IT and phone equipment using disinfectant cleaning materials before and after the use.</li> <li>Although staff are asked not to come onto the school site if possible unless it is necessary for teaching , Staff work rooms and offices have been reviewed and appropriate configurations of furniture and workstations have been put in place to allow for social distancing. Screen guard screen raised if there is less than 2 metres distance .</li> <li>Staff departmental bases introduced where Covid19 safety rules about distancing, hand washing, cleaning of shared equipment need to be adhered to.</li> </ol>	<p>It will be communicated to staff to avoid sharing of workstations. But if sharing is necessary, there must be cleaning to disinfect desks keyboards, mouse, telephones .</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</p>	<p>AH – checking the supply</p>	<p>Ongoing</p> <p>Ongoing</p>

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		<p>Department Bases</p> <ul style="list-style-type: none"> <li>- Hist, Geog and Psy – A block room 16</li> <li>- English – Sixth Form staff room</li> <li>- Maths – Maths office / classroom</li> <li>- ADT – ADT office</li> <li>- Science – staff room and main staff room</li> <li>- RE – HoD office and staff workroom</li> <li>- PE- PE office</li> <li>- MFL – G5 in Sixth Form</li> <li>- SEN – Scolastica</li> <li>- ICT – ICT office off Rm 6A</li> <li>- Pastoral – Pastoral Office</li> <li>- Finance – F6</li> </ul> <p>8. Contractors should be asked to share their Covid19 Risk Assessment and Method Statement with the school prior to entry.</p>	<p>use. As well as enhanced cleaning regime during day.</p> <p>All soft furnishings that cannot be removed will be cleaned regularly with fabric sanitizing spray.</p> <p>There will be email send out to the contractors who might be coming to the school. In order to provide RA and method statement in connection to Covid 19.</p>	<p>AH and CAH Daily cleaning regime managed. ongoing</p> <p>AH W/c 4th Jan 21</p> <p>RT</p>	<p>Ongoing</p> <p>Ongoing</p>
<p>5. 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>1. Classrooms with external door direct to the outside to be used where possible.</li> <li>2. Classrooms 6 and 6a for Critical workers students and Vulnerable Students students and learning space will be used during lockdown. Room 6 ( for Years 7 and 10 ) and 6A (for years 8,9,11 .Keep 2 metres apart from each other is necessary.</li> <li>3. Staff to maintain distance from their pupils, and away from their colleagues where possible. Adults should maintain 2 metre distance from each other, and from pupils. If adults have to move into the class and outside their designated area, they should put on a facemask.</li> <li>4. In particular, staff should avoid close face to face contact and minimise time spent within 1 metre of anyone even with the face mask on.</li> <li>5. Pupils will be seated side by side and facing forwards.</li> <li>6. Soft furnishing, excess furniture will be removed from all classroom and learning areas as much as possible.</li> <li>7. Use wipeable chairs as much as possible. For furnished ones use the disinfectant for fabric materials.</li> <li>8. Students will bring and use their own pack with pen, pencil, calculator, ruler, and any other essential equipment to learning.</li> <li>9. Minimise to and from for sheets from pupils and back to staff.</li> <li>10. Prioritise electronic completion of homework /assessment tasks where possible, but marking and feedback in line with the Curriculum, Teaching and Assessment Policy.</li> <li>11. Borrowing of personal equipment is NOT allowed. Staff will have limited supply of stationary. Logging of pupils without equipment. Tutors to check each morning that pupils have equipment for learning for the day and due interventions in place.</li> <li>12. Use of communal equipment will be avoided where possible, any shared equipment used will be cleanable and disinfected prior and after use.</li> <li>13. <b>Resources available will be limited to what is essential for use of a daily basis and planned in advance.</b></li> <li>14. Computer keyboard/mouse, touch screens/interactive whiteboards only to be used by a lead teacher/staff member in <b>a classroom and wiped before and after use.</b></li> <li>15. Computers in the classrooms used by the same students as much as possible.</li> <li>16. Keeping occupied spaces well ventilated</li> <li>17. 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: <ul style="list-style-type: none"> <li>- Air conditioning – 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> </ul> </li> </ol>	<p>Make classrooms suitable for teaching with keeping the social distancing.</p> <p>There will be an area marked by tape at the 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 resources, equipment used for teaching – <b>teachers will be responsible for cleaning those.</b> Before and after use. There will be provided disinfectants wipes and sprays, and paper towels in each designated area.</p> <p>Asses the areas of teaching, check and enable good ventoiliation as far as reasonably</p>	<p>DS , AH W/C 4<sup>th</sup> January 2021</p> <p>AH W/C 4<sup>th</sup> January 2021</p> <p>AH W/c 4<sup>th</sup> January</p>	<p>Done and ongoing</p> <p>Done/ checks ongoing.</p>

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		<ul style="list-style-type: none"> <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: opening high level windows in preference to low level to reduce draughts</p> <ol style="list-style-type: none"> <li>18. Increasing the ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused)</li> <li>19. providing flexibility to allow additional, suitable indoor clothing. For more information see School uniform</li> <li>20. rearranging furniture where possible to avoid direct drafts</li> <li>21. Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces.</li> <li>22. Light switches, windows, and blinds only to be operated by lead teacher/staff member in the classroom. Using disinfectant wipe.</li> <li>23. Science, A.D.T. food tec practical lessons are not allowed.</li> <li>24. P.E. contact sports, cannot go ahead. Balls for games are allowed to be used if they are disinfected before and after use.</li> <li>25. Music and P.E. will follow relevant departmental guidance.</li> <li>26. Worship activities can be followed via online platform.</li> </ol>	<p>practicable.</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>See appendix 7. For the arrangements.</p>	2021	
6. Possible contamination from use of toilet/welfare facilities	<b>Students, staff, visitors, and the general public becoming infected with COVID-19:</b>	<ol style="list-style-type: none"> <li>1. <b>Staff toilets –</b> <b>These toilets can be used :</b> <b>Main school –</b> Foyer toilets with multiple cubicles. Staff toilets can be used as normal with these extra control measures: <ul style="list-style-type: none"> <li>- Enhanced 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> <li>- social distance as much as possible</li> <li>- spend less than 15 minutes in the area</li> <li>- staff will wear face coverings when moving within zones</li> </ul> <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> </li> <li>2. Critical workers students and Vulnerable Students will have set toilets for use in the Math corridor. Maximum 2 persons in the toilets and wearing face masks in at any time.</li> <li>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</li> </ol>	<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>Done</p>

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		<p>to teacher and wiped on return.</p> <ol style="list-style-type: none"> <li>Staff and students must wash hands thoroughly after using toilet facilities (see <b>handwashing</b>).</li> <li>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.</li> <li>Only liquid soap is permitted in school.</li> <li>Hand drying will be done by using disposable towels if possible, use of air hand driers is less preferred option.</li> <li>Lidded bins in toilets will be emptied daily and this will be reviewed with emptying increased more frequently if required.</li> </ol>			
7. Possible contamination from inadequate social distancing or 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>Main hall Area used for eating to be set up to maintain social distancing eating (SFAIRP).</li> <li>Students supervised to break/lunch area.</li> <li>All ball games i.e. football to be prohibited. (Unless used balls is wipeable and it is made sure that supervisors will clean the ball with disinfectants before and after the use. No soft textured balls.)</li> <li>If students are eating, hands to be washed (see <b>handwashing</b>).</li> <li>After external activities – staff and students to wash hands (see <b>handwashing</b>).</li> <li>Adequate levels of supervision maintained to ensure that social distancing guidance is adhered to at all times with revised duty rota to reflect this.</li> <li>All the litter must be put into the bins or taken hom</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.	AH W/C 4 <sup>th</sup> Jan 021	
8. Provision of Free school Meals		<ol style="list-style-type: none"> <li>FSM Voucher scheme is continued</li> <li>A member of the school's administrative team is tasked with ensuring that pupils eligible receive free meals when in school and continue to receive vouchers/school meals when not in school.</li> <li>Students who are not eligible for FSM will be asked to bring their own pack lunches. (carried in the wipeable container)</li> </ol>			
9. 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>No Assemblies unless emergency situation .</li> <li>Holy masses taking place via online platform.</li> </ol>			
10. 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 <b>meeting room</b> by the Reception office.</li> </ol>			
11. 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
12. Possible contamination from a symptomatic person on site	<b>Students, staff, visitors, and the general public becoming</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> </ol>	School will have thermometer available on site.	RT	Done

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><b>infected with COVID-19:</b></p>	<ol style="list-style-type: none"> <li>3. 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 a small corridor <b>at the bottom of the main Library staircase with exit door open.</b></li> <li>4. 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>5. <b>If it the weather is not good, wait in a small corridor at the bottom of the main Library staircase with exit door open.</b></li> <li>6. 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, parent/carer will be contacted and required to collect pupil asap.</li> <li>7. PPE will be stored in the front reception office.</li> <li>8. 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>9. 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>10. Investigation of what areas was a symptomatic person present in, will be conducted.</li> <li>11. <a href="#">Government guidance</a> will then be followed.</li> <li>12. 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>13. 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>14. Alternatively school use antiviral fogging machine to disinfect the area where the area confirmed case was.</li> <li>15. <b>School is given LFD testing kits. School creates program of testing for staff and Critical workers students and Vulnerable Students.</b></li> <li>16. <b>Close contacts of the person who was COVID 19 , can choose to be tested every working day in the school. If the test results are negative , the close contacts who were tested do not need to enter self isolation.</b></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>Plan what school supposed to do when symptomatic. See Appendix 3.</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>Covid19 testing plan and arrangements , testing will be created.</p> <p>Risk Assement for the testing will be done.</p>	<p>SLT, RT As required</p> <p>RT,CAH By 15<sup>th</sup> January 21</p> <p>CAH w/c 4<sup>th</sup> January 21</p> <p>RT w/c 4<sup>th</sup> JAnuary</p>	<p>As required</p>
<p>13. Insufficient or inappropriate PPE available or misuse of PPE</p>	<p><b>Students, staff, visitors, and the general public becoming infected with COVID-19:</b></p>	<ol style="list-style-type: none"> <li>1. 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>2. Where PPE is identified as required for a task it must be worn, <b>for general teaching in line with government guidance PPE is NOT recommended.</b></li> <li>3. 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>4. 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>Done</p>



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
14. 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>The movement of staff and students around the school planned and managed through use of zones with unnecessary movement around the school restricted.</li> <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> <li>Review Fire marshal rota. Only limited number of staff available.</li> </ol>		DG and AG Daily  RT W/c 04 <sup>th</sup> January 21	Done
15. 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>Social distancing measures of 2 metres apart, as far as is reasonably practicable, must be observed at all times among staff.</li> <li>Staff not to enter specific offices without invite/prior planning.</li> <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. If 2 metre not achievable. Protective screens will be put in place..</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> <li>There are offices where 2 metre distance between people sitting is not possible to achieve, therefore safety screen s will be placed.</li> </ol>	2 metres floor markers (yellow tape and yellow spray outside) will be used across the site in areas where students and staff will be lining up.  Staff office bases rules will be displayed in the rooms and shared via direct communication.  Disinfectant wipes will be always available by the equipment.	AH, DG W/c 4 <sup>th</sup> January 21	ongoing
16. 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 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>Enhanced cleaning during day of frequently touched places, toilets approx. every 2 hours in addition to standard cleaning regimes – extra daytime cleaner employed to this effect. 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</li> </ol>	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.  Frequently touched points	AH  W/C 4 <sup>th</sup> Jan 2021 2020	

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>exiting the setting and access to handwashing and hand-sanitising facilities. Cleaning of frequently touched surfaces is particularly important in Toilets and Staff rooms.</p> <ol style="list-style-type: none"> <li>Cleaners - When using cleaning cupboards do not enter inside, if there is another person in. Leave opened door when you are in, so it is obvious you are inside, and you are able to adhere to the social distancing of 2 meters.</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">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></li> <li>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>Standard waste will continue to be managed in line with existing arrangements</li> <li>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>	to be cleaned and all toilets on in rota system. Plan put in place.	AH and CAH Create enhanced cleaning schedule  4 <sup>th</sup> January 2021	Done
17. 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>All school sports fixtures to be cancelled until further notice.</li> <li>Continuation of advice against educational visits.</li> </ol>			
18. 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>School has robust safeguarding measures in place with a Designated Safeguarding Lead who is available.</li> <li>All staff have had safeguarding training with refresher training planned</li> <li>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>KW</p> <p>KW By 4<sup>th</sup> Jan 21</p>	<p>Done</p> <p>Done</p>
19. 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>School have stress and wellbeing procedures in place with staff able to access resources to gain support both via school and externally.</li> <li>Mental health and wellbeing information has been shared with staff.</li> <li>SLT regularly checking on staff and have an open door to discuss concerns.</li> <li>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>	HR department. / SLT ongoing	

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
20. BAME	<b>Students, staff becoming infected with COVID-19</b>	BAME - to consider the risks when planning the rota, as evidence from the Office for National Statistics shows a greater impact of Covid 19.  There is a separate RA for BAME staff and Students.			
21. Covid19 – effect on clinically vulnerable and clinically extremely students and staff	<b>Students, staff becoming infected with COVID-19</b>	Clinically vulnerable and clinically extremely students and staff and employer following government guidance .  <a href="https://www.gov.uk/guidance/education-and-childcare-settings-new-national-restrictions-from-5-november-2020#schools">https://www.gov.uk/guidance/education-and-childcare-settings-new-national-restrictions-from-5-november-2020#schools</a>			
22. BTEC exams taking place on 8 <sup>th</sup> and 11th January 21	<b>Students, staff becoming infected with COVID-19</b>	<ol style="list-style-type: none"> <li>1. The exams will take place in the sports hall.</li> <li>2. The Students taking the exams will use provided hand sanitiser prior coming in the hall and will confirm whether they did not have any typical symptoms of Coronavirus.</li> <li>3. The students will come in via Sports hall outdoor fire exits. There will be seating plan and register taken.</li> <li>4. The students will be wearing face masks at all times as well as all members of staff invigilating the exams.</li> <li>5. Invigilating staff will ideally use gloves when dealing with papers. Strict hand hygiene adhered to.</li> <li>6. There will be at least 2 meters apart exam desks spaced from each other.</li> <li>7. Social distancing of 2 metres will be kept between all students and staff members.</li> <li>8. Tissues, hand sanitisers and bins will be available in the hall, for catch it , kill it , bin it control measure.</li> <li>9. Disinfectant wipes, spray bottle paper towel will be available in the hall. All shared equipment to be disinfected before and after use.</li> <li>10. Toilets used will be one in the outside the hall next to the PE office and in the PE corridor. Max 1 person at the time.</li> <li>11. After the exams the students need to leave the site asap.</li> </ol>	The exam desk and wipeable chair touch points will be wiped with disinfectant before and after use by cleaning or caretaking staff in.	AH Before and after the exams	
Signature of Senior Leadership Team: A Madden			Date: 06 <sup>th</sup> January 2021 Updated :		

## Appendix 1.



Department  
for Education

## 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 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 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>:

Situation	PPE
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. Staff/other pupils who have had contact with the symptomatic pupil must wash their hands thoroughly for 20 seconds.
7. When parents/legal guardian pick up the pupil, advise them to get the pupil tested and notify you of the results.
8. 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).

<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.

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

### St Benedict's Confirmed Coronavirus Protocol

23 October 2020

Scenario 1 – report of a confirmed case while school in session (alongside RA appendix)

Core Team	AJM, CE, CAH, KW, RT and HoY / DM (according to year group of student),	
For First Meeting	<ol style="list-style-type: none"> <li>Speak to parent: <ul style="list-style-type: none"> <li>confirm student is indeed positive</li> <li>identify when they first showed <b>any</b> symptoms</li> <li>confirm backstory with family – others who might be showing symptoms, siblings at St Benedict's or other schools, buses, recent encounters with friends outside of school (briefly)</li> </ul> </li> <li>Print out attendance record: <ul style="list-style-type: none"> <li>Attendance for pupil over last month</li> <li>Today's attendance list for the year group</li> <li>Timetable for pupil</li> </ul> </li> <li>For Department of Education: <ul style="list-style-type: none"> <li>the number of positive cases in your setting, whether the person who tested positive is displaying symptoms and if so, the date of the onset of the symptoms (if known)</li> <li>the dates that the person who tested positive was in attendance at the setting so that we can identify if the person was infections whilst on site</li> <li>for key stage 2, 3, 4 and 5, the seating plan for all lessons, and (where relevant) the timetable, for the person who has tested positive. This will help to support identification of close contacts with that person</li> <li>for key stage 2, 3, 4 and 5, if the person who has tested positive is a member of staff, records of any instance of close contact with other members of staff or students</li> <li>if the person who has tested positive is a pupil, records of any definite face to face contact with the individual and details of their friendship group within the setting</li> </ul> </li> </ol>	<p>KW/DM/HoY</p> <p>KW all delegated to TG</p> <p>AJM/RT</p> <p>KW/TG</p> <p>CE</p> <p>CE</p> <p>KW/HoY</p>
<b>First Core meeting AJM Office – is this a confirmed case?</b>		
	<ol style="list-style-type: none"> <li>Call Leann Brookes 07807 979175 and dedicated PHE service via DfE Helpline on 0800 046 8687 and selecting option 1.</li> </ol> <p>Depending on response. Actions below assume whole year group removed but could be:</p> <ul style="list-style-type: none"> <li>No action</li> <li>Partial year group removed (short or long-term)</li> <li>Whole year group removed (short or long-term)</li> <li>Track and trace</li> </ul> <ol style="list-style-type: none"> <li>Email Chair of Govs/Directors/AQ with proposed course of action</li> <li>Arrange cover: <ul style="list-style-type: none"> <li>key core team are covered including HoY</li> </ul> </li> <li>Inform catering</li> <li>Email staff:</li> </ol>	<p>AJM</p> <p>AJM</p> <p>CE delegated to DS</p> <p>CAH</p> <p>AJM</p>

	<ul style="list-style-type: none"> <li>Brief details</li> <li>Reminder of RA including keeping 2m and staying at front of class, especially in bubble concerned</li> <li>At risk staff to identify so can be taken out of teaching duties in bubble concerned</li> </ul> <p>9. Draft message to parents for year group concerned and whole school and agree response for phone calls to school</p> <p>10. Delegate staff to ensure</p> <ul style="list-style-type: none"> <li>a calm removal of studentren concerned and collection from front of school</li> <li>use of walkie talkies from staffroom</li> </ul> <p>11. Inform other local schools</p> <p>12. HoY to use printout of year group register to cross off as collected</p> <p>13. Ensure all studentren have received a message to be collected</p> <p>14. Make arrangements for online work to be activated</p> <p>15. Arrange refreshments for key staff</p> <p>16. Ensure all pupils concerned are collected</p> <p>17. Complete Works return</p> <p><a href="https://forms.office.com/Pages/ResponsePage.aspx?id=BggwiCdZu0uok4nMJxOsgpeluvab2VBPrs3QTlafSHFUOURLUVpKOVpYNjkyU0NTRlhVMUpQOVhXMi4u">https://forms.office.com/Pages/ResponsePage.aspx?id=BggwiCdZu0uok4nMJxOsgpeluvab2VBPrs3QTlafSHFUOURLUVpKOVpYNjkyU0NTRlhVMUpQOVhXMi4u</a></p>	<p>AJM/CAH (<a href="#">Confirmed Coronavirus Letters</a>)</p> <p>RT / CAH / CE / KW / HoY</p> <p>AJM HoY (KW oversee)</p> <p>CAH</p> <p>CE CAH delegated to AH KW/HoY</p>
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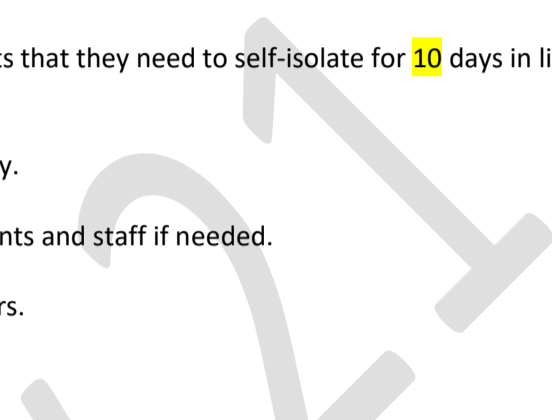
**Scenario 2 – report of a confirmed case while school not in session (alongside RA appendix)**

[Coronavirus@st-benedicts.org.uk](mailto:Coronavirus@st-benedicts.org.uk) email on school website.

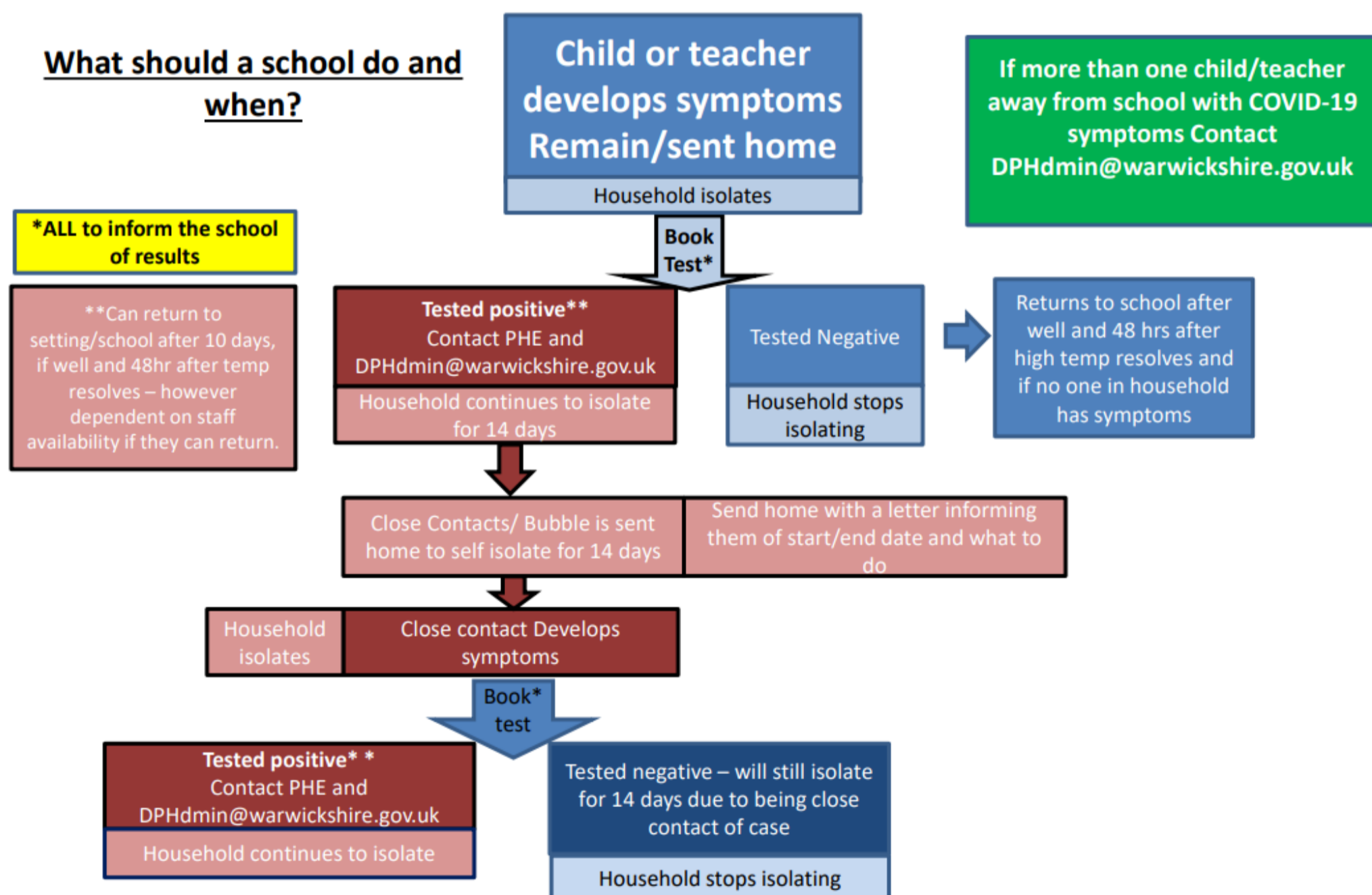
<b>From first report</b>	<ol style="list-style-type: none"> <li>Contact parent:             <ul style="list-style-type: none"> <li>confirm student is indeed positive</li> <li>identify when they first showed <b>any</b> symptoms</li> <li>confirm backstory with family – others who might be showing symptoms, siblings at St Benedict’s or other schools, recent encounters with friends outside of school (briefly)</li> </ul> </li> <li>Call Leann Brookes 07807 979175 and PHE dedicated service via DfE Helpline on 0800 046 8687 and selecting option 1.</li> <li>Email Chair of Govs/Directors/AQ with proposed course of action but presumption that as a confirmed case we send home year group to give time in school to gather information and engage in track and trace</li> <li>Letter to year group concerned with year group off next day only, to give time to ascertain situation on the ground.</li> <li>Email staff to activate online learning</li> </ol>	<p>KW/DM/AJM</p> <p>AJM</p> <p>AJM (in consultation as necessary)</p> <p>AJM</p> <p>AJM</p>
<b>Next day in school</b>		
	<ol style="list-style-type: none"> <li>Print out attendance record for pupil (or confirm verbally with parent)</li> <li>Print out timetable for pupil</li> </ol>	<p>KW/TG</p> <p>KW/</p>
<b>Meeting in school: AJM, CE, CAH, KW, RT and HoY / DM (according to year group of student)</b>		
<b>Depending on advice received, what is the appropriate next course of action:</b>		
<ul style="list-style-type: none"> <li>Year group remain out?</li> <li>Track and trace?</li> </ul>		
	<ol style="list-style-type: none"> <li>Consider if track and trace appropriate given scale and information received from authorities and parents previous day</li> <li>Email Chair of Govs/Directors/AQ with proposed course of action</li> <li>Engage in track and trace alongside pupil.</li> <li>Email staff</li> <li>Draft message to parents of year group concerned and whole school</li> </ol>	<p>Core Team</p> <p>AJM</p> <p>HoY/KW/DM</p> <p>AJM</p> <p>AJM</p>

	8. Send message to parents 9. Activate online learning if necessary	CAH CE
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1. Notify your local health protection team (HPT) immediately when you become aware that a pupil or a member of staff who has attended has tested positive for coronavirus. Find contact details for your local [health protection team](#). Also notify DfE Helpline on 0800 046 8687.
2. The HPT will work with you to carry out a rapid risk assessment and identify appropriate next steps.
3. With HPT advice, identify close contacts of the symptomatic individual. Contact tracers will inform contacts that they need to self-isolate for **10** days in line with [guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#).
4. For pupils who are isolating, ensure access to remote provision so that they can continue to learn remotely.
5. A template letter will be provided to schools, on the advice of the health protection team, to send to parents and staff if needed.
6. Schools must not share the names of people with coronavirus (COVID-19) unless essential to protect others.



### What should a school do and when?



## What will happen when you have a confirmed case

Over time you will have studentren coming and going with illness, we need to be clear with parents that their student should not come to school unwell and they need to get their student tested if in doubt as to whether their illness could be related to COVID-19).

Once there is a positive result we will need to self-isolate all the studentren and adults who are close contacts of the student.

These are:

- Students who have been in a classroom within 2m of the student for the lesson.
- Staff who have been within 2 meters of a student. This does not include teachers who have remained at the front of a classroom for the entire lesson and have moved into the student's space for short time frames to deliver materials etc. It is when a member of staff has been within 1 metre, conversing closely with a student and working closely or if they taught the lesson but remained within 2m of the student whilst delivering the lesson.
- Students who have sat within 2m of a positive case on a school bus.
- Students who have sat within 2m of a positive case at lunch break.
- Students who have played within 2m with a student who is then a positive case.

If primary or nursery these will be students in the same bubble and students from other bubbles should not mix at break and lunchtimes

The more measures we take in classrooms and at break times to reduce contacts, the fewer students who need to self-isolate.

General classroom sizes will mean that in most classrooms all the students are within a 2m distance from each other regardless of where they are sat in the room. By remaining in the same seats and recording seating plans we can show which students are most likely to be at risk of transmission and those at lower risk of transmission.

In upper secondary school where students move from subject to subject mixing with their school year group, understanding who was in which class group is essential.

## Tracing close contacts in school

### 1. Informed of a confirmed case

The school is informed by a parent that their student has tested positive.

This will either be during the school day or by voicemail to the out of hours message/email process the school has set up.

- Please report any positive cases to the Public Health department at [DPHadmin@warwickshire.gov.uk](mailto:DPHadmin@warwickshire.gov.uk)
  - Please report to PHE dedicated service via DfE Helpline on 0800 046 8687 and selecting option 1.

### 2. Gathering names of close contacts

- If in upper secondary school, the school is to request that the parent retrieves and shares the student's seating plan, which will have all previous lessons for 48 hours. Always report the day they were last in school and two full days before e.g. if a Thursday, report Thursday then Wednesday and Tuesday. This can be shared by photograph or scan – whichever the parent and school is able to work with.

If the student has lost their seating plans this can be recovered by using the student's timetable and retrieving this from the teachers.

If the student has lost their timetable, this will need to be investigated by the school as to the student's timetable (more difficult if in later years of school) and then the seating plans retrieved from the teachers.

- Ask whether the student travels on a school bus, if they do, which time and seat/row they travel.
- Confirm that the students who are identified as close contacts were present in school on the days that the positive case was in school. If they were absent for health reasons this would need to be reviewed but could still attend school. If they were absent for other personal reasons, they can still attend school.

If the student is in primary school years or nursery settings, close contacts will simply include the bubble which needs to self-isolate.

### 3. Gathering information on close contacts

Information the Public Health department will need from the school:

- The school will need to provide the phone number, name, address and DOB of the case.
- If in upper secondary school: The lesson timetable of the case and the seating plans for Public Health to review, although in most cases, the entire class will need to self-isolate due to room sizes.
- If in lower secondary school: Provide the number of students in the same class as the positive case who will need to isolate and the number of staff. If classes are very large in the school, the seating plan concept could be used if the form group are separated by large distances.
- If in a Nursery or primary school: Provide the number of students in the same bubble as the positive case who will need to isolate and the number of staff.



#### 4. Letters to be sent out by the school

- Letter to parents of close contacts; to inform them that their student will need to self-isolate for 10 days since last contact with case. If their student develops symptoms, to contact the school and to get tested,
- Letter to all parents of a case in school and to remain vigilant; to inform them all was being done to prevent transmission in the school and to remind them of key messages, excluding those who already had a letter due to being a close contact.

#### 5. Watch and wait if further cases occur

### Further confirmed case/s – More than two cases is an outbreak

If there is a further confirmed case of COVID-19, the concern around the case would be based on whether it suggests unmanaged transmission in t

