

Three Saints Federation Covid-19 Risk Assessment and Outbreak Management Plan: 'Step 4' September 2021



This is a generic assessment to cover anyone including employees, pupils, volunteers, stakeholders and contractors who engage or are in contact with any Trust offices, schools or external working areas during the pandemic. Risk of infection from and to others in line with government advice and guidance. In response to the current COVID-19 measures, the following risk assessment has been designed to consider different situations and environments that you as individuals or teams may encounter during this period of alternative working. It is the Federation's responsibility to ensure that this assessment is adapted to be specific to the premises. When completing this document please consider the following control measures:

- **Eliminate** – can the task or situation be avoided or how can we eliminate the risk to the best of our ability?
- **Substitute** – where a face to face meeting is arranged, can this be substituted with a 'teams' meeting?
- **Engineered** – The use of screens, barriers or other floor markings to ensure that social distancing is maintained?
- **Administration** – controls will include social distancing measures, regular hand washing procedures, isolating as much as possible, with information and training in place as required.
- **PPE** – PPE garments such as aprons and face masks could be considered.

This is a WORKING DOCUMENT. It has been shared with SLT staff on 25.08.2021 and the local Governing Board to critique, challenge and adapt. Inevitably, further entries, changes and clarification will follow. A full review with all staff will be completed on 08.09.2021 to ensure the document is watertight and is fit for purpose.

Completed by:	Connel Boyle CB Executive Head Caroline Middleton CM & Jo Best JB- SLT		
Date:	Latest update: 'Step 4' of Government Guidance, effective from 09.2021. All previous versions are held on the previous year's Risk Assessment. Previous versions are extensive; hence a new version has been written for Step 4.		
CB: Connel Boyle, Executive Head and DSL	JB: Jo Best, SENCO & SLT SMSP	CM: Caroline Middleton, Senior Teacher SLT & Deputy DSL SB	TG: Terry Gibson, Chair of Governors & Safeguarding Governor
T: All teachers	TA: All Teaching Assistants	OS: All Office Staff	KS: All Kitchen Staff
CS: Cleaning Staff (To include caretakers)	ALL: All staff listed as above	SW: Sarah Wright, Office Manager	

Key guidance:

- **Schools COVID-19 operational guidance** (Latest Update: 17th August 2021)
 - https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance?utm_source=18%20August%202021%20C19&utm_medium=Daily%20Email%20C19&utm_campaign=DfE%20C19
- **Contingency framework: education and childcare settings** (Latest Update: August 2021)
 - https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1011704/20210817_Contingency_Framework_FINAL.pdf

'Step 4' summary for primary schools:

- **Removal of all 'bubbles'**: Children will freely mix during Collective Worship, Lunch and Playtimes and at other times during the school day, both in and outside.
- **Outbreak plans**: Below is an 'Outbreak plan' that covers the possibility it may become necessary to reintroduce 'bubbles' for a temporary period, to reduce mixing between groups.
- **Contact tracing**: From August 16, children will no longer have to isolate if they are a Covid close contact. Close contacts will be identified via NHS Test and Trace. Tracers will "work with the positive cases to identify close contacts". Contacts from school will "only be traced by NHS Test and Trace where the positive case 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."
- **Face coverings**: Face coverings are no longer advised for pupils or staff in either the classroom or communal areas. Public health officials may advise masks are worn again in the case of local outbreaks. School will not require any persons to wear face coverings in *external* communal areas.
- **Ventilation**: Ventilation remains a key priority for all areas of the school and school will take steps to improve air flow. Schools must "balance the need for increased ventilation while maintaining a comfortable temperature".
- **Covid-19 testing**: Staff should also take twice weekly lateral flow tests at home until the end of September. Staff and pupils with a positive rapid test will isolate and will need to take a PCR test. If taken within two days, a negative PCR test will over-ride the rapid result meaning staff and pupils can return to school.
- **Pupils with Covid symptoms**: If a parent of a pupil with Covid symptoms insisted they attend school, leaders can "take the decision to refuse the pupil if, in your reasonable judgement, it is necessary to protect other pupils and staff from possible infection with Covid-19". "Your decision would need to be carefully considered in light of all the circumstances and current public health advice."
- **Remote education**: Isolating pupils should continue to get remote education. Schools should maintain capacity to deliver high quality remote education. Free school meal support should also be provided for eligible isolating pupils.
- **Vulnerable staff**: **The Three Saints Federation does not currently have any Clinically extremely vulnerable (CEV) children or staff.**
- **Testing, self-isolation and managing confirmed cases of COVID-19:**

- **What if someone tests positive or has symptoms? Do they need to isolate?**
 - Self-isolate straight away and get a [PCR test \(a test that is sent to the lab\) on GOV.UK](#) as soon as possible if you have any of these 3 symptoms of COVID-19, even if they are mild:
 - a high temperature
 - a new, continuous cough
 - a loss or change to your sense of smell or taste.
 - If anyone in school develops [COVID-19 symptoms](#), however mild, you should send them home and they should follow public health advice.
 - You should also self-isolate straight away if:
 - you've tested positive for COVID-19 either according to a PCR test or a lateral flow device test – this means you have the virus. If you get a positive LFD test you should book a PCR test. A negative PCR test will override a positive LFD test.
 - someone you live with has symptoms or tested positive (**unless you are not required to self-isolate** – see ‘What will happen for people who have been in contact with positive cases?’ below)
 - you've been told to self-isolate following contact with someone who tested positive – [find out what to do if you're told to self-isolate by NHS Test and Trace or the NHS COVID-19 app](#).
 - **Pupils should only self-isolate if they have symptoms or if they get a positive PCR or Lateral Flow Device (LFD) test.**
 - A positive PCR test cannot be overridden. If a pupil is asked to get a PCR test as a result of contact with a positive case they may continue to attend education until they get the result of their PCR back.
- **When an individual develops COVID-19 symptoms or has a positive test**
 - Pupils, staff and other adults should follow public health advice on [when to self-isolate and what to do](#). They should not come into school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine).
- **What will happen for people who have been in contact with positive cases?**
 - 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.
 - If none of the above applies, people should self-isolate [as per the instructions from NHS Test and Trace](#).

○ **Confirmatory PCR tests**

- Staff and pupils with a positive LFD test result should self-isolate in line with the [stay at home guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#). They will also need to [get a free PCR test to check if they have COVID-19](#).
- Whilst awaiting the PCR result, the individual should continue to self-isolate.
- If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the pupil can return to school, as long as the individual doesn't have COVID-19 symptoms.


What is the hazard/concern?	Who is at risk?	Counter and control measures: What are you already doing / what is already in place?	What further action is necessary?	Action by whom?	Date action due:	Date action in place:
<p>Person showing symptoms or positive test result</p>	<p>Employees Pupils Young People Families Contractors Visitors Members of the public</p>	<ul style="list-style-type: none"> • Refer to Somerset LA 'Guidance for Childcare and Educational Settings in the management of COVID-19' and public health advice on testing, self-isolation and managing confirmed cases of COVID-19. • Regular communication from school that persons are not to come into school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (e.g. they are required to quarantine). • If anyone in school develops COVID-19 symptoms they will be sent home. • An unwell child awaiting collection will be isolated ideally outside with adult supervision. • Staff caring for a child awaiting collection to keep a distance of 2 metres. • PPE to be worn by staff caring for the child, including: <ul style="list-style-type: none"> ○ a face mask worn if a distance of 2 metres cannot be maintained. ○ if contact is necessary, then gloves, an apron and a face mask should be worn ○ eye protection where there is a risk of fluids entering the eye, for example, from coughing, spitting or vomiting. • Staff to thoroughly wash their hands for at least 20 seconds after caring for a child with symptoms. • All areas where a person with symptoms has been to be cleaned after they have left. • If there are more than two positive tests, the outbreak management plan (below) will be initiated. • School has sufficient supplies of PPE, face coverings, cleaning materials and hand washing/sanitising liquids. • If a parent/carer insists on a pupil attending school with symptoms, Headteacher (or member of SLT in his absence) may refuse the pupil if, in their reasonable judgement, it is necessary to protect other pupils and staff from possible infection with COVID-19. 	<p>Remind staff - use of home testing</p> <p>Consider reintroducing face coverings and bubbles temporarily</p> <p>Attendance restriction will only be recommended by the government as a last resort.</p>	<p>CB and SLT</p> <p>CB and SLT</p>	<p>06.09.21</p> <p>As needed</p>	

Poor Personal Hygiene	Employees Pupils Young People Families Contractors Visitors Members of the public	<ul style="list-style-type: none"> • COVID-19 posters/ signage displayed. • Frequent and thorough hand cleaning is regular practice. • Pupils and staff to clean / sanitise their hands when they arrive at school, when they return from breaks and before and after eating. • Maintain use of outside handwashing facilities. • Where there is no sink / limited access, hand sanitiser provided. • Staff help is available for pupils who have trouble cleaning their hands independently • Use resources such as “e-bug” to teach effective hand hygiene etc. • Adults and pupils are encouraged not to touch their mouth, eyes and nose. • Adults and pupils encouraged to use a tissue to cough or sneeze and use bins for tissue waste (‘catch it, bin it, kill it’). • Tissues to be provided. • Bins for tissues provided and are emptied regularly. • Water fountains can be used, but cleaned regularly. 	Monitoring and supervision to make sure people are following controls in place.	CB and SLT	Ongoing	
Spreading coronavirus from contact with surfaces, equipment and workstations	Employees Pupils Young People Families Contractors Visitors Members of the public	<ul style="list-style-type: none"> • Reduced clutter and removing difficult to clean items to make cleaning easier. • 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. • Surfaces that are frequently touched and by many people in common areas to be cleaned more thoroughly. • Avoid sharing work equipment by allocating it on a personal basis or put cleaning regimes in place to clean between each user – e.g. in IT Suite – continue to clean after use. • Leave doors open where possible (except fire doors) • Keep surfaces clear to make it easier to clean and reduce the likelihood of contaminating objects. • Sanitising spray and paper towels to be provided throughout school for use by members of staff. • Thorough cleaning of rooms at the end of the day / before follow day. 	Monitoring and supervision to make sure people are following controls.	CB and SLT	Ongoing	
Poorly ventilated spaces leading to risks of coronavirus spreading	Employees Pupils Young People Families Contractors Visitors Members of the public	<ul style="list-style-type: none"> • Ventilation being used as a matter of course all areas. • Heating used as necessary to ensure comfort levels are maintained when the building is occupied. • Keep windows open wide enough to provide some natural background ventilation and open internal doors to increase air flow (unless fire doors). • Open windows fully when rooms are unoccupied for longer periods to purge the air (e.g. lunch times and before and after school). • Action taken to prevent occupants being exposed to draughts. For example, partially open high-level windows as oppose to low-level windows, close external doors and arrange the furniture if appropriate and possible. 	Identify any poorly ventilated spaces take steps to improve fresh air flow in these areas.	CB and all staff	By 06.09.21 and ongoing	

		<ul style="list-style-type: none"> Consider use of fans for good air circulation. Children and staff encouraged to wear additional, suitable <i>indoor</i> clothing. (If they have to wear coats, scarves and other outdoor clothing the room would be considered too cold and the above steps must be considered). Ensure staff meetings are in rooms with suitable and sufficient ventilation. Use of CO2 monitors (When available)– increase ventilation, or where possible and practicable, lessons to resume in different area of school (SMSP Hall, Pre-School Building, SB Outside) 				
Increased risk of infection and complications for workers who are clinically extremely vulnerable and workers in higher- risk groups	Employees Pupils Young People Families Contractors Visitors Members of the public	<p>NB: No staff currently CEV.</p> <ul style="list-style-type: none"> Identify who could be clinically extremely vulnerable and refer to government guidance and HSE and PHE guidance on protecting vulnerable workers during the pandemic on how to support workers in higher-risk groups and those who are clinically extremely vulnerable. Carry out a risk assessment of pregnant workers to identify the risk and measures to be taken. Some pregnant workers will be at greater risk of severe illness from coronavirus and they should stay at home as much as possible and work from home if they can. Where adjustments to the job or working from home is not possible pregnant workers will be suspended from work on paid leave. 	Guidance on who is clinically extremely vulnerable and what further support may be available from Public Health England. Keep under review completed individual risk assessments for pregnant workers.	CB	As required	
Airborne spread of COVID	Employees Pupils Young People Families Contractors Visitors Members of the public	<ul style="list-style-type: none"> Face coverings will no longer be advised for pupils and staff, persons choosing to wear face coverings as a precaution will be supported. Where staff are in enclosed and crowded spaces, face masks are recommended (but not required). All visitors, including parents, will be asked to wear a face covering inside the school building if a 2 metre distance cannot be maintained. Regular helpers (e.g. reading helpers), there is no requirement to wear face coverings when working with children. 				

Returning to work after summer closure	Employees Pupils Young People Families Contractors Visitors Members of the public	<ul style="list-style-type: none"> • Vaccination is a control measure against COVID so staff asked to confirm that they are vaccinated during INSET days. • Buildings and health and safety compliance checks continue to be undertaken (e.g. fire alarm, emergency lighting, water hygiene, lifts, etc.) and listed on iAMS. • Information and instruction for returning staff to ensure clarity on arrangements for cleaning and hygiene and ventilation. • Vaccination is a control measure against COVID so staff can be asked to confirm that they are vaccinated. This information will assist in the risk assessment for outbreak management plans. • Communicate updates with supply staff and other temporary or peripatetic staff and volunteers to follow the school's arrangements for managing and minimising risk. • Staff to undertake twice weekly home tests whenever they are on site until at least the end of September. • Review/update policies to reflect changes brought about by updated COVID-19 requirements. • Ensure website is compliant with regards to the publishing of policies and risk assessment. 	Confirm vaccinated staff.	CB	06.09.2021	
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Advice to share with parents:

When should my child self-isolate or miss school?	 NO	<ul style="list-style-type: none"> • All children MUST attend school unless they are ill. • From 16th August 2021, children under 18 (or double-vaccinated adults) do not need to self-isolate or miss school if a member of their household or a contact, has Covid. • Instead, they will need to book a PCR test but can continue coming to school so long as they have no symptoms and the test result is negative.
		<ul style="list-style-type: none"> • If your child develops Covid symptoms at home, they should <u>stay at home</u> and should book a PCR test), <u>NOT</u> a Lateral Flow test.



- If your child develops Covid symptoms at school, they will be sent home and you should book them a PCR test.
- If your child tests positive for Covid, they will need to self-isolate. The rest of the household does not need to self-isolate if they are under 18 or fully vaccinated – but instead should book a PCR test.

Three Saints Federation Outbreak Management Plan

Covid Risk	Description	Actions
Low Community Transmission. No School Cases.	<ul style="list-style-type: none"> • There have been no cases of Covid within school for 10 school days. • Cases of Covid locally are low and/or stable. • Hospitalisation/ Deaths due to Covid nationally are low. 	No Covid measures are necessary beyond those outlined in Risk Assessment above.
Rapidly Rising Community Transmission	<ul style="list-style-type: none"> • No current Covid cases have been recorded at school, but... • Cases of Covid are rising rapidly in the community causing disruption to other local schools. • Somerset Public Health / Public Health England issue warnings of expected local / national infection wave. 	<ul style="list-style-type: none"> • Ventilation of classrooms increased and hand-washing supervised. • Large indoor public performance audience numbers to be reviewed by SLT • Staff-room capacity is reviewed and rota to be introduced. • Whole-school assemblies are replaced with Key Stage assemblies. • Any Clinically Extremely Vulnerable staff meet with Line-Managers to review their individual risk assessment & discuss additional protection (e.g. use of face coverings) • Children don't move classrooms.
A single child tests Positive	<ul style="list-style-type: none"> • A single child tests positive for Covid in a class. • There are fewer than 5 cases in the class. • No other year groups are affected. 	<ul style="list-style-type: none"> • The child self-isolates for 10 days. Remote learning will be provided if they are well enough to complete it. • The parents of the child are contacted directly by NHS Track and Trace to establish likely contacts. • Likely contacts will be contacted by NHS Track & Trace and advised to book at PCR Test. The school will contact parents to advise this if close contacts are known. • Children do not need to miss school or self-isolate whilst they wait for the result of the PCR test unless they have Covid symptoms.

<p>5 children or staff within a class test positive within 10 days of each other.</p>	<p>There have been 5 cases of Covid across a class within 10 days which could mean that Covid is spreading within that group of children.</p>	<ul style="list-style-type: none"> • As above for each positive case. • The school will discuss the outbreak with Somerset Public Health / Public Health England and agree strengthening protective measures <u>for 10 school days</u>, including: <ul style="list-style-type: none"> ○ Encouraging the use of face masks in corridors and communal areas. Reintroducing face coverings for all visitors ○ Adapting, limiting or postponing indoor sporting events, trips, open days and performances. ○ Reverting to Key Stage Assemblies. ○ Reducing the amount of classes staff work across where practicable. ○ Resuming twice-weekly Staff Lateral flow testing. ○ Consider reverting to staggered lunchtimes
<p>Covid cases continue to increase rapidly within a 10 day period (10 per cent of pupils or staff who are likely to have mixed closely test positive within 10 days)</p>	<p>Despite the measures indicated above, Covid cases within the school continue to rise within a 10 day period with multiple classes and staff affected, suggesting that Covid is spreading widely throughout the school.</p>	<ul style="list-style-type: none"> • The school will discuss the outbreak with Somerset Public Health / Public Health England to agree further measures, <u>for a further 10 school days</u>, including: <ul style="list-style-type: none"> ○ Re-introducing class bubbles. ○ Reverting to staggered lunchtimes. ○ Limiting all non-essential visitors to school. ○ Postponing all non-essential events. ○ Re-introducing remote learning for individual classes for 10 school days considered