

## Schools Covid-19 Risk Assessment v01.11 2021 - 2022



The purpose of this risk assessment is to address the additional risk of the transmission of Covid-19 infection as schools welcome pupils back to School.

<https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings>  
[Actions for schools during the coronavirus outbreak - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings)

[Contingency framework: education and childcare settings - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings)

**It is a legal requirement that schools should revisit and update their risk assessments (building on the learning to date and the practices they have already developed). It is good practice to treat risk assessments as a “living document” which is kept under review, especially having regard to changing circumstances.**

**All other policies, procedures or risk assessments which will be impacted by the response to Covid-19 (e.g. fire safety, mental health and wellbeing for pupils and staff, lockdown, behaviour policy etc.) should be reviewed also.**

**Please ensure that your Fire Evacuation arrangements are reviewed and updated to reflect the current protective measures in place in school.**

Adults includes staff who work at the setting, visiting staff, contractors, parents, volunteers, visitors and essential maintenance workers.

This risk assessment should be used in conjunction with the PHE NW Resource booklet for schools. This document details procedures for dealing with suspected and confirmed cases of Covid-19 in schools and is updated regularly. Updates will be sent out via the Head Teachers’ bulletin.

**Title / Activity: Crosshill School**

**Date completed: 14/01/2022**

**Completed by: Kay Naylor 14/01/2022**

## Control measures

### You should:

1. [Ensure good hygiene for everyone;](#)
2. [Maintain appropriate cleaning regimes;](#)
3. [Keep occupied spaces well ventilated;](#)
4. [Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.](#)

### Additional sections

5. [Use of PPE](#)
6. [Vulnerable groups within the school community](#)
7. [Educational visits](#)
8. [Wraparound care and extracurricular activities](#)
9. [Other considerations](#)
10. [Monitoring](#)

### Outbreak Management step up measures

- 1.1) [In the first instance](#)
- 1.2) [Face Coverings](#)
- 1.3) [Bubbles](#)
- 1.4) [Secondary schools](#)
- 1.5) [Primary schools](#)
- 1.6) [Shielding](#)
- 1.7) [Restricted Attendance](#)
- 1.8) [Other measures](#)

What is the hazard?	Who might be harmed?		What are you doing about it?	RAG	Comment	Complete?
	Pupils	Adults				
1) <b>Insufficient hygiene</b>	✓	✓	<b>1.1) Hand hygiene</b> a) Ensure that pupils and staff clean their hands frequently and thoroughly using a combination of washing and/or sanitising. b) Follow established patterns of hand cleaning such as when they arrive at school, when they go and return from breaks, when they use the bathroom, when they change rooms and before and after eating etc.; c) Where there are only a limited number of wash basins on site, schools may wish to consider installing more;		There are adequate supplies of hand sanitiser in place in every classroom. There are also sinks available for Handwashing all around the school and in several classrooms.	

		<ul style="list-style-type: none"> <li>d) Ensure access to soap, warm water, paper towels and hand sanitizer and skin friendly sanitizer wipes if appropriate in all classrooms and social areas;</li> <li>e) Pupils (and staff) wash hands for 20 seconds following PHE guidance. See "<a href="#">six steps to hand-washing</a>" poster in KS2 lesson and <a href="#">NHS video</a>;</li> <li>f) Staff to help small children and those with complex needs to wash their hands thoroughly;</li> <li>g) Have prominently displayed hand washing posters throughout the setting in order to build regular hand washing into the culture of the school;</li> <li>h) Allocate hand-sanitizing stations around school including in classrooms and communal areas where appropriate. Teach pupils the correct way to use hand sanitizer. See poster <a href="#">here</a></li> <li>i) Ensure hand sanitizer stations are located away from light switches, lift buttons and well clear of Bunsen burners in labs;</li> <li>j) Ensure use of hand sanitizer is supervised where necessary to avoid risk of ingestion;</li> <li>k) Increase the frequency at which bins are emptied regularly throughout the day if necessary;</li> <li>l) Incorporate time for hand washing/sanitising in timetables or lesson plans if necessary;</li> <li>m) Ensure that staff working with pupils who spit uncontrollably to have more opportunities to wash their hands than other staff;</li> <li>n) Ensure that pupils who use saliva as a sensory stimulant or who struggle with 'catch it, bin it, kill it' have more opportunities to wash their hands and risk assess individually.</li> </ul> <p><b>1.2) Respiratory Hygiene</b></p> <ul style="list-style-type: none"> <li>a) Promote the <a href="#">catch it, kill it, bin it</a> approach – display posters prominently in classrooms and around school to continue to embed this into the culture of the school;</li> <li>b) Ensure all rooms are well ventilated;</li> </ul>		<p>Teaching staff will supervise regular hand sanitising and hand washing. Pupils are reminded about hand hygiene every morning on arrival and there are handwashing posters in all toilet areas.</p> <p>Hand sanitiser provided in all key locations including at entrance, pupils are supervised using sanitiser</p> <p>Bins are emptied at lunchtime in addition to the start and end of the day. Posters are in place in</p>	
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			<p>c) Ensure there are sufficient stocks of tissues in place for pupils and staff to use;</p> <p>d) Ensure there are sufficient covered bins in place and that they are emptied regularly throughout the day;</p> <p>e) Schools should ensure young children and those with complex needs receive appropriate support to be able to effectively “catch it, bin it, kill it”.</p> <p style="text-align: center;"><a href="#">Back to top</a></p>		<p>strategic locations in the School. Tissues are in every room. Lidded bins are in every room in School. Rooms are well ventilated. Co2 monitors are in each classroom</p>	
<p><b>2) Transmission of virus through insufficient cleaning of surfaces</b></p>	✓	✓	<p>a) Follow the <a href="#">Covid-19: cleaning in non-healthcare settings guidance</a>;</p> <p>b) Keep surfaces clutter free to facilitate regular cleaning;</p> <p>c) Identify and clean frequently touched surfaces in the setting at least twice a day using standard cleaning products and document. One of these times should be at the beginning or the end of the working day;</p> <p>d) Cleaning should be more frequent depending on the number of people using the space, whether they are entering and exiting the setting and how often they access handwashing and hand-sanitising facilities;</p> <p>e) Clean bathrooms regularly throughout the day and document;</p> <p>f) Clean communal kitchens regularly throughout the day and document;</p> <p>g) Clean soft toys and furnishings frequently and according to manufacturer’s instructions;</p> <p>h) All staff should know how to safely put on and take off PPE, please see PHE links to <a href="#">donning and doffing of PPE</a>. Refresh regularly and document;</p> <p>i) All staff should complete the <a href="#">Me Learning</a> course ‘Infection Prevention Control for Frontline Workers’. Refresh regularly and document;</p> <p>j) Bins used to dispose of cleaning materials such as sanitizing wipes and paper towels should be lidded. Dispose of routine waste as normal, placing any used cloths or wipes in ‘black bag’ waste bins. You do not need</p>		<p>Cleaners contractors are following the PHE guidance as with the necessary grade of cleaning materials. Additional cleaning is to be continued with a staff wiping down touch points as well as cleaning taking every day after School.</p> <p>Staff room kitchen cleaned by all staff members after use</p> <p>Refresher originally held on 1 Sept Inset. Posters displayed in School. Second refresher training refresher sent out to staff to complete on the 4<sup>th</sup> January.</p>	

			<p>to put them in an extra bag or store them for a time before throwing them away;</p> <p>k) Cleaning materials supplies should be monitored and ordered in good time;</p> <p>l) Consider identifying the <b>most</b> frequently touched surfaces such as door release buttons, door plates, handles etc. with coloured stickers as a visual reminder for frequent cleaning.</p> <p style="text-align: center;"><a href="#">Back to top</a></p>		Lidded bins in every room. School monitors levels of cleaning supplies and has sufficient stock for the spring term.
<b>3) Transmission of virus through insufficient ventilation</b>			<p>a) Ensure all rooms and buildings in school are used within the occupancy limits specified in the building design;</p> <p>b) Ensure all rooms and buildings in school have a sufficient fresh air supply to meet the current minimum building standard. Schools can get advice from a competent ventilation engineer or, as a precautionary approach, operate your system on the maximum air flow rate;</p> <p>c) Ensure higher rates of ventilation where activities such as singing and aerobic exercise take place;</p> <p>d) Identify any poorly ventilated spaces (making use of CO2 meters provided by DfE in the Autumn Term 2021 as well as following guidance from <a href="#">HSE</a>). Take regular readings and record them. Take steps to improve airflow and quality in these areas, which could include purchasing HEPA filter air purifiers. See <a href="#">Ventilation Google drive</a> for more details</p> <p>Give particular consideration when holding events where visitors such as parents are on site, e.g. award assemblies. Information to help with this is available from the <a href="#">HSE</a> and <a href="#">CIBSE</a>;</p> <p>e) Adjust mechanical ventilation systems to increase the ventilation rate wherever possible. Maintain in accordance with the manufacturers recommendations;</p> <p>f) Check to confirm that their normal operation meets current guidance (if possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply);</p>		<p>All spaces are well ventilated Co2 meters are installed in each classroom.</p> <p>All teaching staff will open windows to allow more ventilation when possible for ventilation purposes. Doors will be left open providing they are not Fire doors.</p> <p>. Staff can open the windows when required.</p>

			<p>g) If school has a centralised ventilation system that removes and circulates air to different rooms it is recommended that the recirculation function is turned off and a fresh air supply is used;</p> <p>h) Air conditioning systems that mix some of the extracted air with fresh air and return it to the room do not need to be adjusted as this increases the fresh air ventilation rate;</p> <p>i) Systems in individual rooms or portable units do not need to be adjusted as these operate on 100% recirculation. You should still however maintain a good supply of fresh air ventilation in the room.</p> <p>j) In cooler weather, open windows enough to provide constant background ventilation at all times when classrooms are in use;</p> <p>k) Open windows more fully during all breaks to purge the air in the space;</p> <p>l) Wedge internal doors open (with the exception of fire doors) to create a throughput of air, but ensure they can't slam shut and cause injury to staff or children;</p> <p>m) External opening doors may also be used (as long as they are not fire doors and where safe to do so);</p> <p>n) Ensure internal office spaces are well ventilated at all times. Keep doors open to allow air flow. Do not use fan heaters or desk fans when the office is occupied. Review occupancy levels with H&amp;s provider;</p> <p>o) Open high level windows to reduce draughts where possible;</p> <p>p) Balance the need for increased ventilation while maintaining a comfortable temperature;</p> <p>q) Use fan heaters only when rooms are unoccupied, switch off when children and staff are in.</p> <p style="text-align: center;"><a href="#">Back to top</a></p>		
<b>4) Transmission of virus through contact between individuals</b>			<p><b>4.1) When an individual develops COVID-19 symptoms or has a positive test</b></p> <p>a) Pupils, staff and other adults should follow public health advice on <a href="#">when to self-isolate and what to do</a>;</p>		Updated guidance shared with Staff on Inset day and letter sent out to parents w/c 31/8 regular

<p><b>The PPE that should be used when caring for someone with symptoms of coronavirus (COVID-19) is:</b></p> <ul style="list-style-type: none"> <li>• <b>IIR Face mask if a distance of 2 metres cannot be maintained;</b></li> <li>• <b>Disposable gloves, disposable plastic apron and IIR face mask if contact is necessary;</b></li> <li>• <b>Eye protection if a risk assessment determines that there is a risk of fluids entering the eye e.g. from coughing, spitting or vomiting.</b></li> </ul> <p><b>N.B. A cloth face covering is NOT regarded as PPE.</b></p>			<p>b) Pupils, staff and other adults should not come into school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (e.g., they are required to quarantine);</p> <p>c) If anyone in school develops <a href="#">COVID-19 symptoms</a>, however mild, send them home and they should follow public health advice;</p> <p>d) If a pupil is awaiting collection, move them to a room where they can wait on their own or with appropriate adult supervision if required;</p> <p>e) Open a window for ventilation if possible;</p> <p>f) PPE (see left) should be worn by staff caring for the pupil if close contact is necessary. They should follow the <a href="#">donning and doffing</a> guidance. More information on PPE use in education can be found <a href="#">here</a>;</p> <p>g) If a separate room is not available move them to an area that is at least 2 metres away from other people. If they need to go to the bathroom, it should be cleaned and disinfected using standard cleaning products before being used by anyone else;</p> <p>h) All PPE worn by the supervising adult should be removed as per the <a href="#">donning and doffing</a> guidance. This, along with disposable cleaning cloths and tissues, should be put in a plastic rubbish bag and tied when full. Place the plastic bag in a second bin bag and tie it. Put it in a suitable and secure place marked for storage for 72 hours, safely and securely kept away from children. Do not put the waste in communal waste areas until the waste has been stored for at least 72 hours;</p> <p>i) Anyone who has been in close contact with the case should wash their hands thoroughly for 20 seconds;</p> <p>j) Any rooms the symptomatic person has used should be cleaned after they have left;</p> <p>k) Anyone with symptoms should avoid using public transport and, wherever possible, be collected by a member of their family or household;</p>	<p>communication have followed this</p> <p>Bwd flow chart provides guidance for School to follow All staff have completed the course as required and have had a demonstration about donning and doffing PPE. A refresher video can be viewed at: COVID - 19: Donning and doffing of Personal Protective Equipment in Health and Social Care Settings - YouTube Donning and doffing posters displayed in School. PPE boxes are available with all necessary PPE items</p> <p>Staff wear masks in communal areas</p> <p>Waste will be disposed of following guidelines – designated lidded bin clean will take place in any room where a symptomatic person has been.</p>	
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		<p>l) The household (including any siblings) should follow the <a href="#">PHE stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>.</p> <p>m) Identify individuals who have mixed closely (see <a href="#">Contingence Framework Annex A</a>) with a confirmed positive case and send an Appendix 4 template letter home. Contact <a href="mailto:edresponseteam@blackburn.gov.uk">edresponseteam@blackburn.gov.uk</a> for the most recent copy;</p> <p>n) When notified of a positive case, complete the Appendix 3 spreadsheet and send to <a href="mailto:edresponseteam@blackburn.gov.uk">edresponseteam@blackburn.gov.uk</a> at the end of the day;</p> <p>o) Monitor all positive cases within 10-days in order to establish when threshold has been met (see <a href="#">Contingency Framework</a> ). Contact <a href="mailto:edresponseteam@blackburn.gov.uk">edresponseteam@blackburn.gov.uk</a> in the first instance;</p> <p>p) Contact the Self-Isolation Service Hub on 020 3743 6715 in order for staff to access <a href="#">Test and Trace Support Payments</a> when:</p> <ul style="list-style-type: none"><li>• a staff member who was in close contact with the person testing positive has indicated they are not exempt from self-isolation, but the person testing positive was unable to provide that person's details to NHS Test and Trace <b>or</b></li><li>• it is particularly difficult for the person testing positive to identify or provide details of some members of staff they were in contact with, for example, temporary workers such as supply staff, peripatetic teachers, contractors or ancillary staff. You will need the 8-digit NHS Test and Trace Account ID (CTAS number) of the person who tested positive alongside the details of co-workers identified as close contacts.</li></ul> <p>q) Special schools and residential schools contact the HPT directly at <a href="mailto:lancashirecontacttracing@phe.gov.uk">lancashirecontacttracing@phe.gov.uk</a> on notification of the first positive case.</p> <p><b>In exceptional circumstances</b></p>		<p>Guidance will be given in line with current PHE advice</p> <p>Flow chart will be followed to identify close contacts. Template letter will be sent. Updated later from Bwd -Jan 21</p> <p>Education response team and Health protection team will be notified where necessary of all cases.</p> <p>HPT team will be contacted immediately in the event of a positive case. HPT to offer further guidance to School. As per guidance for a special school setting. Revised form(Jan 22) will also be completed and submitted to Bwd.</p>	
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			<p>a) Consider allowing the pupil cycle or scoot home if age-appropriate, safe to do so, and with the consent of parents/carers;</p> <p>b) If school needs to take responsibility for transporting a pupil home, do one of the following:</p> <ul style="list-style-type: none"> <li>• use a vehicle with a bulkhead or partition that separates the driver and passenger;</li> <li>• the driver and passenger should maintain a distance of 2 metres from each other;</li> <li>• the driver should use PPE, and the passenger should wear a face covering if they are old enough and able to do so.</li> </ul> <p>c) Contact the LA to help source a suitable vehicle which would provide appropriate protection for the driver, who should be made aware that the individual has tested positive or is displaying symptoms.</p> <p><b>4.2) Asymptomatic testing</b></p> <p>a) Staff in all phases and secondary school pupils should continue to test twice weekly at home, with lateral flow device (LFD) test kits, 3 to 4 days apart (voluntary but strongly encouraged);</p> <p>b) Secondary schools should retain a small asymptomatic testing site (ATS) on-site to offer testing to pupils who are unable to test themselves at home;</p> <p>c) Ask parents and other visitors to take a lateral flow device (LFD) test before entering the school;</p> <p>d) Secondary schools to prepare to test pupils once on-site on return in January 2022;</p> <p>e) All staff in primary and secondary settings and students in secondary settings should test over the Christmas holidays 2021-2022 in line with national guidance;</p> <p>f) <b>From Tuesday 14 December, all adults who are fully vaccinated and children aged 5 to 18 years and 6 months, identified as a contact of someone with COVID-19 – whether Omicron or not – should take a lateral flow device (LFD) test every day for 7 days instead of self-isolating;</b></p>		<p>Not applicable for the majority of pupils Pupils continue to be transported in their class bubbles</p> <p>Regular reminders sent out to staff and pupils to request they continue to test twice a week.</p> <p>On site testing available programme in place to test pupils before they return in January. Additional plan also being finalised to offer LAMP testing to those students that cannot have a PCR/LFT test. Reminder</p>	
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			<p>g) If they test negative, they can continue to attend. Outside of the education setting, they should continue to follow the advice set out in the <a href="#">Sunday 12 December press release</a>. This approach should also be adopted over the winter break and on return in January;</p> <p>h) Anyone testing positive 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 the individual does not have a high temperature, they may end their self-isolation after the second negative test result and return to school from day 7;</p> <p>i) All staff and secondary aged pupils and students should have access to a box of 7 LFD tests from their education setting. If your setting requires additional test kits sooner than they would be available through the standard ordering process, or will run out of test kits imminently, you can contact 119 to request an emergency replenishment.</p> <p>j) For primary aged children <a href="#">LFD test kits are available through the usual routes</a> (community test sites, local pharmacies or online). Click <a href="#">here</a> for local details;</p> <p>k) Children under five years old do not need to take part in daily testing for contacts of COVID-19 and do not need to isolate;</p> <p>l) Anyone over the age of 18 years and 6 months who is not vaccinated, must isolate in line with government guidelines if they are a close contact of a positive case;</p> <p>m) For students with SEND who struggle to or are unable to self-swab daily for 7 days, settings should work with students and their families to agree an appropriate</p>		<p>set out to staff and families to remind them to test over the holidays. Any staff/students identified as a close contact will be requested to take a LFT test daily for 7 days.</p> <p>Anyone with a positive LFT/PCR test will be asked to self isolate those testing negative on days 6 and 7 will not be required to complete 10 days. Guidance will be shared with staff and pupils</p> <p>LFT tests are available for pupils and staff</p>	
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			<p>testing route, such as assisted swabbing. Information on further support measures will be provided by DfE.</p> <p><b>4.3) Confirmatory PCR tests – TEMPORARILY SUSPENDED</b></p> <ol style="list-style-type: none"> <li>Staff and pupils with a positive LFD test result should self-isolate in line with <a href="#">the stay at home guidance</a>;</li> <li>They will need to <a href="#">get a free PCR test</a> ;</li> <li>While waiting for the PCR test result, they should continue to self-isolate;</li> <li>If the PCR test is taken <b>within 2 days</b> of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the pupil/staff member can return to school, as long as they don't have COVID-19 symptoms;</li> <li>Further information on PCR test kits for schools is available <a href="#">here</a>.</li> </ol> <p><b>4.4) Transport</b></p> <ol style="list-style-type: none"> <li>Advise parents/carers that that face coverings must be worn by pupils in Year 7 (which would be children who were aged 11 on 31 August 2021) and above if they come to school on public transport (<a href="#">unless exempt</a>);</li> <li>Advise parents/carers that face coverings should be worn by pupils in Year 7 and above if they come to school on dedicated school transport (unless exempt).</li> </ol> <p style="text-align: center;"><a href="#">Back to top</a></p> <p><b>4.5) Self-Isolation and testing for close contacts</b>  <b>Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply:</b></p> <ul style="list-style-type: none"> <li>they are fully vaccinated</li> <li>they are below the age of 18 years and 6 months</li> <li>they have taken part in or are currently part of an approved COVID-19 vaccine trial</li> <li>they are not able to get vaccinated for medical reasons</li> </ul> <p><b>Fully vaccinated means that you have been vaccinated with an MHRA approved COVID-19 vaccine in the UK, and at least 14 days have passed since you received the recommended doses of that vaccine.</b></p>		<p style="text-align: center;"><b>Amended guidance has been shared with staff and pupils</b></p> <p>Not applicable for the majority of pupils as they are exempt  Pupils continue to be transported in their class bubbles</p> <p>As a special provision we are recommending that any child that shares a household with someone that has tested positive</p>	
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			<p>a) Individuals aged 5 years over who have been identified as a contact of someone with COVID-19, but are not legally required to self-isolate should:</p> <ul style="list-style-type: none"> <li>• take an LFD test every day for 7 days, or until 10 days since last contact with the person who tested positive for COVID-19 if this is earlier;</li> <li>• take this daily test before they leave the home for the first time that day. Also see 4.5c;</li> </ul> <p>b) Individuals aged 5 years and over and who live in the same household as someone with COVID-19, and are not legally required to self-isolate, should:</p> <ul style="list-style-type: none"> <li>• take an LFD test every day for 7 days, or until 10 days after the household member who has COVID-19 started their self-isolation period if this is earlier;</li> <li>• take this daily LFD test before they leave home for the first time that day;</li> <li>• <a href="#">report your LFD test results</a> after taking each test;</li> </ul> <p>c) In both cases as above, if the LFD test result is negative, to further reduce the chance of passing COVID-19 on to others, it is strongly advised that close contacts should:</p> <ul style="list-style-type: none"> <li>• limit close contact with people outside their household, especially in crowded, enclosed or poorly ventilated spaces;</li> <li>• work from home if they are able to;</li> <li>• wear a face covering in crowded, enclosed or poorly ventilated spaces and where they are in close contact with other people;</li> <li>• limit contact with anyone who is at higher risk of severe illness if infected with COVID- 19;</li> <li>• follow the guidance on <a href="#">how to stay safe and help prevent the spread</a>;</li> <li>• Follow this advice for the 10 days after their most recent contact with the person who has tested positive for COVID-19.</li> </ul> <p><b>4.6 Travel and Quarantine</b></p>		<p>for Covid 19 has Daily LFT tests to follow from this for 10 days.</p> <p>Guidance is communicated to staff and pupils</p>	
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			<p>a) All children and staff travelling to England must adhere to government travel advice in <a href="#">travel to England from another country during coronavirus (COVID-19)</a>.</p> <p><b>4.7 Close contact</b></p> <p>a) Where staff are concerned that they may be carrying out duties that may put them at increased risk, seek advice from the Occupational Health team.</p> <p><a href="#">Back to top</a></p>		<p>Risk assessments have carried out where necessary. Guidance sought from Schools HR</p>	
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<p><b>5) Transmission of virus due ineffective use of PPE</b></p> <p><b>The PPE that should be used when caring for someone with symptoms of coronavirus (COVID-19) is:</b></p> <ul style="list-style-type: none"> <li>• <b>IIR Face mask if a distance of 2 metres cannot be maintained;</b></li> <li>• <b>Disposable gloves, disposable plastic apron and IIR face mask if contact is necessary;</b></li> </ul>	✓	✓	<p>a) <b>All staff</b> should know how to safely put on and take off PPE (refresh regularly and document), please see PHE links to <a href="#">donning and doffing of PPE</a>.</p> <p>b) All staff should complete the <a href="#">Me Learning</a> course '<b>Infection Prevention Control for Frontline Workers</b>'. Refresh regularly and document;</p> <p>c) Face masks (type IIR) should:</p> <ul style="list-style-type: none"> <li>• cover both nose and mouth;</li> <li>• not be allowed to dangle around the neck;</li> <li>• not be touched once put on, except when carefully removed before disposal;</li> <li>• be changed when they become moist or damaged;</li> <li>• be worn once and then discarded - hands should be cleaned after disposal.</li> </ul> <p>d) Staff should wear PPE where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained as in <b>Section 4.1 f) above</b>;</p>		<p>Staff have watched video and there was a refresher on Inset day 1st Sept – Posters displayed Course refresher – 1st Sept - all new staff to complete full course. Video/ refresher to be sent out to staff to watch on 4<sup>th</sup> January 2022, prior their return to work.</p> <p>Staff that they wear face masks and PPE when dealing with an unwell child.</p>	

<ul style="list-style-type: none"> <li>• <b>Eye protection if a risk assessment determines that there is a risk of fluids entering the eye e.g. from coughing, spitting or vomiting.</b></li> </ul> <p><b>N.B. A cloth face covering is NOT regarded as PPE.</b></p>			<p>e) Staff should wear PPE where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used;</p> <p>f) Staff should wear PPE as per BwD guidance for First Aiders. Contact: <a href="mailto:health.safety@blackburn.gov.uk">health.safety@blackburn.gov.uk</a> ;</p> <p>g) For more specific guidance on the use of PPE in education, click <a href="#">here</a>;</p> <p>h) When working with children and young people who cough, spit or vomit but do not have coronavirus (COVID-19) symptoms, only any PPE that would be routinely worn, should be worn;</p> <p>i) Additional PPE is needed if <a href="#">aerosol generating procedures (AGPs)</a> are carried out in school.</p> <p style="text-align: center;"><a href="#">Back to top</a></p>		<p>Any staff member carrying intimate care/ first aid is required to wear a face mask and PPE.</p> <p>Many pupils are exempt from mask wearing.</p>	
<p><b>6) Risks to vulnerable groups within the school population</b></p>	✓	✓	<p><b>Blackburn with Darwen Borough Council in line with Government guidance are advising those who have received a letter from the NHS advising them they are <a href="#">clinically extremely vulnerable</a> to follow the advice set out in the letter.</b></p> <p><b>Employees and pupils who are clinically extremely vulnerable are required to share the letter they have received with the Head Teacher, so appropriate action can be taken.</b></p> <p>a) School should be aware of any pupil, staff or family member with a serious underlying health condition.</p> <p><b>6.1) Pupils who are <a href="#">clinically extremely vulnerable (CEV)</a></b></p> <p>a) Children and young people previously considered CEV should attend school and should follow the same <a href="#">COVID-19 guidance</a> as the rest of the population unless they are under paediatric or other NHS care and have been advised by their GP or clinician not to attend an education setting;</p> <p>b) Communicate Covid-19 control measures in place in school to provide reassurance to families where pupils relatives are CEV;</p> <p>c) Risk assess all CEV pupils able to access provision individually.</p>		<p>There is regular Communication with parents to establish any concerns and identify any CEV pupils/families.</p>	

			<p>d) Further information is available in the <a href="#">guidance on supporting pupils at school with medical conditions</a>.</p> <p><b>6.2) Staff who are clinically extremely vulnerable</b></p> <p>a) Staff who are Clinically Extremely Vulnerable (CEV) should follow current government advice available <a href="#">here</a>;</p> <p>b) A robust risk assessment must be carried out using the Covid 19 People Risk Assessment – Education (Appendix 1). Contact: <a href="mailto:health.safety@blackburn.gov.uk">health.safety@blackburn.gov.uk</a> for the latest version;</p> <p>c) The risk assessment will inform the Managers/Head Teachers if it is appropriate for the staff member to return to the workplace and if so what control measure are required.</p> <p>d) Following completion of a robust risk assessment, arrangements can be made to return to the workplace using a phased approach if appropriate to the individual. This may mean some days at home and some based in the setting where the job role allows;</p> <p>e) If after a robust risk assessment has been carried out and Covid secure measures and reasonable adjustments cannot be made to facilitate a safe return to the workplace, consideration needs to be taken to continue working from home and or an alternative roles/redeployment – the employee should continue to be paid as normal;</p> <p>f) People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace.</p> <p>g) Where staff have characteristics that put them more at risk (see <a href="#">Covid-19: review of disparities in risks and outcomes report</a>) and are concerned about returning to work, discuss concerns and risk assess individually;</p> <p>h) <b>Where there are concerns about the mental wellbeing of those staff who are being advised to stay at home and we would recommend that you</b></p>		<p>CEV staff have had a risk assessment. Staff encouraged to discuss concerns.</p> <p>Staff signposted to Employee Assistance programme which provides a counselling support service. Risk assessment will be carried out with any staff member falling into this category</p>	
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			<p>share the EAP support that is available to them through your school.</p> <p><b>6.3) Pregnant staff and pupils (classed as clinically vulnerable)</b></p> <p>a) All pregnant employees and must undertake a workplace risk assessment with their line manager/Head Teacher and occupational health team as per the Covid 19 People Risk Assessment –Education (Appendix 2). Contact: <a href="mailto:health.safety@blackburn.gov.uk">health.safety@blackburn.gov.uk</a> for the latest version;</p> <p>b) Risk assess all pregnant students in conjunction with their midwife.</p> <p style="text-align: center;"><a href="#">Back to top</a></p>		<p>Pregnant staff have a workplace risk assessment in place and appendix 2 completed. Guidance sought from GP/midwife</p>	
<b>7) Educational Visits</b>	✓	✓	<p>a) Follow all Covid secure measures established in school whilst on a visit plus any in operation at the venue. Ensure this is included in the visit RA;</p> <p>b) When considering booking a new visit, whether domestic or international, you are advised to ensure that there is adequate financial protection in place;</p> <p>c) Consider whether to go ahead with planned international educational visits at this time, recognising the risk of disruption to education resulting from the need to isolate and test on arrival back into the UK;</p> <p>d) Refer to the <a href="#">Foreign, Commonwealth and Development Office travel advice</a> and the guidance on international travel before booking and travelling;</p> <p>e) Be aware of the entry requirements of the destination if travelling abroad;</p> <p>f) Travel rules may change during a visit and schools must comply with international travel legislation. Contingency plans should be in place to account for these changes.</p> <p>g) Check travel insurance in the event of a cancellation – some policies may not provide cover if a visit is booked at a time when the <a href="#">FCO</a> advise against travel to the destination;</p>		<p>RA will include covid measures Prior to bookings, checks will be made to ensure that there are adequate financial protection in place.</p> <p>No international educational visits to take place. Covid RA to be carried out prior to each visit.</p> <p>Many students are exempt from wearing face coverings. Staff</p>	

			<p>h) Ensure staff and students aged 11 years and over wear face coverings in places defined in <a href="#">government guidance</a> when on a visit <a href="#">unless exempt</a>. <a href="#">Back to top</a></p>		to wear face coverings unless exempt	
<b>8) Wraparound provision and extra-curricular activity</b>	✓	✓	<p>a) Follow <a href="#">Covid 19: Actions for Out Of School Settings</a> and risk assess separately according to activities offered. <a href="#">Back to top</a></p>			
<b>9) Other considerations</b>	✓	✓	<p><b>9.1) Mandatory Certification</b></p> <p>a) Use the NHS COVID Pass only when holding a specific event (such as a reception, concert or party) that meets the attendance thresholds (see <a href="#">Winter Plan 2021 – Contingency Planning</a> section);</p> <p>b) Where applicable, schools should follow guidance on mandatory certification for events (see link above);</p> <p>c) Under 18s are exempt from showing their COVID Status but should be counted towards attendance thresholds.</p> <p><b>9.2) Welcoming children back to school</b></p> <p>a) Where a parent or carer insists on a pupil attending school, HTs can take the decision to refuse the pupil if, in their reasonable judgement, it is necessary to protect other pupils and staff from possible infection with COVID-19. This decision needs to be carefully considered in light of all the circumstances and current public health advice.</p> <p><b>9.3) Home working</b></p> <p>a) From 13 December office workers who can work from home should do so;</p> <p>b) Staff involved in the face-to-face provision of education, should continue to go to their place of work. <a href="#">Back to top</a></p>		<p>No plans for School to hold any events, Any future events will be planned taking into account the current guidance.</p> <p>Any Child that is displaying symptoms (this not just limited to the main three symptoms) will be sent home and required to get a PCR before returning to School. They will be asked to notify School of the result.</p>	
<b>10) Monitoring</b>	✓	✓	<p>a) The HT should have mechanisms in place to ensure regular monitoring of the implementation of control measures in this risk assessment;</p>		Monitoring is in place to log positive cases/ numbers of people isolating ( Daily DFE	

			<p>b) Where schools have purchased the Health and Safety SLA from the LA, please contact <a href="mailto:health.safety@blackburn.gov.uk">health.safety@blackburn.gov.uk</a> for any support required. If not, please contact your Health and Safety provider.</p>		return requires this info)	
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## Outbreak management step-up measures once a threshold has been reached

Please read in conjunction with the [Contingency Framework](#)

The decision to step-up will be made by the Blackburn with Darwen Director for Public Health (DPH) if there is an outbreak in a school, or central government if the case rate for the an area or the borough is high.

This is not a decision a school can make independently.

<p><b>1) Increased transmission risk due to high case rate or school outbreak</b></p>	✓	✓	<p><b>Discussions will be held with schools individually if a threshold has been reached. Schools may be asked to introduce one, some or all of the following control measures, and should plan to be able to introduce them immediately.</b></p> <p><b>1.1) In the first instance:</b></p> <ul style="list-style-type: none"> <li>a) Review and reinforce the testing, hygiene and ventilation measures already in place making any proportionate changes necessary;</li> <li>b) Consider whether any activities could take place outdoors, including exercise, assemblies, or classes;</li> <li>c) Consider ways to improve ventilation indoors, where this would not significantly impact thermal comfort;</li> <li>d) Consider one-off enhanced cleaning focussing on touch points and any shared equipment;</li> </ul> <p><b>1.2) Face coverings</b></p> <ul style="list-style-type: none"> <li>a) <b>Face visors or shields should not be worn as an alternative to face coverings except by people exempt from wearing face coverings.</b> Use after carrying out a risk assessment for the specific situation and clean appropriately according to manufacturer’s instructions;</li> </ul>		<p>Following a cluster of cases in the Autumn term- transport bubbles remain with pupils transported in their class groups.</p> <p>In the event of an outbreak guidance will be sought immediately from the HPT team.</p>	
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			<ul style="list-style-type: none"> <li>b) Staff and adult visitors in both primary and secondary schools should wear cloth face coverings (unless exempt) when moving around the premises, outside of classrooms, such as in corridors and communal areas. The same process for removal should be followed as in the link in 1.2d) below;</li> <li>c) Where pupils in year 7 (which would be children who were aged 11 on 31 August 2021) and above are educated, face coverings should be worn by adults and pupils when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained <a href="#">unless exempt</a>. Also see <a href="#">Schools Operational Guidance</a>;</li> <li>d) Where pupils in year 7 and above are educated, face coverings should be worn in classrooms. This does not apply in situations where wearing a face covering would impact on the ability to take part in exercise or strenuous activity, for example in PE lessons;</li> <li>e) Staff do not ordinarily need to wear a face covering in the classroom if they are at the front of the class, to support education delivery, although settings should be sensitive to the needs of individual teachers;</li> <li>f) Communicate expectations regarding the wearing, and the process for removing a face coverings clearly to all pupils, staff and visitors. Make adjustments for pupils with SEND. Follow the <a href="#">link</a> for instructions to staff, children and young people on how to put on, remove, store and dispose of face coverings;</li> <li>g) Consider having a stock of plastic bags available for any pupil who does not have a one with them for their face covering. National guidance for Face Coverings in Education <a href="#">is here</a>;</li> <li>h) Face coverings do not need to be worn when outdoors;</li> <li>i) Children in primary school and early year’s settings should not wear face coverings. Pupils arriving at these settings wearing a face covering must be instructed not to touch the front of their face covering during use or when</li> </ul>			
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			<p>removing it. They must wash their hands immediately on arrival (as is the case for all pupils), dispose of temporary face coverings in a covered bin (do not put in with recycling) or place reusable face coverings in a sealable plastic bag they can take home with them, and then wash their hands again before heading to their classroom. Guidance on <a href="#">safe working in education, childcare and children's social care</a> provides more advice.</p> <p>j) BwDBC acknowledges that some staff working in schools may wish to consider cloth face coverings as a wellbeing consideration as part of their risk assessment. Therefore, if teaching can take place with this individual measure in place and the colleague provides their own face coverings then this would seem reasonable. Colleagues would need to ensure they have completed training of donning and doffing of face coverings. Disposal of any cloth face coverings would also need to be done in the appropriate way. It would also be advised that we remind the individual that this would not replace the regularity required for hand hygiene measures and routines;</p> <p>k) In primary schools where schools or staff would prefer that face coverings are worn e.g. during 1:1 work, a face visor or shield may be worn in addition to a face covering but not instead of one. This is because face visors or shields do not adequately cover the nose and mouth.</p> <p>l) Transparent face coverings can be worn to assist communication with someone who relies on lip reading, clear sound or facial expression to communicate;</p> <p>m) Where a face covering becomes damp, it should be replaced carefully. Once removed, reusable face coverings should be stored in a sealable plastic bag. Single use face coverings should be disposed of in a residual waste bin. They must not be put in a recycling bin.</p> <p>n) Have a small contingency supply of face coverings in school for people who are unable to access them for any reason, have forgotten to bring one to school or where a face covering has become damp, soiled or unsafe;</p>			
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			<p>o) Ensure reasonable adjustments are made for disabled staff and pupils including the use and availability of transparent face coverings.</p> <p style="text-align: center;"><a href="#">Back to top</a></p> <p><b>1.3) Bubbles</b></p> <p>a) Implement ‘bubbles’ of an appropriate size to achieve the greatest reduction in contact and mixing, making sure this will not affect the quality and breadth of teaching or access for support and specialist staff and therapists;</p> <p>b) Keep bubbles apart from one another where possible;</p> <p>c) Limit interaction, sharing of rooms and social spaces between groups as much as possible;</p> <p>d) Allow mixing for specialist teaching, transport and wraparound care;</p> <p>e) All teachers and other staff can operate across different classes and year groups to facilitate the delivery of the timetable and specialist provision;</p> <p>f) Where staff move between groups, they should try and keep 2m distance from pupils and other staff as much as they can;</p> <p>g) Try to minimise the number of interactions or changes wherever possible;</p> <p>h) Children who are old enough, able to self-regulate their behaviours without distress and with less complex SEND needs should be supported to maintain distance and not touch staff where possible;</p> <p>i) Arrange classrooms with forward facing desks with pupils seated side by side and facing forwards, rather than face to face or side on. This might include moving unnecessary furniture out of classrooms to make more space;</p> <p>j) Depending on the age of the children, and their needs, staff should maintain 2 meters distance as much as possible;</p> <p>k) Staff maintain 2 metres distance from each other as much as possible;</p> <p>l) Limit interaction and the sharing of rooms and social spaces between groups as much as possible.</p>			
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			<p style="text-align: right;"><a href="#">Back to top</a></p> <p><b>1.4) Secondary schools</b></p> <ul style="list-style-type: none"> <li>a) Strengthen communications to encourage pupils / students to undertake twice weekly rapid asymptomatic home testing and reporting;</li> <li>b) Reinstate on-site rapid LFD testing;</li> <li>c) Increase frequency of testing;</li> <li>d) Staff can operate across classes to deliver the timetable, and stay at the front of the class maintaining a distance of 2m from pupils and colleagues. Face coverings should be worn where this is not possible (see 3f);</li> <li>e) Where volunteers are used to support the work of the school, mixing of them across groups should be kept to a minimum, and they should remain 2 metres from pupils and staff. They should wear face coverings where this is not possible;</li> <li>f) Consider year group bubbles to facilitate the full range of specialist teaching at KS4 and 5;</li> <li>g) If it is possible to be able to deliver the full range of curriculum subjects, consider smaller bubbles;</li> <li>h) Consider class bubbles at KS3 if the full range of curriculum subjects can be delivered. Where this is not possible, consider year group bubbles;</li> <li>i) Keep pupils in one bubble separate from pupils in another where possible;</li> <li>j) Ask pupils to keep their distance from each other where possible;</li> <li>k) Reduce the sharing of rooms and social spaces where possible;</li> <li>l) Clean subject specific rooms between bubbles;</li> <li>m) Ensure good ventilation at all times;</li> <li>n) Reinforce hand and respiratory hygiene at all times.</li> </ul> <p style="text-align: right;"><a href="#">Back to top</a></p> <p><b>1.5) Primary schools</b></p> <ul style="list-style-type: none"> <li>a) Increase use and frequency of LFD testing by staff;</li> </ul>		
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			<p>b) Have bubbles of an appropriate size to achieve the greatest reduction in contact and mixing, making sure this will not affect the quality and breadth of teaching or access for support and specialist staff and therapists;</p> <p>c) Staff can operate across classes, but this should be minimised as much as possible. Where staff do need to move between groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults;</p> <p>d) Where volunteers are used to support the work of the school, mixing of them across groups should be kept to a minimum, and they should remain 2 metres from pupils and staff where possible;</p> <p>e) With younger children, reinforce good hand and respiratory hygiene and maintain an enhanced cleaning schedule.</p> <p style="text-align: center;"><a href="#">Back to top</a></p> <p><b>1.6) Shielding</b></p> <p>a) Reintroduction of shielding will be a decision made by national government only. Be aware of staff and students on the Shielded Patient List (SPL) and plan for reintroduction if advised.</p> <p style="text-align: center;"><a href="#">Back to top</a></p> <p><b>1.7) Restricted Attendance</b></p> <p>a) This will be advised only as a last resort with priority given to vulnerable children and the children of critical workers;</p> <p>b) Have plans in place to move to restricted attendance at short notice;</p> <p>c) Ensure that high-quality remote education is provided to all pupils or students not attending.</p> <p style="text-align: center;"><a href="#">Back to top</a></p> <p><b>1.8) Other measures</b></p> <p>a) Limit residential educational visits. Contact: <a href="mailto:julie.hemingway@blackburn.gov.uk">julie.hemingway@blackburn.gov.uk</a> for support;</p> <p>b) Limit open days;</p> <p>c) Limit transition or taster days;</p> <p>d) Limit parental attendance in settings;</p>			
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			e) Limit live performances; f) Move from whole school/year group assemblies to online delivery in classrooms. <a href="#">Back to top</a> <b>1.9) Testing</b> a) Increase frequency of LFD testing. Contact <a href="mailto:edresponseteam@blackburn.gov.uk">edresponseteam@blackburn.gov.uk</a> for support.			

Head Teacher Signature:

Date:

Date of Review:

Chair of Governors/Trust CEO:

Date:

Date of Review:

Local Authority/Trust CEO:

Date:

Date of Review: