

## School Covid 19 Risk Assessment – September 2021



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|--------------------------------|--|
| <b>Name of School</b>          | <b>Lea and Garsdon C of E Primary School</b>   |
| <b>Name of Headteacher</b>     | <b>Mrs Sian Alderson ( Acting Headteacher)</b> |
| <b>Assessment completed by</b> | <b>Mrs Sian Alderson ( Acting Headteacher)</b> |
| <b>Assessment date</b>         | <b>27<sup>th</sup> November 2021 *</b>         |

**\*As of December 2021, this risk assessment is reviewed weekly with Public Health tracing at Wiltshire. The most recent guidance has been appended to the end of this document.**

| RISK FACTORS   | CONTROL MEASURES TO CONSIDER  | LOCAL APPLICATION OF MEASURES  |
|--|---|--|
| Symptomatic or other high-risk personnel attending school site | <p>Staff, pupils, contractors and visitors must not attend the school site if they have any of the Covid-19 symptoms as below or are required to be in self-isolation or travel quarantine.</p> <ul style="list-style-type: none"> <li>• a high temperature</li> <li>• a new, continuous cough</li> <li>• a loss of, or change to, your sense of smell or taste</li> </ul> <p>All eligible adults and pupils are strongly encouraged to take up the double vaccine available unless advised otherwise by their medical practitioners.</p> <p>Any person who develops COVID-19 symptoms during the school day should be sent home as soon as possible and should arrange to have a PCR test.</p> <p>An individual risk assessment will be completed for all staff that have characteristics that increase their potential risk from coronavirus (COVID-19).</p> <p>Remote/distance learning contingency arrangements for all pupils should be maintained in line with any local Covid-19 outbreak.</p> <p>Testing regimes are operating for staff and pupils in line with national guidance.</p> | <ul style="list-style-type: none"> <li>• <b>Regular ParentMail communication to parents will include reminders</b></li> <li>• <b>Email communication to all staff</b></li> <li>• <b>Discussions with relevant staff and agree preventative measures</b></li> <li>• <b>Resume Lock-down planning as agreed during lock downs 1 and 2</b></li> <li>• <b>Staff have been notified of testing arrangements eg: Sundays and Wednesdays</b></li> </ul> |

| RISK FACTORS   | CONTROL MEASURES TO CONSIDER   | LOCAL APPLICATION OF MEASURES  |
|--|--|--|
| <b>1. Maintaining distancing and reducing contact – entrance and exit routes</b>   |  |  |
| Numbers arriving simultaneously on school transport impede the means to distance or reduce contact, and impede effectiveness of staggered start/finish times of school day | <ul style="list-style-type: none"> <li>• Arrange separate ‘holding’ areas for each group to minimise contact (ideally these should be outside if weather permits)</li> <li>• Encourage parents to make other arrangements for travel to/from school other than school transport.</li> <li>• Staff on duty to supervise</li> </ul>  | <ul style="list-style-type: none"> <li>• <b>Willows line up against wall</b></li> <li>• <b>Maple line up by bike shelter (4 meter separation between “bubbles”)</b></li> <li>• <b>Reception class wait in lower end of MUGA</b></li> <li>• <b>Beech class wait in upper end of MUGA</b></li> </ul> |
| Numbers of parents and children at entrances and exits impede social distancing.   | <ul style="list-style-type: none"> <li>• Staff on duty to supervise.</li> </ul>  | <ul style="list-style-type: none"> <li>• <b>Two way system for entry and exit</b></li> </ul>   |
| <b>2. Maintaining distancing and reducing contact – internal areas and play areas</b>  |  |  |
| Pupil numbers and room sizes impede the means to reduce contact  | <ul style="list-style-type: none"> <li>• Where practical, arrangements will aim to reduce contact and maximise distancing between pupils and staff; and between staff themselves.</li> <li>• Pupils can reduce contact by being grouped together. For primary schools this is likely to be in class sized groups. For secondary schools this may be in upto year sized groups.</li> <li>• Desks to be spaced out as far as possible but do not impede fire escape routes and exits.</li> <li>• All desks to face forward with pupils sat side by side.</li> <li>• Consider the use of school grounds / local environment to extend the range of teaching spaces available</li> <li>• The wearing of any PPE is not considered a necessary control measure except where set out specifically in this risk assessment for first aid or medical attention needs.</li> </ul> | <ul style="list-style-type: none"> <li>• <b>KS1 and year 3 form one bubble. Maple class (29) a second bubble and Beech class a third bubble</b></li> <li>• <b>Desks continue to be placed facing forward in years 1-6</b></li> </ul>   |

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|---|--|--|
| <p>Number of pupils and staff moving around the school impede the means to distance and reduce contact in corridors and other communal spaces</p> | <ul style="list-style-type: none"> <li>• Consider using the pathways around the perimeter of the building to assist with circulation (weather and site layout dependent)</li> <li>• School assemblies to be completed electronically</li> <li>• Acts of worship and other typically communal events to take place in groups (not whole school)</li> <li>• Face coverings to be worn by adults in Primary schools in areas where distancing cannot be maintained indoors but outside of the classroom.</li> </ul> | <ul style="list-style-type: none"> <li>• <b>Beech class using external areas to teach small groups</b></li> <li>• <b>Children enter and leave classrooms at the beginning and end of day via external doors to avoid the main corridor</b></li> <li>• <b>Collective worship will be delivered electronically until further notice</b></li> <li>• <b>External visitors to wear masks in communal areas or when working with children. Existing staff can exercise personal choice</b></li> </ul>                                    |
| <p>Number of pupils and size of space impede the means to distance and reduce contact when using toilets</p>                                      | <ul style="list-style-type: none"> <li>• Apply a maximum number of pupils in toilet rule to maintain distancing and reduce contact.</li> </ul>   | <ul style="list-style-type: none"> <li>• <b>Children encouraged to go separately and wait for others to return before using toilets</b></li> </ul>   |
| <p>Number of pupils and available space impede the means to distance and reduce contact at breaktime and lunchtime</p>                            | <ul style="list-style-type: none"> <li>• Staggered break and lunch times.</li> <li>• Allocated play areas for each group.</li> <li>• Consider zoning of play areas using markings / cones to reinforce distancing.</li> <li>• Staff supervision to maintain standards.</li> <li>• Catering contractors and other food provision has been subject to specific risk assessment.</li> </ul>   | <ul style="list-style-type: none"> <li>• <b>Beech and Maple (bubble 2 and 3) share the MUGA at playtime and at lunch, but the area is divided into two zones- one for each bubble. KS1 has separate playground</b></li> <li>• <b>Lunch times are staggered. KS1 and year 3 (bubble 1) have first sitting 12:00-12:25. Bubble 2 and 3 share the dining hall between 12:30 and 1:00 but are seated on opposite sides of the room</b></li> <li>• <b>Additional supervision is in place at lunchtimes in KS1 playground</b></li> </ul> |
| <p>Number of staff and size of staff rest spaces impede the means to distance and reduce contact</p>  | <ul style="list-style-type: none"> <li>• Social distancing</li> </ul>  | <ul style="list-style-type: none"> <li>• <b>Staff to sit at 2m spacing.</b></li> <li>• <b>No more than four members of staff in the staff room at any one time</b></li> <li>• <b>Windows kept open for through ventilation</b></li> </ul>  |

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|--|---|--|
| Other  | <ul style="list-style-type: none"> <li>All teachers and other staff can operate across different groups but must continue to maintain distance from pupils and other staff as much as possible.</li> </ul>  | <ul style="list-style-type: none"> <li>Staff encouraged to use their own mugs</li> </ul>   |
| <b>3. Hygiene and Cleaning</b>   |   |  |
| Cleaning staff levels are insufficient to deliver enhanced cleaning regime.        | <p>A regular cleaning schedule should be maintained. This should include daily cleaning of frequently touched surfaces (using detergent and hot water followed by a chlorine based disinfectant solution):</p> <ul style="list-style-type: none"> <li>Toilets</li> <li>Door Handles/ Access Buttons</li> <li>Kitchen areas and associated equipment</li> <li>Water dispensers/ coolers</li> <li>Printers/ Photocopiers</li> </ul> | <ul style="list-style-type: none"> <li>Churchill cleaners still operating on 4 hours general cleaning per day</li> <li>Deep clean to be carried out over the Christmas holidays (date tbc)</li> <li>Toilets (Churchills- cleaning company)</li> <li>Door Handles/ Access Buttons (Churchills cleaning company)</li> <li>Kitchen areas and associated equipment (MDSA staff)</li> <li>Water fountain cleaned by (Churchills cleaning company)</li> <li>Printers/ Photocopiers (SA at beginning of day)</li> <li>White Boards/ touch screens (teaching staff to clean after children's use)</li> </ul> |
| Insufficient handwashing and hygiene facilities increase the risk of transmission. | <ul style="list-style-type: none"> <li>Children to handwash on entry to school, before and after each break and lunch, on changing classrooms, leaving school and after using toilet.</li> <li>Ensure supplies of suitable soap. Skin friendly cleaning wipes can be used as an alternative</li> <li>Extra signage to encourage washing hands.</li> </ul>   | <ul style="list-style-type: none"> <li>Children hand sanitise on entry into school</li> <li>Children wash hands before break</li> <li>Children hand sanitise on return from break</li> <li>Children wash hands before lunch</li> <li>Children hand sanitise on return from lunch</li> <li>Children wash hands after visit to the toilet</li> <li>Soap accessible by the sink in every classroom</li> <li>Visual timetables include signage for when hand hygiene takes place</li> </ul>  |

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|   | <ul style="list-style-type: none"> <li>• Ensure help is available for children who cannot clean their hands independently.</li> <li>• Hand gel dispensers at strategic locations around the site to complement handwashing facilities.</li> <br/> <li>• Supplies of tissues and lidded bins in each teaching space and classroom.</li> <li>•</li> <li>• Promotion of the 'Catch it, Bin it, Kill it' campaign to pupils and staff.</li> </ul>   | <ul style="list-style-type: none"> <li>• <b>Support given to KS1 for hand washing</b></li> <li>• <b>Fixed hand gel dispensers outside classroom entrance doors and additional bottles kept by exit doors</b></li> <li>• <b>Tissues available- children encouraged to use them and dispose correctly. Bins are lidded and foot - pedal operated</b></li> <li>• <b>Signage of catch it, bin it, kill it</b></li> </ul>   |
| Exposure to new hazardous substances (products)                           | <ul style="list-style-type: none"> <li>• COSHH assessment to be carried out for any new cleaning/sanitising products in use.</li> <li>• Additional cleaning staff to be made aware of the COSHH risk assessments.</li> <li>• Appropriate storage of hazardous substances.</li> <li>• Material data sheets to be made available for new and existing products.</li> </ul>  | <ul style="list-style-type: none"> <li>• <b>COSHH not required for hand gel</b></li> <li>• <b>Cleaning materials kept in locked cleaning cupboard</b></li> <li>• <b>Churchill Cleaners to provide data on request</b></li> </ul>   |
| <b>4. Site and Buildings</b>  |   |  |
| Visitors/contractors/suppliers on site increase the risk of transmission. | <ul style="list-style-type: none"> <li>• Site visits only by pre-arrangement.</li> <li>• A record of some visitors must be kept for 21 days</li> <br/> <li>• Zones/markings in Reception areas.</li> <li>• Information/signage for visitors informing them of the infection control procedures.</li> <li>• Deliveries and visits outside of school opening hours where possible.</li> <li>• Provision of hand sanitiser at main school entrance.</li> <li>• Process for the acceptance of deliveries required i.e. area where deliveries can be safely left.</li> </ul> | <ul style="list-style-type: none"> <li>• <b>Site operatives and contractors on site only with HT's prior agreement</b></li> <li>• <b>All visitors sign in, so a record will be kept for more than 21 days</b></li> <li>• <b>Signage prohibiting entry to classrooms corridor</b></li> <li>• <b>Signage for face masks on front door</b></li> <br/> <li>• <b>Hand sanitisers available at main entrance</b></li> <li>• <b>Deliveries left in well ventilated lobby</b></li> </ul> |

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| Changes affect normal emergency procedures.                           | <ul style="list-style-type: none"> <li>Adult visitors to be encouraged to wear face covering unless exempt.</li> </ul> <p>Fire safety management plans should be reviewed and checked in line with operational changes. Schools should check:</p> <ul style="list-style-type: none"> <li>All fire doors are operational at all times</li> <li>Fire alarm system and emergency lights have been tested and are fully operational.</li> <li>Review of fire assembly points to accommodate reduced contact and distancing where practicable.</li> <li>Fire drill practice to train new arrangements.</li> </ul> <ul style="list-style-type: none"> <li>Other contingency emergency plans to be reviewed including lockdown procedures, major disruption through loss of services, gas leak etc.</li> </ul> | <ul style="list-style-type: none"> <li>Adult visitors are asked to wear face covering unless exempt</li> <li>Fire drill to be explained to staff and children</li> <li>All teaching Staff to ensure access to fire doors are not blocked.</li> <li>Admin team (CG) regularly checks these</li> <li>Fire assembly point to be on the MUGA. Classes to line up in age order from Oak, through to Maple class on the lower half of the MUGA. Children to face car park with teachers at the head of each line</li> <li>Refer to critical incident plan for all other emergencies</li> </ul> |
| Site security is compromised by new arrangements.                     | <ul style="list-style-type: none"> <li>Normal security standards will apply and careful consideration given to the balance for security and the need for enhanced ventilation.</li> </ul>   | <ul style="list-style-type: none"> <li>External doors closed whilst children are in class.</li> <li>Keypad entry at reception</li> </ul>   |
| Building checks not taken place                                       | <ul style="list-style-type: none"> <li>All usual building checks are to be undertaken as normal including flushing of water outlets, schedules of preventative maintenance, portable appliance testing and asbestos monitoring.</li> </ul>  | <ul style="list-style-type: none"> <li>Building checks to continue</li> </ul>  |
| Inadequate ventilation increases the risk of transmission of Covid 19 | <ul style="list-style-type: none"> <li><del>Make use of existing mechanical ventilation systems preferably drawing on fresh air.</del></li> <li>Make use of 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).</li> </ul>   | <ul style="list-style-type: none"> <li>No mechanical ventilation on site</li> <li>All windows to be opened regularly to increase air flow. This can be done whilst children are at play if weather is cold</li> <li>Staff to refer to new desk top CO2 monitors to check for air quality. Green indicates good air</li> </ul>  |

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|   | <ul style="list-style-type: none"> <li>Opening internal doors can also assist with creating a throughput of air (but not fire doors in unoccupied parts)</li> <li>Opening external doors may also be used provided security is not unduly compromised</li> <li>Additional ventilation via open doors and windows should not occur in unoccupied parts of the site.</li> <li>Carbon monoxide monitors are to be provided by central government to help identify poorly ventilated areas</li> </ul> | <p><b>quality. If indicator is amber, open windows and if red, report to HT</b></p>   |
| <b>5. Equipment and furniture</b>   |   |   |
| Shared equipment, fittings and resources increase the risk of transmission. | <ul style="list-style-type: none"> <li>Any crockery/cutlery used must be cleaned thoroughly.</li> </ul>   |   |
| <b>6. Health and Wellbeing</b>  |   |   |
| Inadequate staffing levels create supervision or safeguarding issues.       | <ul style="list-style-type: none"> <li>Introduce a process for staff to inform you if their health situation changes.</li> <li>If there is a shortage of teachers consider use of suitably qualified TAs to lead a group and maintain ratios.</li> </ul>  | <ul style="list-style-type: none"> <li><b>Staff to telephone HT as soon as is practically possible, if unwell</b></li> <li><b>TAs available to lead a group/class</b></li> </ul>  |
| Person becomes unwell with Covid-19 symptoms in school                      | <ul style="list-style-type: none"> <li>Move to a pre-designated room where person can be isolated, with adult supervision if a child.</li> <li>Ventilate the room if possible.</li> <li>PPE should be worn if contact is required.</li> <li>Inform parent/carer to arrange collection.</li> <li>Cleaning regime after each usage of the space.</li> <li>Follow the advice from health protection team</li> </ul>  | <ul style="list-style-type: none"> <li><b>The Music room (off the main reception) is the COVID-19 room</b></li> <li><b>If any child shows symptoms, they will be sent to wait here whilst waiting for collection</b></li> <li><b>PPE (masks, gloves aprons-easily accessible from the store room opposite) will be worn by staff</b></li> <li><b>The door to the room will be kept open for ventilation and safeguarding purposes</b></li> <li><b>After child has been collected, the room will be cleaned</b></li> </ul> |



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|--|--|---|
| Absence of measures to address localised enhanced covid transmission chain                   | <ul style="list-style-type: none"> <li>• Senior leaders to produce contingency plans (sometimes called outbreak management plans) detailing additional measures regarding:               <ul style="list-style-type: none"> <li>○ Good hygiene</li> <li>○ Appropriate cleaning regimes</li> <li>○ Keeping occupied spaces well ventilated</li> <li>○ Following Public Health advice on testing, self-isolation and managing confirmed cases of Covid-19.</li> </ul> </li> <li>• Local school management plan is in place and relevant staff have been made aware</li> <li>• Remote education plans in place</li> <li>• Engage fully with NHS Test &amp; Trace</li> <li>• Schools should make themselves familiar with the Contingency Framework <a href="#">document</a>.</li> </ul> | <ul style="list-style-type: none"> <li>• <b>The Contingency Framework: Education and Childcare Settings (16<sup>th</sup> November 2021) has been reviewed and guidance noted in the event of reaching threshold</b></li> <li>• <b>This risk assessment will be re-issued with modifications, specific to where the outbreak occurs</b></li> <li>• <b>Staff will resume the home-learning sent out during lock downs 1 and 2.</b></li> <li>• <b>See point above regarding the Contingency Framework (same document)</b></li> </ul> |
| Staff wellbeing affected by the working experience.  | <ul style="list-style-type: none"> <li>• Staff risk assessment tool being used to assess those in higher risk groups.</li> <li>• Staff aware of risk assessment process and able to contribute.</li> <li>• Staff meetings and communication.</li> <li>• Defined wellbeing support measures for staff.</li> <li>• Designated staff rest areas.</li> </ul>   | <ul style="list-style-type: none"> <li>• <b>2 members of staff in higher risk group will have individual risk assessments.</b></li> <li>• <b>This risk assessment to be shared at staff meeting for comment</b></li> <li>• <b>Staff encouraged to share their concerns so that they can be dealt with</b></li> <li>• <b>Dedicated staff room available</b></li> </ul>   |
| Volunteer wellbeing affected by the working experience                                       | <ul style="list-style-type: none"> <li>• Volunteers will be treated in the same way as school staff and provided with the same information, instruction, training and equipment.</li> <li>• Volunteers will be included in regular communications and be given the opportunity to feedback any concerns.</li> </ul>  |   |
| Pupil wellbeing is impacted by the current situation causing physical and mental ill health. | <ul style="list-style-type: none"> <li>• Children to have allocated teacher and TA where possible.</li> </ul>  | <ul style="list-style-type: none"> <li>• <b>Children working within groups with allocated adults who they are familiar with</b></li> </ul>  |

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|   | <ul style="list-style-type: none"> <li>Curriculum to support children’s well-being.</li> <li>Provide opportunities to talk about their experiences/concerns.</li> <li>Pastoral activities</li> </ul>   | <ul style="list-style-type: none"> <li>Whole school ELSA training planned</li> <li>PSHE curriculum and Collective Worship supports well-being</li> <li>Teacher using professional judgement on what curriculum their pupils need eg, some are on personalised curriculums to suit their needs</li> </ul> |
| First aid provision   | <ul style="list-style-type: none"> <li>Ensure all staff know First Aiders on site if less coverage than normal.</li> <li>If provision is less than usual, minimise hazardous activities which may result in injury.</li> <li>Ensure a supply of PPE is available for provision of first aid and use and dispose of accordingly.</li> <li>Paediatric First Aid provision is available for under 5’s.</li> </ul> | <ul style="list-style-type: none"> <li>First aiders on site are: CH, CK, LS and HG.</li> <li>First aid boxes on site.</li> <li>PPE supply in store room opposite COVID-19 room.</li> <li>Paediatric first aiders on site: KB, LM, LS</li> </ul>  |
| Pupils with special medical needs (administering medication)  | <ul style="list-style-type: none"> <li>Required number of competent staff on site</li> <li>Staff training up to date</li> <li>Alternative arrangements in place if staff training/competence has lapsed.</li> </ul>  | <ul style="list-style-type: none"> <li>Staff epi-pen training up to date but re-training due in January 2022</li> <li>Appropriate number of staff on site</li> </ul>   |
| 1:1 teaching, physical restraint and children with SEND or EHC plans are adversely affected by the current situation. | <ul style="list-style-type: none"> <li>Individual risk assessments of children with behavioural difficulties.</li> <li>Ensure a supply of PPE is available based on need.</li> <li>Reduced timetable or consideration of other solutions if child’s behaviour puts staff at risk.</li> </ul>   | <ul style="list-style-type: none"> <li>Not required at this point.</li> </ul>  |
| <b>7. Risk assessments and Policies</b>   |  |  |
| Standard risk assessments do not take account of additional covid-19 risks  | <ul style="list-style-type: none"> <li>Ensure all work environments and teaching/learning activities have been subjected to risk assessments in line with conventional H&amp;S requirements.</li> <li>Review and where necessary update all risk assessments with additional control measures to counter any significant covid-19 infection transmission risk.</li> </ul>                                      | <ul style="list-style-type: none"> <li>Risk assessment reviewed in line with current guidance</li> </ul>   |

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|---|---|--|
|   | <ul style="list-style-type: none"> <li>• One-off activities such as PTA and other fundraising events, firework displays etc will be subject to separate risk assessment.</li> <li>• School clubs, Breakfast clubs and after-school provision will be subject to a separate risk assessment.</li> <li>• Behaviour policy amended to reflect covid-19 protocols.</li> <li>• Off-site learning outside of the classroom activities will be subject to a separate risk assessment.</li> </ul> | <ul style="list-style-type: none"> <li>• <b>One-off activities will be subject to separate risk assessments.</b></li> <li>• <b>Breakfast club and after school provision will have a separate risk assessment</b></li> <li>• <b>Off-site learning will have separate risk assessments</b></li> </ul> |
| <b>8. Monitoring</b>  |   |  |
| <p>Control measures set out in this risk assessment do not prove effective</p> <p>Levels of compliance are inadequate</p> | <ul style="list-style-type: none"> <li>• Named school staff will monitor the application and effectiveness of the control measures set out within this risk assessment, and the level of compliance by staff, visitors and pupils</li> <li>• Non-compliance will be addressed immediately</li> <li>• Regular communication with staff on the outcomes of the monitoring</li> <li>• LA H&amp;S Advisers are able to visit the school site to assess compliance</li> </ul>                  | <ul style="list-style-type: none"> <li>• <b>Head teacher to monitor risk assessment regularly for measures to be a standing item on the staff meeting agenda</b></li> <li>• <b>BHS to monitor compliance</b></li> </ul>  |

I confirm that the above is a suitable and sufficient risk assessment based on current information. The risk assessment will be reviewed on a regular basis and whenever anything significant changes. All relevant parties will be informed of the outcomes of this risk assessment.

|  |               |                     |
|--|---------------|---------------------|
| Name of Headteacher                        | Sian Alderson |                     |
| Signature of Headteacher                   |               | Date: November 2021 |
| Name of Chair of Governors / Trustees      | John Wallace  |                     |
| Signature of Chair of Governors / Trustees |               | Date:               |
| Date of review                             |               |                     |

## Additional Guidance from Public Health Tracing 30<sup>th</sup> November 2021

Following our discussion, please find below details of the measures we discussed as part of the risk assessment process.

### Current COVID-19 cases

- You currently have 3 cases in a close mixing group KS1
- And 2 cases in a close mixing group KS2

If a teacher or staff member is absent due to contracting COVID-19 or has to self-isolate, please follow the following guidance from School Effectiveness:

1. Treat it as a normal absence and provide supply cover
2. If this is not possible, implement any trust-wide measures you have to support each other
3. Refer to and implement the procedure in your Business Continuity Plan
4. Where a staff member has tested positive for COVID-19, education and childcare settings **no longer** need to routinely contact the **NHS Self Isolation Service Hub** to provide details of close contacts. However, to ensure eligible individuals can access Test and Trace Support payments you may consider providing staff details to the NHS Self Isolation Hub when:

A staff member is a close contact of a positive case and has indicated they are not exempt from self-isolation (e.g. not fully vaccinated), and the positive case was unable to provide staff members detail to NHS Test and Trace.

OR

It is difficult for the positive case to identify or provide details of some members of staff they were in close contact with, for example, because they are temporary staff  
self-isolation hub (020 3743 6715)

NHS Test and Trace will then make contact to advise on isolation (if not vaccinated or not fully vaccinated) and testing.

### Outbreak Control Measures

In undertaking the risk assessment with you the following measures were discussed:

- Follow and promote [public health guidance](#) on testing, self-isolation and managing confirmed cases of COVID-19
- [Maintain appropriate cleaning regimes](#) focusing on touch points and any shared equipment

Updated January 2022

- [Keep occupied spaces will ventilated](#) Further improvement of ventilation indoors (where this would not significantly impact thermal comfort). This may include the use of CO<sub>2</sub> devices to measure sufficient ventilation in settings where available (<800ppm no action needed. >1500ppm action is required, but you can still use the room. For any setting ventilation queries refer to your Health & Safety Provider. For CO<sub>2</sub> monitor questions please call the DfE helpline - 08000468687). With particular focus on improving ventilation during activities where singing, shouting or exercise may be taking place
- [Appropriate use of PPE](#) From 29th November all staff and adult visitors should wear face coverings when moving around in communal areas in all schools. Year 7 pupils aged 11 on 31st August 2021 and older should also wear face coverings in communal areas and on public and dedicated school transport, except when they are exempt from wearing face coverings.
- Deliver **strong messaging** about signs and symptoms of COVID-19, isolation advice and testing to support prompt isolation of suspected cases. We advise that you provide a warn and inform letter to the parents and guardians of the group affected by the COVID cases (e.g. class, year group, common activities group). (NEW Parent letter 2 attached)
- Promote the advice that if unwell stay at home until symptom free. Where pupils/staff test negative for COVID-19, and they have had a fever, they should still wait until 24 hours post fever to return to a setting. Colds and other non-COVID illnesses are circulating but in the first instance new persistent cough and high temperatures should be treated as possible COVID-19 and trigger isolation and testing. This is the case even if others in the setting/group have tested negative with similar symptoms
- National guidance is clear, that if people still feel unwell after a negative test, they should stay at home until feeling better. When people test negative via a PCR test but go on to develop COVID-19 symptoms after the test they should take another PCR test. Please also see the following for further information
  - <https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/main-symptoms/>
  - <https://www.nhs.uk/conditions/coronavirus-covid-19/testing/test-results/negative-test-result/>
- Send a letter to the whole setting community with outbreak information
- Strengthen communications to encourage pupils/staff to undertake more regular LFD testing and reinforce advice on symptoms and case isolation if there is evidence of significant spread within the setting. **From the 11<sup>th</sup> November** this may include:
  - Close contacts of confirmed cases (including siblings of confirmed household cases) are advised to take daily LFD tests while awaiting their PCR test results and to continue to attend school (unless they test positive). This is also advised for primary school aged children but is at the discretion of the parent/guardian. (See NEW letter 3)

- During an outbreak and following a risk assessment with the Local Authority Public Health team or the UK Health Security Agency Health Protection Team, to extend testing for certain groups where advised.
  - Promotion of twice weekly asymptomatic (LFD) testing (for those aged 11 years and over).
- As per the letter to all schools on 11<sup>th</sup> November - **halt all large gatherings and mixing, including assemblies**. Consider moving activities outdoors, including exercise and classes when feasible (e.g. not in wet or cold weather) with priority given to activities where groups gather and there is contact between those who would not usually mix, or where singing, shouting or exercise may take place
  - Promoting social distancing and reducing crowding. This may include reducing the number of children gathering together and minimising pinch points in the school day
  - Recommend a one-off PCR test for setting contacts. (see letter 4 attached)
  - **Reduce mixing between groups of pupils as much as possible**. Introduce methods to reduce intergroup mixing where a contact group can be clearly defined (for example separate break times, staggered entry etc, seating plans in classrooms or on school transport) Where there is evidence, or high risk of inter-group spread **within** the setting (e.g. not via siblings or out of school activities).
  - Continue social distancing and good infection prevention control (ventilation, touchpoint cleaning) amongst staff (and in areas where staff gather) as much as possible due to the large numbers of staff who are contracting the virus.
  - Reduce mixing of staff e.g. by holding meetings remotely (Where there is evidence, or high risk of transmission between staff and/or low vaccination rates amongst staff)
  - Temporary reinstating face coverings in communal areas (such as corridors when movement occurs between lessons) for pupils/students/staff (primary age children should not be advised to wear masks). For face coverings in classrooms seek further advice from your Local Public Health Specialist/Consultant before reinstating.
  - Limitation of residential education visits, open days, transition/taster days, parental attendance, live performances, sporting events or similar
  - Encourage **vaccination** uptake for eligible students and staff and consider flu vaccination in eligible children and staff. As a team we can support you with helping vaccination uptake.

### **Specific actions agreed following the risk assessment**

- Resume additional cleaning of High Touchpoints
- Review ventilation whilst PE continues in the hall, keep doors and windows open where possible. Where possible use outside space.
- Review ventilation in staff room and reduce the number of staff using at any one time so that social distancing can continue.

- Consider the before and after school clubs where children are mixing. Can they be separated or will this need to be cancelled should the cases increase.
- Consider a seating plan for the school transport and encourage handwashing before getting on the bus.
- Refresh posters relating to hygiene and signs and symptoms of Covid.
- Limiting visitors and arranging for remote meetings where possible.

### **Action once case numbers decline**

When there are 14 days with no new cases in the close mixing group (since the last case) you should consider modifying your COVID-19 mitigation measures in accordance with your Contingency Framework, although you may prefer to maintain these measures given that we are entering a season associated with higher rates of infectious disease and community case rates remain high.

## **Wiltshire Council**

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