# RISK ASSESSMENT (GENERIC)

Location: St. Bernadette's Catholic Primary School (Step 4). (V2)

Assessor: LA

H Cronder

Signed: Date of Assessment: January 2022 Review Date: February 2022 Half Term

Hazard	Risk	Individuals at risk	Risk – L/M/H	Control Measures (Current)	Control Measures (Additional – Proposed)
Building Safety  Legionella  Management	Compliance with HSG 274	All Building Users		Domestic hot and cold water services  The requirements for the management of your buildings water system must be completed to the requirements of HSG 274 and your Legionella maintenance schedule. This includes calorifiers/direct fired water heaters/sinks/ basins/ showers / thermostatic mixing valves. (Blended hot water)  Weekly, monthly and periodical maintenance must be completed, and records maintained as per the Legionella Assessment schedule.	HSE Guidance Note to Dutyholders and Inspectors. https://www.hse.gov.uk/news/work-equipment-coronavirus.htm  Required - If any equipment is outside
Asbestos Management	Compliance with Asbestos Reg 12 & HSG 264			Ensure your asbestos file is up to date including any new works undertaken, any concerns discuss with your Asbestos consultant.  Thorough Examination & Test is a critical component of a management process to ensure the safe operation of equipment whose failure through deterioration can create dangerous situations,	of the inspection date, the school management to contact their specialist contractor and have the TE&T completed asap.
Statutory Requirement for Servicing of plant and Equipment. Pressure systems Passenger Lifts Lifting equipment	Compliance with PSSR 00 LOLAR 98			physical harm and business disruption. The statutory obligations to TE&T remain in place and the HSE expects dutyholders to make all reasonable efforts to arrange for TE&T to be carried out within the statutory time limits. The HSE strongly recommend that TE&T are completed. If a failure occurs due to a safety related fault, enforcement action may be taken.	
				Any concerns to the TE&T, discuss with your managing agent and/or your specialist contractor consultant.	
Building Hygiene  Deep Clean of all areas of the school	Compliance with current	All Building Users		It is important that arrangements remain in place to ensure that pupils and staff are safe.  Implement the system of controls, endorsed by Public Health	Guidance Cleaning in Non-Healthcare settings outside of the Home. Updated 16 10 20 <a href="https://www.gov.uk/government/publicat">https://www.gov.uk/government/publicat</a>
	hygiene standards			<ul><li>England, regarding Infection and prevention control.</li><li>individuals who have symptoms of coronavirus, (COVID-19) do</li></ul>	ions/covid-19-decontamination-in-non-healthcare-settings/covid-19-

	published by	1	not attand ashaal	decentamination in non-health-are
	published by the gov.UK.		not attend school,  2. promote good hand and respiratory hygiene,  3. review and update enhanced cleaning, including cleaning	decontamination-in-non-healthcare- settings
			frequently touched surfaces using standard cleaning products and bacterial wipes,  4. minimise contact between groups where possible.	Cleaning contractor informed and additional cleaners available during the school day.
			Recommend you undertake a thorough clean and sanitise all rooms and surfaces. Frequently touched areas include;  Banisters  Classroom and office desks and tables  Bathroom facilities (including taps and flush buttons)  Door and window handles	Hand sanitiser stations located at every entrance and at points throughout the school. Hand sanitiser provided for all staff and pupils in classrooms and offices.
			<ul><li>Furniture</li><li>Light switches</li><li>Visitors' reception area</li></ul>	School protocols provided to all staff and visitors includes information about the school procedures.
			<ul> <li>Teaching and learning aids</li> <li>Computer equipment (including keyboards and mouse)</li> <li>Sports equipment</li> <li>Telephones.</li> </ul>	Any equipment that is shared in teaching areas can be cleaned using the multi-use antiviral wipes provided in each room. Students will be expected
			Utilise pest control for insect infestations, particularly in the kitchen and/or food preparation areas.	to take ownership of the process, guided by teaching staff, at the start of every lesson.
			Anti-bacterial hand gels or wipes are located in the school reception foyer for a visitor to use before they are allowed into the secure area of the school. Social distancing for escorted visitors to be maintained.	Help contain any outbreak by following the advice of the local health protection team advice.
Building Users. Ventilation.	HSWA 74 W(HSW)R92 DoE BB103.	Pupils, staff and visitors.	Ventilation of the building and classrooms is important to reduce natural pollutants, provide fresh air to enable pupils to stay alert and potentially with other hygiene measures reduce the life cycle of the	Government guidance.  • DoE BB101 Ventilation in schools.
	Building Regulations		<ul> <li>coronavirus.</li> <li>natural ventilation – opening windows in classrooms to promote through ventilation (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> </ul>	Guidance Step 4 Schools COVID-19 operational guidance (applies until Step 4) Updated 14 07 21 Schools COVID-19 operational guidance (applies until Step 4) - GOV.UK (www.gov.uk)
			<ul> <li>Poorly ventilated spaces to be identified and where possible the air flow to these spaces to be improved or limited in there use.</li> <li>If the door is wedged open, ensure the Building Fire Plan is amended to state that if the room is left unoccupied, the door must be closed and on a fire evacuation, the wedge must be</li> </ul>	Do Not Use the fire extinguishers as a door wedge. Use of a Dorgard Hold Open Door Retainer should be used, Compliant to BS7273-4 2007
			<ul> <li>Intermediate fire doors along the escape route can only be left open if they are fitted with a magnetic hold open device linked to the fire alarm, or a device such as the Dorgard.</li> </ul>	To minimise drafts consider; consider:  opening high level windows in colder weather in preference to low

			<ul> <li>Air Conditioning Units do not need to be switched off unless you have a centralised ventilation system – Seek advice from your Heating Ventilation and Air Conditioning engineer. (HVAC)</li> <li>Particular consideration must be given to adequate ventilation pupil staff and visitor numbers when holding events such as during the Christmas season. Consider taking further advice from Public Health and/or your Safety Team.</li> </ul>	<ul> <li>windows.</li> <li>increasing the ventilation while spaces are unoccupied (for example, between classes, during break and lunch, when a room is unused)</li> <li>providing flexibility to allow additional, suitable indoor clothing – for more information see school uniform.</li> <li>rearranging furniture where possible to avoid direct draughts.</li> </ul>
Fire Management	Compliance with the RR(FS)O BB100	All Building Users	Review and if necessary, update your building fire management plan to ensure any changes to fire escape routes are clearly identified and communicated to staff and pupils.  Prior to the increased routine of the school:  Physically test the fire alarm system and emergency lights are operational.  Complete a planned Fire evacuation within 7 days or the start of the new term.  Carry out weekly checks of alarms systems, call points and emergency lighting.  Carry out regular hazard spotting to identify escape route obstructions.  Check that all fire doors are operational and fit for purpose.  Review, update and test individual named PEEP's	Record details of maintenance and equipment tests in the building Fire Log-Book/Management file
Catering service	HSW 74	Pupils, Staff and Visitors	A deep clean of the main kitchen by a specialist catering cleaning contractor should have been completed including all equipment and extraction vents prior to the start of the academic year.  You no longer need to make alternative arrangements to avoid mixing at lunch times as bubbles are no longer mandatory, therefore lunch can be delivered at set sittings based on your Key Stage groups. However, be aware that in the event of an outbreak bubbles may be reintroduced as a limited control measure.  • Discuss with the catering contractor any changes in lunch sittings, method of serving lunch, etc.  • Reallocate appropriate level of staff for supervision of pupils.  • Consider the layout and division of the dining room to facilitate separate the larger number of pupils having lunch at the same time.  • As good practice, continue to clean tables/seating after each sitting has left.  • Serving/dining area to be sanitised in between each sitting.  • Where possible pupils with a pack a lunch should be allocated a	The school SLT to provide specific management details.  Staggered lunches from EYFS to Year 6 on a rolling timetable to remain.  Additional cleaning time to be allowed for tables and seating.  COVID Standards for kitchens Guidance for Food Businesses on Coronavirus. Dated 21 05 21 https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19

			lunch area.	
			School Kitchen to comply with guidance for food business on coronavirus (COVID-19)	
Communicate with Contractors	HSWA 74	Pupils, Staff and visitors.	During the summer holiday period maintenance work may be undertaken. Contact your contractors and impress on them that where possible such work must be completed before Sept 2021 before the start of the new school term. Work includes cleaning, catering, adaptations, inspection and maintenance of equipment.  Inform contractors and your suppliers, not to enter the school if they are displaying any symptoms of coronavirus (following the COVID-19: guidance for households with possible coronavirus infection)  Observe good hygiene practice.  Contractors to sign in and out as is normal practice  Consider times when contractors can complete work either before or after the school day.  Lateral Flow test advised to be taken before visiting the school building.	Use signs, posters and regular reminders to raise awareness.
Management of Access Control to and from the building.  General principles.	HSWA 74	Pupils, staff and visitors	<ul> <li>The social distancing 2 metre rule is no longer a requirement for all visitors attending the school building.</li> <li>As good practice, consider where possible retaining.</li> <li>All persons have a duty of care to look after themselves and others. They should be mindful of maintaining a respectable distance.</li> <li>Do not walk through the hall if in use.</li> <li>If the car park is used <b>Prohibit</b> movement of vehicles at the start and finish of the school day.</li> <li>Retain footpath markings and displayed signage as an aid to encourage parents, pupils and visitors to maintain reasonable distancing.</li> </ul>	Use signs, poster's and regular reminders to raise awareness.
Test and Trace	Support the management of COVID-19	Staff, pupils and all visitors	Outbreak Management / Contingency Plan -  Schools are expected to have an outbreak management plan to implement control measures and to work with Public Health in event of outbreak.  If an outbreak is in a school or the area is in ERA measures, a DPH may advise temporary reintroduction of some control measures – this is not clarified in guidance  These measures would be last resort, kept to minimum number of schools or groups as possible, and for the shortest amount of time  Schools Outbreaks to be classified as 'several' cases within 14 days  LA/PH will work with the school to recommend measures described in the contingency framework	DfE Schools COVID-19 operational guidance Dated 14 07 21 https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/999689/Schools_guidance_Step_4_update_FINAL.pdf  Guidance Rapid asymptomatic testing in specialist settings (applies from Step 4) Updated 080721 Rapid asymptomatic testing in specialist settings (applies from Step 4)

		- GOV.UK (www.gov.uk)
	<ul> <li>Confirmatory PCR tests</li> <li>Staff with a positive LFD test result should self-isolate in line with the stay at home guidance. They will also need to get a free PCR test to check if they have COVID-19 to confirm the result.</li> <li>Whilst awaiting the PCR result, the individual should continue to self-isolate.</li> <li>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 their setting, as long as the individual does not have COVID-19 symptoms.</li> <li>Those with a negative LFD test result can also continue to attend school.</li> <li>Staff will continue to use the LFD test kits provided to schools:</li> <li>All school staff are offered twice weekly LFD testing to be completed at Home - this will help identify those who are carrying the virus without displaying symptoms, reducing the risk of transmission</li> <li>Primary School Pupils will not be tested with LFD.</li> </ul>	If a parent insist on their child attending nursery or school when they have symptoms, the school can take the decision to refuse the child attending if, in their reasonable judgement, it is necessary to protect other pupils and staff from possible infection with COVID-19  If schools have any questions they should complete the asymptomatic testing contact form or call 0800 046 8687 (Mon-Fri 8am to 6pm, Sat-Sun 10am to 6pm)
Testing program	Testing remains voluntary, but those who are eligible for tests are strongly encouraged to participate to reduce the risk of transmission within schools and colleges.	Maintaining Records of staff Customers and Visitors to Support NHS Test & Trace. 17 05 21
	The school already operate an electronic signing or manual in/out system of recording visitors.  If you have several confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is	https://www.gov.uk/guidance/maintainin g-records-of-staff-customers-and- visitors-to-support-nhs-test-and- trace?utm_source=e159c002-348d- 40e9-892a- 656cc5916a0f&utm_medium=email&ut
	suspected, you may have an outbreak. Call the DfE Helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case. Additionally - contact HPCC Team on 01942 404240 to notify your incidents and seek advice	m campaign=govuk- notifications&utm_content=daily  Staff and pupil details are held by the school
	Information on the changes to the self-isolation period for individuals who test positive for COVID-19 Since Wednesday 22 December, the 10 day self-isolation period for people who record a positive PCR test result for COVID-19 has been reduced to 7 days in most circumstances, unless you cannot test for any reason.	Visitors are recorded using the school signing in system
	Individuals may now take LFD tests on day 6 and day 7 of their self-isolation period. Those who receive two negative test results are no	Help contain any outbreak by following local health protection team advice

Entering and	Spread of	Staff/Visitors	longer required to complete 10 full days of self-isolation. The first test must be taken no earlier than day 6 of the self-isolation period and tests must be taken 24 hours apart. This also applies to children under 5, with LFD testing at parental or guardian discretion. If both these test results are negative, and you do not have a high temperature, you may end your self-isolation after the second negative test result and return to your education setting from day 8.  Health and social care workers, including those working in education settings, should follow guidance for their sector on taking LFD tests on day 8, 9 and 10. For more information, visit COVID-19: management of staff and exposed patients or residents in health and social care settings.  Anyone who is unable to take LFD tests will need to complete the full 10 day period of self-isolation. Further information is available in the stay at home: guidance for households with possible or confirmed COVID-19 infection.  Daily testing for close contacts of COVID-19  People who are fully vaccinated, or children and young people aged between 5 and 18 years and 6 months, identified as a close contact of someone with COVID-19, should take an LFD test every day for seven days and continue to attend their setting as normal, unless they have a positive test result or develop symptoms at any time.  Children under 5 are not being advised to take part in daily testing of close contacts. If a child under 5 is a contact of a confirmed case, they are not required to self-isolate and should not start daily testing. If they live in the same household as someone with COVID-19 they should limit their contact with anyone who is at higher risk of severe illness if infected with COVID-19, and arrange to take a PCR test as soon as possible. They can continue to attend an education or childcare setting while waiting for the PCR result. If the test is positive, they should follow the stay at home: guidance for households with possible or confirmed COVID-19 infection.	Schools are encouraged to consider
leaving the School Site	Spread of Virus/failure to comply with social distancing rules	Stan/Visitors	<ul> <li>Start and finish times no longer need to be staggered</li> <li>Pupils will enter the school site via the main gate.</li> <li>Hand sanitiser stations will be positioned on the entrance to the building and must be used by all pupils and visitors.</li> <li>Parents may be asked to book an appointment if they wish a meeting with the staff, ring or book a virtual meeting.</li> <li>Visitors prior to leaving must sign out at the school Reception office</li> </ul>	maintaining staggered start times / soft open / close  Guidance (COVID-19) Coronavirus restrictions: what you can and cannot do Dated 12 07 21 (COVID-19) Coronavirus restrictions: what you can and cannot do - GOV.UK (www.gov.uk)

				Stay at Home Guidance for Households with Possible Coronavirus Infection 23 06 21  https://www.gov.uk/government/publicat ions/covid-19-stay-at-home-guidance  The school SLT to include specific management details.
Communicating with parents on changes	Safety of others.	Pupils, staff and parents.	<ul> <li>Inform pupils, their parents/carers.</li> <li>Not to enter the school if they are displaying any symptoms of coronavirus. (Following the COVID-19: guidance for households with possible coronavirus infection)</li> <li>If their child needs to be accompanied into school, only one parent should attend.</li> <li>Enhanced Response Area.</li> <li>Local authorities, directors of public health and PHE health protection teams may recommend measures described in the contingency framework in individual education and childcare settings – or a small cluster of settings – as part of their outbreak management responsibilities.</li> </ul>	management details.
Communication with Staff  Protection against infection	Personal safety	Staff	Inform staff about the changed in the Government guidance and the measures currently implemented in Wigan as an Enhanced Response Area (ERA) safeguarding measures, timetable changes, the daily routine of the school and the Outbreak Management Plan (OMP) that outlines how the school should operate if additional measures are recommended for your setting.  • Avoiding contact with anyone with symptoms of COVID-19  • Continue frequent hand cleaning and good respiratory hygiene practices  • Frequent cleaning of all room hard surfaces, furniture, toys, classroom taps, door handles, etc.  • Ensuring good respiratory hygiene - promote the 'catch it, bin it, kill it' approach.  • GOV.UK recommendations for maintaining a safe working environment.  Enhanced Response Area.  Local authorities, directors of public health and PHE health protection teams may recommend measures described in the contingency framework in individual education and childcare settings – or a small cluster of settings – as part of their outbreak management responsibilities.	Actions for schools during the Coronavirus Outbreak (DfE School Operational Guidance. Updated 14 07 21 Actions for schools during the coronavirus outbreak - GOV.UK (www.gov.uk)  DfE Face Coverings in Education. dated 24 05 21 Face coverings in education - GOV.UK (www.gov.uk)  Guidance (COVID-19) Coronavirus restrictions: what you can and cannot do Dated 12 07 21 (COVID-19) Coronavirus restrictions: what you can and cannot do - GOV.UK (www.gov.uk)  Guidance Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) (applies until Step 4) Updated 15 July 2021

				https://www.gov.uk/government/publicat ions/safe-working-in-education- childcare-and-childrens-social- care/safe-working-in-education- childcare-and-childrens-social-care- settings-including-the-use-of-personal- protective-equipment-ppe
Working environment Stay Alert, Stay Safe.	Good Practice	Pupils and Staff	<ul> <li>Hand hygiene and respiratory hygiene measures stay the same.</li> <li>Disposable cleaning products (cloths, aprons, gloves, masks, mops) to be available and stock levels are maintained.</li> <li>Consider the following good practice. to help minimize the risk of the virus spreading to both staff and pupils, the school will: <ul> <li>Inform pupils, parents and visitors they must not enter the school if they are displaying any symptoms of coronavirus.</li> <li>Where possible – Classes to be allocated their own entry and exit point to and from the classroom/building.</li> <li>Classroom based resources, such as books and games, should be cleaned regularly, along with all frequently touched surfaces.</li> <li>Resources such as sports, art, IT equipment should be cleaned before it is reused.</li> </ul> </li></ul>	Face covering are to be used in communal areas – staff and visitors.  The school SLT to include specific detailed information for the management of the school day.  Information and procedures to be brought to the attention of all staff.
Personal Protective Equipment	Personal protection	Pupil and Staff	Face covering are to be used in communal areas – staff and visitors.	Guidance Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) (applies until Step 4) Updated 15 July 2021 https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe
First Aid	Support to others	Pupils, staff and Visitors	<ul> <li>The number of first aiders to be available within school for the school population has not changed.</li> <li>For Nursery and Early Year classes, the need for a Paediatric first aider remains a requirement of the EYFS.</li> <li>If a pupil becomes unwell with symptoms of coronavirus while in the school and needs direct personal care until they can return home, a distance of 2 metres must be maintained. A fluid-resistant surgical face mask should be worn by the supervising adult.</li> <li>If contact with the pupil/person is necessary, then gloves, an</li> </ul>	Actions for Early Years and Childcare Providers during the Coronavirus Outbreak. Dated 22 02 21 https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures  DfE Schools COVID-19 operational

			<ul> <li>apron and a fluid-resistant surgical face mask should be worn by the supervising adult.</li> <li>If the situation determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.</li> <li>Supervising staff must wash their hands thoroughly for 20 seconds after supporting the student.</li> <li>To support staff and monitor possible infection of coronavirus LFD testing must be undertaken completed 2 x weekly.</li> </ul>	guidance Dated 14 07 21 https://assets.publishing.service.gov.uk/ government/uploads/system/uploads/att achment_data/file/999689/Schools_guidance_Step_4_update_FINAL.pdf  COVID-19 Symptoms includes;
Lateral Flow Device Testing	Testing for Coronavirus	All school staff	Lateral Flow Device (LFD) tests kits are provided for staff use. Swabbing and processing of this test will be conducted twice weekly by staff at home, with <b>results available in around 30 minutes.</b> (Primary School pupils are not tested.)  Staff must also inform their school of a positive LFD test result.	Guidance PPE portal: how to order COVID-19 personal protective equipment (PPE) 18 05 21  PPE portal: how to order COVID-19 personal protective equipment (PPE) - GOV.UK (www.gov.uk)  To reorder test kits, the school must
Classroom Management	Staffing	Pupils and staff	<ul> <li>Bubbles are no longer recommended</li> <li>The class will operate normally, under the control of a teacher and possibly a teaching assistant</li> <li>Assemblies can resume – in key stage groups.</li> <li>No longer need alternative arrangements at lunch however we will still stagger lunchtimes on a key stage rolling timetable.</li> <li>All staff and pupils to continue to frequently their clean hands - wash hands thoroughly for 20 seconds with soap and running water then thoroughly dry them, ensuring that all parts of the hands are cleaned.</li> <li>Ensuring good respiratory hygiene - promote the 'catch it, bin it, kill it' approach</li> <li>Frequently clean touched hard surfaces, furniture using standard detergents products/sanitiser bacterial wipes or spray.</li> <li>You may change the layout of the classroom but be aware that if there is an outbreak the protective measure for forward facing desks may be reintroduced as part of the school Outbreak Management Plan. (OMP) Further details below.</li> <li>The above measures can be reintroduced as part of any outbreak control measures</li> <li>Hand hygiene and respiratory hygiene measures stay the same</li> <li>Disposable cleaning products (cloths, aprons, gloves, masks, mops) to be available and stock levels are maintained.</li> <li>If a pupil who is unwell or shows symptoms of COVID-19 they are to be removed from the group and parents informed.</li> </ul>	use their DfE sign in account  DfE Schools COVID-19 operational guidance Dated 14 07 21  https://assets.publishing.service.gov.uk/government/uploads/system/uploads/att achment_data/file/999689/Schools_guidance_Step_4_update_FINAL.pdf  Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) Updated 15 07 21  https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care/settings-including-the-use-of-personal-protective-equipment-ppe  The school SLT to include specific detailed information for the management of the school day  In the event of an outbreak, the Director of Public Health might advise you that

Early Years classes	Nursery and		Early years groups in school should:	face coverings should temporarily be worn in communal areas or classrooms (by pupils, staff and visitors, unless exempt)  Actions for Early Years and Childcare
Early Years classes	Reception		<ul> <li>Bubbles are no longer recommend as necessary to keep children in groups.</li> <li>Ensure play equipment that is used is appropriately cleaned after use by small groups of children.</li> <li>All children who are CEV should attend their setting unless the are one of the very small number of children on the Paediatric or other specialist care who have been advised by their GP or clinician not to attend.</li> <li>Paediatric first aid cover – see first aid section above</li> <li>Review where required the EHCP and other support plans of the named pupils.</li> </ul>	Providers during the Coronavirus Outbreak. Dated 22 02 21 https://www.gov.uk/government/publicat ions/coronavirus-covid-19-early-years-
Classes	Year 1 to 6	Pupils and Staff	<ul> <li>The Government advise that bubbles are no longer recommend, as necessary.</li> <li>The class will operate normally under the control of a teacher and possibly a teaching assistant.</li> <li>You may change the layout of the classroom but be aware that if there is an outbreak the protective measure for forward facing desks may be reintroduced.</li> <li>Review where required the EHCP and other support plans of the named pupils.</li> <li>assemblies can resume.</li> <li>However, you should consider taking a precautionary approach by:</li> <li>Identify rooms that can be accessed directly from outside to avoid congestion in corridors.</li> <li>Consider which lessons or class activities could take place outdoors and when. (Subject to weather)</li> <li>Reduce movement around the building.</li> </ul>	Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) Updated 06 07 21

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External Play areas. Playground and field	Fit for purpose	Pupils, and Staff	<ul> <li>Review the security and condition to the external hard surface, sports courts and field areas.</li> <li>Ensure the fixed play equipment is safe for use, supervised by staff and to maintain.</li> <li>Allocate areas for specific/quiet social activities for small groups which can be supervised by a member of staff with line of sight</li> </ul>	COVID-19 Guidance for Managing Playgrounds and outdoor Gyms. 18 05 21. https://www.gov.uk/government/publicat ions/covid-19-guidance-for-managing-playgrounds-and-outdoor-gyms/covid-19-guidance-for-managing-playgrounds-and-outdoor-gyms
Off Site Visits.	Safety	Pupils and Staff	The LA policy for Out of school Visits and the use of EVOLVE will remain the principal methods of planning approval and conducting visits or all types.	Health and Safety on Educational Visits 26 11 18 <a href="https://www.gov.uk/government/publicat">https://www.gov.uk/government/publicat</a> ions/health-and-safety-on-educational-
Day Visits Only			Day visits – No overnight stay – Authorised by the Headteacher	visits/health-and-safety-on-educational- visits
Residential			Residential, adventurous and Out of Country visits – approved by the LA EVA through the EVOLVE system.	
International visits  Travel - Transport			Gov.uk advise against any international visits As part of your planning, you must comply with international travel legislation and should have a contingency plan in place to account for any unforeseeable changes. This advice will be kept under review.  Complete a full risk assessment of the visit to include;  You should speak to either your visit provider, commercial insurance company to confirm your insurance cover prior to booking the visit  Hygiene and ventilation.  Pupils showing symptoms of coronavirus.  Face coverings are including on dedicated school transport. This can be reinstated in the event of an outbreak (including in classroom) – based on DPH advice	Further advice from the EVA  Note: Whilst we are in an ERA, the instruction of the Director of Health Protection is that no Residential visits will take place.
Reporting of injuries	Compliance with RIDDOR 13 and LA Policy	Staff, Pupils and Visitors	Injuries to pupils, staff and visitors must be recorded as usual in compliance to the LA's Policy. Major injuries that are reportable under RIDDOR to be reported to the Safety Officer (Schools) immediately, who will support to the school with the notification to the HSE.	HSE - Employers Guidance – Incident Reporting in Schools. https://www.hse.gov.uk/pubns/edis1.pdf
SEND Support	Compliance	Pupils and Staff	SENCO to review the EHCP/PSP/PHP/IEP/PEEP for named students and provide advice to the senior management and LA of any concerns.  (See link for government guidance for working in education and the use of PPE)	
Holiday and After School Clubs	Compliance	Pupils and Staff	All CEV children and young people can attend wraparound childcare and out-of-school settings where they are eligible to do so, unless they are one of the very small number of children or young people under paediatric or other specialist care and have been advised by	Under current safety legislation, all occupants of a premises must cooperate and co-ordination such H&S and COVID necessary measures.

			their GP or clinician not to attend.	<u> </u>
			<ul> <li>Allocate a room(s) for the club use that can be controlled by them or if this is a school resource, plan for an agreed access time to include a period where this room, furniture and fixtures can be cleaned prior to use by other school groups.</li> <li>Safe access and egress so that where possible pupils limit their movement through the school at the end of the club session.</li> <li>Equipment and materials for activities to be separate from school used equipment.</li> <li>Where possible provide separate storage for club equipment from school equipment.</li> </ul>	Protective measures for Holiday and After School Clubs, and other Out-of-School settings during Coronavirus (COVID-19) outbreak. 07 07 21 (Updated) https://www.gov.uk/government/publicat ions/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak
			<ul> <li>The following points should be considered for supporting the club</li> <li>Posters, (for example, to encourage consistency on good hygiene practice.)</li> <li>Provision of soap for sinks, and where there is no sink nearby, hand sanitiser in rooms/learning environments.</li> <li>Disposable paper towels and lidded bins,</li> <li>Sanitising wipes for wiping some equipment.</li> <li>Frequent cleaning of materials/equipment/furniture used and touched surfaces.</li> <li>Promote walking or cycling to the setting.</li> <li>Seek advice from Public Health regarding local restrictions that form part of the COVID measures applicable to the ERA.</li> <li>Establish an outbreak management plans outlining how you would operate if there were an outbreak in your school/local area. (Follow the advice from Public Health.)</li> </ul>	Guidance for parents and carers of children attending out-of-school settings during the coronavirus (COVID-19) outbreak (applies until Step 4) dated 08 07 21  Guidance for parents and carers of children attending out-of-school settings during the coronavirus (COVID-19) outbreak (applies until Step 4) - GOV.UK (www.gov.uk)  For further guidance on control measures refer to the extract at the end of this assessment.
			Over the summer, staff and secondary age children should continue to test regularly if they are attending settings that remain open.	
BAME.	Vulnerable to COVID-19	Named staff and Named pupil	<ul> <li>The Government guidance has not changed therefore the pupil group should continue to be supported as previous instructions</li> <li>To consider the government advice relating to children of families within the BAME risk group and identify where possible support needs.</li> <li>Staff - Headteacher to complete a 1:1 informal discussion with any member of staff within a BAME risk group, to offer reassurance for any concerns and/or support within the ability of the school.</li> </ul>	If an assessment is required of a named person, see the LA's Corporate guidance for BAME and vulnerable Persons. Contact the Safety Team.
Clinically Extremely Vulnerable.	Vulnerable to COVID-19	Named Staff and Pupils	Shielding is currently paused. Although the advice to shield has ended, clinically extremely vulnerable people must continue to follow the <u>rules</u> that are in place for everyone.  Everyone is currently advised to work from home where possible, but you can attend the workplace.	Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19 Updated 12 07 21  Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19 - GOV.

			Pupils and students should have returned to their school or other educational setting. This includes early years provision, wraparound childcare and applicable out-of-school settings.  The school to make appropriate arrangements to support the named pupil.	(www.gov.uk)
Clinically Vulnerable		Expectant Mother	CV staff can continue to attend school. While in school they must follow the system of controls to minimise the risks of transmission.	Guidance: Coronavirus (COVID-19): advice for pregnant employees Updated 21 06 21
			If there is a change due to an underlying condition, this will be confirmed by diagnosis by a Clinical professional.	https://www.gov.uk/government/publicat ions/coronavirus-covid-19-advice-for- pregnant-employees/coronavirus-covid-
			The manager of the expectant mother must complete a risk assessment of the member of staff and put in place suitable mitigation measures to reduce injury from hazardous activities or the exposure to coronavirus. (i.e. Covid secure environment.)	19-advice-for-pregnant-employees
Employee Wellbeing	Anxiety	School Staff and their families	<ul> <li>Employee Assistance Programme can help provide support, advice and information. Call your service provider. Insight on 0300 555 0120 (calls charged at local rate). Open 24/7</li> <li>A new virtual video counselling service is available via our Occupational Health Provider, Wellbeing Partners.</li> <li>Citizens Advice – offer free, independent, confidential and</li> </ul>	For Council Employees complete the counselling referral form and return it directly to Well Being Partners
			impartial advice on a range of financial issues.	

## **Outbreak Management Plan / Contingency Plan**

This Outbreak Management Plan (OMP) outlines how the school should operate if additional measures are recommended for your setting or for the local area. The Director of Public Health, (Wigan) the Public Health England Health Protection Teams or the Local Authority may recommend specific measures are re-introduced to help manage the COVOD-19 outbreaks in the school or the community, plus additional measures in response to a variant of concern, based on the Government advice and scientific evidence at that time.

# N.B- THE FOLLWING CONTROL MEASURES DO NOT NEED TO BE PUT INTO PLACE UNLESS RECOMMENDED BY THE DIRECTOR OF PUBLIC HEALTH, PHE HEALTH PROTECTION TEAMS OR THE LOCAL AUTHORITY

Contingency planning to provide continuity of education in the case of a local outbreak	Major unplanned event. Anxiety	School staff and families	If there is significant concern that existing or recently introduced measures in an area have failed to mitigate community transmission, or that a more robust response is required to contain the outbreak of a VoC it may be necessary to limit the number of children and young people in education or childcare settings through attendance restrictions.	Ensure remote learning platform remains.     Provision in place for key worker children attendance. (as per national lockdowns)
			Schools Outbreaks to be classified as 'several' cases within 14 days  Restrictions on pupil attendance should only be considered as a last resort, following the DfEs Contingency Framework and in collaboration with the guidance provided by the Wigan's Health	DfE helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case. Additionally - contact HPCC Team on 01942 404240 to notify your incidents and seek advice.
			Protection CC and the Local Authority.	modents and seek advice.

Variant of Concern (VoC)	Infection rate	Staff and Pupils	When a variant of COVID-19 is classed as a variant of concern (VoC), DHSC will increase targeted testing in that area to help suppress and control any possible new cases and better understand the new variants.  Any visitors to the school site to take a lateral flow test beforehand.	Increased use of home testing for staff.     Primary school pupils not currently tested
School educational management		Staff and Pupils	Temporary re-introduction of year/class bubbles, for a temporary period to reduce mixing between groups.  Maintain good hand hygiene (Frequent cleaning) and respiratory measures, (Catch it. Bin it. Kill it.) Sanitising points, etc. Review Cleaning schedules to ensure enhanced cleaning is being maintained. Year/ class group bubbles re-introduced Layout of class to forward facing desks may be reintroduced Staggered entrance/ exit times (if possible) Use of different entrances for specific groups (if possible) Staggered/limited use of communal areas - hall/ dining room, play periods, etc. Suspension of school assemblies Use of shared resources Suspension of extra curricular activities Reintroduce Breakfast Club / After school Club	Follow the advice of the local Health Protection team advice.
Temporary reintroduction of face coverings.		Staff and Pupils	In all cases any educational drawbacks in the recommended use of face coverings should be balanced with the benefits in managing transmission and should allow for reasonable exemptions for their use.  Primary and Secondary School  Face coverings worn by staff and visitors, in communal areas unless they are exempt.	Face visors or shields can be worn by those exempt from wearing a face covering but they are not an equivalent alternative in terms of source control of virus transmission.
Shielding - CEV		Staff and Pupils	Temporary re-introduction of shielding in the event of a major outbreak or variant of concern that poses a significant risk to individuals on the shielded patient list.  Pupils may be subject to the recommendations of a Clinician supporting the child  SHIELDING CAN ONLY BE RE-INTRODUCED BY NATIONAL GOVERNMENT.	<ul> <li>Individual risk assessments         regularly reviewed and specifically         in line with any updated         government guidance regarding         VoCs.</li> <li>Remote learning platform in place         for children who are advised to         shield.</li> </ul>
Out of School Visits		Staff and Pupils	Temporary limit to certain school activities;     residential educational visits     day visits     open days     transition and taster days     parental attendance in settings     performances in settings	Help contain any outbreak by following the advice of the local Health Protection team advice.

Sessional activities (Xmas play/Choirs, etc.)	

### Further Information:

The guidance issued by the Government may change as we continue to move forward further scientific advice. Such new or amended guidance will be published on the GOV.UK web site.

## **ADDITIONAL INFORMATION:**

## Contact points.

•	St. Bernadette's Catholic Primary School	01942 401125
•	Health Protection and Civil Contingencies (Help Line)	01942 404240
•	Health and Wellbeing Team	01942 827857

The following are taken from the updated on the government's response to COVID-19 on 2<sup>nd</sup> January 2022.

#### Information on the changes to the self-isolation period for individuals who test positive for COVID-19

Since Wednesday 22 December, the 10 day self-isolation period for people who record a positive PCR test result for COVID-19 has been reduced to 7 days in most circumstances, unless you cannot test for any reason.

Individuals may now take LFD tests on day 6 and day 7 of their self-isolation period. Those who receive two negative test results are no longer required to complete 10 full days of self-isolation. The first test must be taken no earlier than day 6 of the self-isolation period and tests must be taken 24 hours apart. This also applies to children under 5, with LFD testing at parental or guardian discretion. If both these test results are negative, and you do not have a high temperature, you may end your self-isolation after the second negative test result and return to your education setting from day 8.

Health and social care workers, including those working in education settings, should follow guidance for their sector on taking LFD tests on day 8, 9 and 10. For more information, visit COVID-19: management of staff and exposed patients or residents in health and social care settings.

Anyone who is unable to take LFD tests will need to complete the full 10 day period of self-isolation. Further information is available in the <u>stay at home: guidance for</u> households with possible or confirmed COVID-19 infection.

### Daily testing for close contacts of COVID-19

People who are fully vaccinated, or children and young people aged between 5 and 18 years and 6 months, identified as a close contact of someone with COVID-19, should take an LFD test every day for seven days and continue to attend their setting as normal, unless they have a positive test result or develop symptoms at any time.

Children under 5 are not being advised to take part in daily testing of close contacts. If a child under 5 is a contact of a confirmed case, they are not required to self-isolate and should not start daily testing. If they live in the same household as someone with COVID-19 they should limit their contact with anyone who is at higher risk of severe illness if infected with COVID-19, and arrange to take a PCR test as soon as possible. They can continue to attend an education or childcare setting while waiting for the PCR result. If the test is positive, they should follow the stay at home: guidance for households with possible or confirmed COVID-19 infection.

### A reminder that the current requirements on remote education continue to remain in place

As students and pupils return to education and childcare settings following the holiday period, the current requirements for remote education continue to remain in place.

We recognise that the high rates of COVID-19 may cause difficulties with the availability of staff. Our shared priority is to keep education settings open and children and young people continuing face-to-face education. Where workforce issues arise, you may wish to use existing teaching, temporary and support staff more flexibly where required to ensure your setting remains open, whilst ensuring that you continue to have appropriate support in place for pupils with SEND. As pupils do not need to be kept in consistent groups, you may wish to consider combining classes. We are working with school leaders to share case studies on developing and adopting flexible learning approaches and will add to these over the coming days.

Where there is a need for remote education, live streaming is the preferred method for providing this wherever possible. There should be regular feedback and checking in with students and pupils.

Further advice and support is available through our <u>remote education service</u> and you can also access bespoke one-to-one support from the <u>EdTech Demonstrator</u> network.

# Joint Committee on Vaccination and Immunisation (JCVI) advice on COVID-19 vaccination for at-risk 5 to 11 year olds, and booster doses for at-risk 12 to 15 year olds and all 16 to 17 year olds

On Wednesday 22 December, the government accepted advice from the <u>Joint Committee on Vaccination and Immunisation (JCVI)</u> that a primary course of vaccination should be offered to children aged 5 to 11 years old who are in a clinical risk group, or who are a household contact of someone (of any age) who is immunosuppressed. The NHS is working through updated guidance and will set out how this is going to be operationalised shortly. In response to the threat from the Omicron variant, the JCVI advised that a Pfizer booster vaccine should be offered to:

children aged 12 to 15 years old who are in a clinical risk group or who are a household contact of immunosuppressed individuals, and those who are severely immunosuppressed and have had a third primary dose all young people aged 16 to 17 years old

The NHS will communicate how eligible children and young people can get their boosters shortly.

Vaccines are our best weapon against this virus and our booster programme has accelerated rapidly, with almost 30 million doses of boosters or third doses administered, and more than half of adults jabbed, securing vital protection. Vaccination reduces the likelihood of infection, helps break chains of transmission and is safe and effective – so we encourage all those eligible to consider taking up the offer.

#### Updated guidance on the use of face coverings in education settings

From today, Sunday 2 January, it is recommended that face coverings are worn in classrooms where pupils in year 7 and above are educated. The advice is short term only, to support pupils and teachers as they return to school this term and builds on the existing proportionate guidance that recommends face coverings for all adults in communal areas of all settings. We are updating our guidance to reflect this. The advice on face coverings in classrooms will be in place until Wednesday 26 January, when Plan B regulations are currently scheduled to expire, at which point it will be reviewed.

It is therefore recommended that all settings have a small contingency stock of face coverings available if an individual has forgotten or damaged their own. To support this, the Department of Health and Social Care (DHSC) has begun delivering face coverings to settings.

Most secondary schools should have received their delivery by the end of last term. Deliveries for the remaining secondary schools, early years settings, primary schools and further education settings will resume from Friday 7 January. These face coverings are being provided by DHSC at no cost to your setting. For any queries or complaints relating to deliveries or missing items, please contact the DHSC PPE helpline, provided by UNIPART, on 0800 876 6802, identifying yourself as an education setting. Lines are open 7am to 7pm, 7 days a week. Alternatively, you can email dfeppequeries@unipart.com and your query will be handled by the helpline team.

For further information on face covering policy, please refer to the operational guidance for your setting. Alternatively, you can call the DfE COVID-19 helpline on 0800 046 8687.

Please share this message with relevant colleagues or staff.

### Update to the definition of vulnerable children

For many children, continuing to have the protective factor of face-to-face education is vital. Throughout the pandemic, settings have continued to provide on-site places for this group of children. As has been the case since March 2020, there are three categories of children and young people who should benefit from on-site provision: those with a social worker

those with an Education. Health and Care Plan

a group of children considered locally, including by settings and local authorities, to be 'otherwise vulnerable'

We are updating our <u>guidance on children of critical workers and vulnerable children who can access school or education settings</u> to include a broader definition of children classified as vulnerable. In addition to the above, this list now includes:

children known to children's social care services in the past

children whose home circumstances might be particularly challenging because of domestic abuse, parental offending, adult mental health issues, and drug and alcohol addiction

The intention of providing a broader definition is to support local decision making about children who might face increased risk inside or outside the home if they are unable to attend their setting, or who could not reasonably continue to learn remotely. The list is not intended to be exhaustive and local assessment will be based on knowledge of family and community risk.

We have also written to all multi-agency safeguarding partnerships in England to ask them to work with wider partners including early years providers, schools and colleges to review their plans to support vulnerable children in their areas. We have asked for plans to ensure those who need the protective factor of face-to-face

education provision are benefitting from it or that there are checks on children and young people's wellbeing if they cannot be safely brought into their setting. We have also asked partnerships to check that vulnerable children and young people have re-engaged in their education following the holiday period.

Continue with -

**Control Measures.** 

#### 1. Ensure good hygiene for everyone

### Hand hygiene

Frequent and thorough hand cleaning should now be regular practice. You should continue to ensure that pupils and students clean their hands regularly. This can be done with soap and water or hand sanitiser.

You should also continue to consider:

- · how often pupils, students and staff will need to wash their hands
- · whether staff working with pupils and students who spit uncontrollably want more opportunities to wash their hands than other staff
- whether pupils and students who use saliva as a sensory stimulant or who struggle with 'catch it, bin it, kill it' need more opportunities to wash their hands
- how to help pupils and students with complex needs to clean their hands properly.

### Respiratory hygiene

The 'catch it, bin it, kill it' approach continues to be very important. As with hand cleaning, you should ensure that younger pupils and those with complex needs are helped to get this right.

Some pupils and students with complex needs will struggle to maintain as good respiratory hygiene as their peers, for example, those who spit uncontrollably or use saliva as a sensory stimulant. This should be considered as part of your risk assessment in order to support these pupils and students and the staff working with them and is not a reason to deny these children and young people face-to-face education.

The e-Bug COVID-19 website contains free resources for settings, including materials to encourage good hand and respiratory hygiene.

### 2. Maintain appropriate cleaning regimes, using standard products such as detergents

You should put in place and maintain an appropriate cleaning schedule. This could include regular cleaning of areas and equipment (for example, twice per day).

PHE has published guidance on the cleaning of non-healthcare settings.

### 3. Keep occupied spaces well ventilated

When your setting is in operation, it is important to ensure it is well ventilated and a comfortable teaching environment is maintained.

You should identify any poorly ventilated spaces as part of your risk assessment and take steps to improve fresh air flow in these areas, giving particular consideration when holding events where visitors such as parents are on site, for example, dramatic productions.

Mechanical ventilation is a system that uses a fan to draw fresh air, or extract air from a room. These should be adjusted to increase the ventilation rate wherever possible and checked to confirm that normal operation meets current guidance and that only fresh outside air is circulated.

If possible, systems should be adjusted to full fresh air or, if this is not possible, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply.

Where mechanical ventilation systems exist, you should ensure that they are maintained in accordance with the manufacturers' recommendations.

Opening external windows can improve natural ventilation, and in addition, opening internal doors can also assist with creating a throughput of air. If necessary, external opening doors may also be used (if they are not fire doors and where safe to do so). You should balance the need for increased ventilation while maintaining a comfortable temperature.

The Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak and CIBSE COVID-19 advice provides more information. DfE is working with the Scientific Advisory Group for Emergencies (SAGE) and NHS England on a pilot project to measure CO2 levels in classrooms and exploring options to help improve ventilation in settings where needed.

# 4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19 When someone develops COVID-19 symptoms or has a positive test

Pupils, students, staff and other adults should follow public health advice on when to self-isolate and what to do. They should not come into their education setting if they have symptoms 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 or have a positive test).

If anyone in your setting develops COVID-19 symptoms, however mild, you should send them home and they should follow public health advice.

If a pupil in a residential setting shows symptoms, they should usually self-isolate in their residential setting so that their usual support can continue, while others may benefit from self-isolating in their family home.

For everyone with symptoms, they should avoid using public transport and, wherever possible, be collected by a member of their family or household.

If a pupil is awaiting collection, they should be left in a room on their own if possible and safe to do so. A window should be opened for fresh air ventilation if possible.

Appropriate PPE should also be used if close contact is necessary, further information on this can be found in the use of PPE in education, childcare and children's social care settings guidance. Any rooms they use should be cleaned after they have left.

The household (including any siblings) should follow the PHE stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection.