

**Risk assessment WNAT – Springwood High School
F625a**

Department: WNAT Section/Team: Operations Location: WNAT Activity/Area: Education Assessor Name: S Bowdery Manager Name: A Johnson	Assessment Number: 14 Assessment Date: 31/08/2021 Review Date: Prior to next Risk Committee meeting
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Overview	<p>As the country moves into Step 4 of the roadmap, the government will continue to manage the risk of serious illness from the spread of the virus. This marks a new phase in the government's response to the pandemic, moving away from stringent restrictions on everyone's day to day lives, towards advising people on how to protect themselves and others, alongside targeted interventions to reduce risk. As Covid-19 becomes a virus that we learn to live with, there is now an imperative to reduce the disruption to children and young people's education - particularly given the direct clinical risks to children are extremely low, and every adult has been offered a first vaccine and the opportunity for two doses by mid-September.</p> <p>The priority is to deliver face to face, high quality education to all pupils. The evidence is clear that being out of education causes significant harm to educational attainment, life chances, mental and physical health.</p> <p>Risk Assessment</p> <p>Schools must comply with health and safety law and put in place proportionate control measures. Control measures are to be actively monitored to confirm ongoing effectiveness and are working as planned. This document constitutes the WNAT Covid-19 Risk Assessment and provides guidance on the control measures required in line the the most recent update to the 'Schools COVID-19 Operational guidance'</p>
Control measures	<p>Everyone should:</p> <ol style="list-style-type: none"> 1. Ensure they maintain a high level of hygiene 2. Maintain appropriate cleaning measures 3. Keep occupied spaces well ventilated 4. Follow public health advice on testing, self-isolating and managing confirmed cases of Covid-19

What are the hazards?	Who might be harmed and how	Existing Risk controls	Assessment of Risk			Action by whom	Action by when	Remarks/Actions
			L	C	RR			
Lack of awareness of policies and procedures	Students, Employees, Visitors and Contractors	<ol style="list-style-type: none"> 1. All staff, pupils, parents, governors, visitors and volunteers are aware of all relevant policies and procedures including, but not limited to, the following: <ol style="list-style-type: none"> i. Health and Safety Policy ii. First Aid Policy 2. All staff have regard to all relevant guidance and legislation including, but not limited to, the following: <ol style="list-style-type: none"> i. The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 ii. The Health Protection (Notification) Regulations 2010 iii. Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities' iv. PHE 'The Spotty Book Notes on infectious diseases in Schools and Nurseries' v. PHE 'COVID-19: cleaning in non-healthcare settings outside the home' vi. DfE 'Schools coronavirus (COVID-19) operational guidance Updated 27 Aug 21' 3. The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training. 4. The school keeps up-to-date with advice issued by, but not limited to, the following: <ol style="list-style-type: none"> a. Department for Education (DfE) b. National Health Service (NHS) c. Department for Health and Social Care (DHSC) d. Public Health England (PHE) 	2	4	8	Headteacher Visit organiser	Sept 21	Policies published on website. Visitors made aware of any specific requirements prior to visit In place Daily gov bulletins acted upon when required

		<p>e. The school's local health protection team (HPT)</p> <p>5. Staff are made aware of the school's infection control procedures in relation to coronavirus via email, briefs</p> <p>6. Parents are made aware of the school's infection control procedures in relation to coronavirus via letter and social media.</p> <p>7. Pupils are made aware of the school's infection control procedures in relation to coronavirus via an assembly and are informed that they must tell a member of staff if they feel unwell.</p> <p>8. The Staff and Volunteer Confidentiality and Pupil Confidentiality are respected at all times.</p>						<p>Emails and start of term meeting</p> <p>Emails and letter</p> <p>Initial form tutor sessions and parental letter</p>
Transmission via contact with positive case	Students, Employees, Visitors and Contractors	<p>Students, staff and other adults should follow public health advice on when to isolate and what to do</p> <p>1. Students, staff and other adults should not attend site in the following cases;</p> <p>a. Have Covid-19 symptoms</p> <p>b. Have had a positive test result</p> <p>c. Are required to quarantine post arriving in England as per the Department for Transport (DfT) requirements</p> <p>In most cases, parents and carers will agree that a student with symptoms should not attend the school, given the potential risk to others. If a parent or carer insists on a student attending then the school can decide to refuse access.</p> <p>2. If someone develops symptoms whilst on site they should be sent home immediately with the following in mind,</p> <p>a. avoid the use of public transport</p> <p>b. If awaiting collection the individual should be left in a room on their own where possible and the room should be cleaned afterwards. Suitable PPE should be worn if close contact is required with the individual.</p>	2	4	8	Headteacher	Ongoing	<p>Any positive case must not attend school.</p> <p>Covid holding room in place.</p>
Transmission following removal of social distancing requirement	Students, Employees, Visitors and Contractors	<p>Step 4 no longer recommends social distancing requirements</p> <p>1. Whilst there is no longer a requirement for bubbles or one way systems within the school environment it is necessary to ensure that the outbreak management plan contains systems that can be introduced if required.</p> <p>The confirmation of several positive cases within a period of 14 days could constitute an outbreak</p> <p>1. An outbreak management plan outlines how the school would operate if there were an outbreak within the school or local area and includes</p> <p>a. The requirement to contact the local Health Protection Team (HPT)</p> <p>b. measures that may require reintroduction;</p> <ul style="list-style-type: none"> • The reintroduction of face coverings • The reintroduction of one way systems • The reintroduction of bubbles • The reintroduction of staggered lunch times & breaks • The partial closure of the school • The full closure of the school <p>Note: these measures should be considered as a last resort, be kept the minimum and last for the shortest amount of time to minimise the impact that restrictions may have on children's education. It may not be necessary to reintroduce all restrictions and an assessment of requirements would need to be undertaken in line with advice from the local HPT.</p>	2	4	8	Headteacher	Sep 21	<p>Some one way systems remain in place in school. Advice remains to wear facial coverings in busy areas.</p> <p>Norfolk outbreak management team are contacted with every case as soon as the school is informed.</p>
Change to close contacts and Isolation tracing requirements	Students, Staff	<p>Close contacts as of 18th July will be identified via NHS Test and Trace and educational settings are no longer responsible for contact tracing. Schools may be contacted to assist in some cases</p> <p>1. Individuals are NOT required to self isolate if they live in the same household as someone with CV-19, or have been identified as a close contact of someone with CV-19 if ANY of the following applies</p> <p>a. They are fully vaccinated</p> <p>b. They are below the age of 18 years and 6 months</p> <p>c. They have taken part in, or are currently part of an approved CV-19 vaccine trial</p>	2	4	8	Headteacher	Sep 21	<p>School will continue to liaise with parents on numbers of confirmed cases but will no longer be involved with tracking and tracing unless requested by NHS Track and Trace</p>

		<p>d. They are not able to get vaccinated for medical reasons (Note - Expectant mothers are not exempt from receiving the vaccination)</p> <p>2. Staff and children who have been identified as a close contact should continue to attend school as normal and should be encouraged to take a PCR test.</p> <p>3. Any individual receiving a positive PCR test is to isolate as per government guidance</p>						
Transmission of Covid-19 (face coverings)	Students, Employees, Visitors and Contractors	<p>There is no requirement for face coverings to be worn in classrooms, communal areas, dedicated school transport or public transport. However, personal choice should be encouraged</p> <p>Circumstances where face coverings are recommended</p> <ol style="list-style-type: none"> Instructed to do so following activation of the outbreak management plan <p>If required in line with the outbreak management plan the normal rules associated with face coverings will apply within the educational setting</p> <ol style="list-style-type: none"> Face masks should cover the nose and mouth Transparent face shields can be used No student should be denied education on the grounds of whether they are, or are not, wearing a face covering There is no requirement to provide medical proof of exemption 	2	4	8	Headteacher	Sep 21	We advise staff and students to continue to wear facial coverings in busy places (eg communal corridors). Spare facemasks will be available in classrooms
Transmission through poor hygiene practice	Students, Employees, Visitors and Contractors	<p>Maintaining a high level of hygiene is one of the main control measures identified and should become common practice within educational settings irrespective of Covid-19 requirements</p> <ol style="list-style-type: none"> Posters are displayed throughout the school reminding students, staff and visitors to wash their hands, e.g. before entering and leaving the school or around toilets. Posters are displayed throughout the school to emphasize the need to catch it, bin it, kill it. Students, staff and visitors are to be encouraged to maintain the practice of washing their hands with soap or alcohol-based sanitiser (that contains no less than 60 percent alcohol) Sufficient amounts of soap (or hand sanitiser where applicable), clean water and paper towels are supplied throughout the school Where necessary, pupils are supervised by staff when washing their hands to ensure it is done correctly. Hand washing and sanitising should be emphasised during periods where it is necessary to share equipment such as utensils and apparatus etc. 	3	4	16	Headteacher	Sep 21	The school will continue to equip all classrooms with hand sanitizer and desk cleaning products
Transmission through poor cleaning regimes	Students, Employees, Visitors and Contractors	<p>An appropriate cleaning schedule should be maintained</p> <p>A review of the current cleaning arrangements has been carried out in order to identify the existing cleaning and disinfection arrangements to inform the additional cleaning required as outlined in Gov guidance ‘COVID-19: cleaning of non-healthcare settings’</p> <ol style="list-style-type: none"> If a surface is visibly dirty it is always cleaned prior to disinfection. Even where you use a dual product as described in the compliance code. Different cleaning equipment is provided for kitchens, toilets, classrooms and office areas. The School will need to identify the specific cleaning methods for the items that require cleaning where needed. The School will continue with their enhanced cleaning and disinfection arrangements that have already been put in place. Early Years Schools have increased the frequency of general cleaning and disinfection paying particular attention to hand contact surfaces to counteract the reduced ability to follow other infection control measures 	2	4	8	Headteacher	Sep 21	In place

		<p>f. Cleaning and disinfection arrangements take place several times a day in settings provided for babies and young children, paying particular attention to hand contact surfaces</p> <p>g. In secondary Schools, where the ability to maintain small groups is more difficult, and children are likely to move around the setting much more than in primary schools, hand contact surfaces must be cleaned regularly throughout the day</p> <p>h. Teaching staff are provided with cleaning materials to enable them to clean contact points in their classrooms between groups/classes.</p> <p>i. Staff who undertake cleaning follow the instructions for cleaning products and disinfectants to ensure it is effective to ensure that all of the surface has disinfectant applied and not to wipe items dry before the required contact time has been achieved.</p> <p>j. Where the same space or equipment is used by different groups or cohorts of children cleaning takes place between each group's occupation or use</p> <p>k. Disinfectant wipes are more generally available for staff to use where they wish to.</p> <p>l. All touch points that are fixed to the premises (inside and out) have been identified and are disinfected on a twice daily basis (more frequently for Early Years settings) (for example: door handles, handrails, gate latches),</p> <p>m. More frequent cleaning requirements have been identified and implemented where appropriate, for example, where pupils may find it difficult to maintain personal hygiene, toilet facilities and frequently touch shared items on the premises</p> <p>n. A system has been put in place to store used equipment prior to cleaning in order to avoid inadvertent use between groups.</p> <p>o. Learning equipment such as computers and tablets are cleaned with a disinfectant wipe prior to use.</p> <p>p. Where staff handle pupils' books they disinfect the surfaces that they are using before and after as well as undertaking hand hygiene.</p> <p>q. Handheld and frequently touched sports/PE equipment is disinfected prior to use</p> <p>r. Staff and pupil shared workstations are cleaned with a disinfectant wipe prior to use</p> <p>s. Touch point cleaning will be carried out between each group for activities using equipment such as outdoor play and PE.</p> <p>Water coolers and drinking water - Where water coolers and drinking water is provided from a shared source, hand sanitizer should be provided nearby and users should be encouraged to sanitise before and after use. The handle or button used to operate the device should be included as part of the cleaning and disinfection regime several times a day</p> <p>Storage - Hand sanitiser that is not in use will be stored with other flammable cleaning equipment (please note: some types have an increased risk). This is particularly important where larger quantities are in storage</p> <p>Cleaning play equipment and toys –</p> <p>a. Toys that are put into children's mouths are cleaned between use</p> <p>b. Soft toys and dressing up items are washed after use in a washing machine at 60°C wash cycle for 10 minutes through a wash cycle or taken out of use where this is not possible.</p> <p>c. Items which need specialist washing or machine washing such as rugs, cushions and mats are not used, unless they are assigned for individual use e.g. young children could be assigned their own carpet tile</p> <p>Resources –</p> <p>a. Children are allocated their own resources e.g. pencils where possible.</p> <p>b. Where resources are taken home hand hygiene, quarantining and cleaning measures are in place</p> <p>Laundry - Early Years setting items such as cot sheets, flannels etc should be treated as single use items and washed according to manufacturer's instructions between uses</p> <p>Books (books are items that are difficult to clean) –</p> <p>a. Books are issued to pupils on a rotational basis</p> <p>b. Where teachers handle pupils' books they disinfect the surfaces that they are using both before and afterwards as well as undertaking hand hygiene.</p> <p>c. Used books are set aside for 72 hours after use to reduce microbial load, plastic covers are disinfected after that time.</p> <p>d. Books and posters checked for visible soiling and disposed of where necessary</p>												
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Transmission through poor ventilation	Students, Employees, Visitors and Contractors	<p><i>It is important to maintain a well ventilated and comfortable teaching environment with consideration to safeguarding and site security</i></p> <p>This can be achieved by a variety of measures including:</p> <p>Mechanical ventilation systems – these should be adjusted to increase the ventilation rate wherever possible, and checked to confirm that normal operation meets current guidance (if possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply). Where mechanical ventilation systems exist, you should ensure they are maintained in accordance with the manufacturer's recommendations. Good ventilation with fresh air is essential at all times in classrooms and particularly during this period. Where fans are utilised, windows and doors should remain open for sufficient fresh air circulation.</p> <p>Further advice on this mechanical ventilation can be found in Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak and CIBSE coronavirus (COVID-19) advice.</p> <p>Natural ventilation – 1. 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). 2. To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures should also be used as appropriate: a. opening high level windows in preference to low level to reduce draughts (Consider working @ height requirements as some windows may not be easy to reach) b. increasing the ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused) c. rearranging furniture where possible to avoid direct drafts</p> <p>3. Opening doors - Opening doors can improve the through flow of fresh air. However, the following should be considered a. Internal fire doors should not be propped open unless fitted with the correct device such as magnetic holders connected to the fire alarm system. b. External fire exits should remain closed where possible</p> <p>Whilst there is a need to ensure adequate ventilation this should not be at the detriment to fire safety and building security.</p> <p>All doors and windows should be closed in the event of an evacuation to enable compartmentalisation of the building and to reduce oxygen flow to potential fires where possible.</p> <p>Doors opening into uncontrolled areas or main entrance points should remain closed to prevent unauthorised access</p>	2	4	8	Headteacher	Sep 21	Classrooms will continue to have doors and windows open, as per recommendation. Air conditioning units are not shared and are regularly maintained

		Doors located at the main entrance should be closed to ensure direct access to the school building is not possible.						
Transmission via contact with an asymptomatic case	Students, Employees, Visitors and Contractors	<p>Testing remains important in reducing the risk of transmission and the impact on education</p> <p>Access during the summer holiday If students or staff require access to the school site during the school holidays they must continue to carry out asymptomatic testing twice a week. If a positive result is received the individual must do the following</p> <ol style="list-style-type: none"> 1. Self Isolate 2. Inform the school point of contact of the positive result 3. Arrange for a PCR test. 4. If the test result is negative the individual can return to the school setting. <p>Testing following return to school in September As students are likely to mix with others during the holiday all secondary students will receive 2 on-site LTF tests, approximately 3 to 5 days apart, upon their return. If a positive result is received the individual should</p> <ol style="list-style-type: none"> 1. Be sent home immediately avoiding the use of public transport 2. Wait in a separate room for collection from site (The room should be cleaned post use) <p>Following the initial return, students should continue to be carried out twice weekly asymptomatic testing through the use of LFT tests at home until the end of September.</p> <p>Staff should continue to conduct twice weekly LFT tests at home until the end of September.</p> <p>A decision on whether or not there is a requirement to continue testing with be made at the end of September 21</p> <p>Schools will retain a small on-site Asymptomatic Testing Site (ATS) to assist students who are unable to test at home until a decision on LFT testing requirements is concluded.</p> <p>LFT result actions</p> <ul style="list-style-type: none"> • Staff and pupils who produce a positive LFT result should self-isolate as per government guidelines and should carry out a PCR test. • Whilst awaiting PCR test results the individual should continue to isolate. • If the PCR is taken within 2 days of the positive LFT result and is negative the individual can return to school. 	2	4	8	Headteacher	Sep 21	<p>All students have been offered 2 LFD tests in school prior to the start of term. Anyone testing positive will be notified immediately.</p> <p>Once school has started all students and staff will again be issued with home test kits.</p>
Risk to education from poor attendance - Students	Students	<p>School attendance is mandatory and it is a priority to ensure that as many children as possible regularly attend school.</p> <p>Students abroad who are unable to return</p> <ol style="list-style-type: none"> 1. Schools should continue to engage with families who are intending to travel abroad to understand the child's circumstances and their plans to return. 2. Where able to do so, schools should provide remote education for pupils who are abroad, and facing challenges to return due to COVID-19 travel restrictions, for the period they are abroad. <p>Travel and Quarantine</p> <ol style="list-style-type: none"> 1. Families returning to England must adhere to government travel advice and parents should bear in mind the possible impact on their child's education which may result from any requirement to quarantine or isolate upon return. 2. Families returning from countries identified as 'Red' or 'Amber' should ensure they follow the guidance provided by the Department for Transportation (DfT) <p>Clinically Extremely Vulnerable (CEV) students</p>	2	4	8	Headteacher	Sep 21	<p>In place</p> <p>Parents should communicate with the school if the child is unable to attend. School will also contact home (using any available contacts we have) if a student is not present in school.</p>

		<p>1. All CEV students should attend school unless they are one of a very small number advised not to do so by their GP or clinician</p> <p>Welfare</p> <p>Some students may have been adversely affected by the Covid-19 pandemic. Welfare resources should be used and implemented to assist where possible</p>						
Risk to education and school performance through poor attendance - Staff	Students, Employees, Visitors and Contractors	<p><i>School leaders are best placed to determine the workforce that is required in school</i></p> <p>Clinically Extremely Vulnerable (CEV) adults</p> <p>1. CEV adults are no longer advised to shield but may wish to take extra precautions to protect themselves by following the practical steps set out in the CEV guidance to minimise their risk of exposure.</p> <p>2. School leaders should identify CEV adults and advise them to follow the CEV guidance</p> <p>Pregnant employees</p> <p>NHS guidance states the following regarding vaccination whilst pregnant. You can get vaccinated if you're aged 18 or over and;</p> <ul style="list-style-type: none"> You're pregnant or think you might be You're breastfeeding You're trying for a baby or might become pregnant in the future <p>All adults should be encouraged to receive the vaccination. However, it is appreciated that with little known evidence there may be some apprehension in getting vaccinated whilst pregnant. Therefore, as per the standard HSE requirements relating to pregnant employees, all line managers should conduct an interview with their employees once informed of a pregnancy. This is to enable the creation of a risk assessment that will identify risk and enable mitigating factors to be put in place.</p> <p>CV-19 requirements must be included when creating the RA</p> <p>Some pregnant employees may be more at risk from the effects of CV-19 and as such would likely have been identified as CEV. This should be taken into account when producing the RA and the CEV guidance should be followed</p> <p>If the individual is not identified as CEV they can be treated as per any other employee and should be encouraged to become vaccinated. However, as previously mentioned the individual may choose not to receive the vaccine whilst pregnant and this would need to be discussed with the line manager to achieve a suitable resolution.</p> <p>If you cannot put the necessary control measures in place, such as adjustments to the job or working from home, you should suspend the pregnant worker on paid leave. This is in line with normal requirements under regulation 16(3) of the Management of Health and Safety at Work Regulations 1999.</p> <p>Staff in school</p> <p>1. All staff attending the school setting should follow the measures set out in the control measures section of this Risk Assessment to minimise the risks of transmission.</p> <p>2. School leaders should explain to staff the measures the school has put in place to reduce risks.</p> <p>3. If staff are concerned, including those who may be clinically vulnerable or who believe they may be at possible increased risk from coronavirus, we recommend school leaders discuss any concerns individuals may have around their particular circumstances and reassure staff about the protective measures in place</p> <p>4. School leaders are to encourage and support the vaccine program and are to enable staff to attend a vaccine appointment even during term time.</p> <p>Welfare</p>	2	4	8	Headteacher	Sep 21	<p>All CEV staff should have an updated personal risk assessment completed early September.</p> <p>All pregnant staff should have a regularly updated risk assessment in place. CV-19 requirements will be included.</p> <p>Screens continue to be used in classrooms and office spaces where needed. Facemasks should be worn in busy environments. Good hygiene should be adhered to.</p>

		<p>Some staff may have been adversely affected by the Covid-19 pandemic. Welfare resources should be used and implemented to assist where possible</p> <p>Staffing levels –</p> <p>Temporary staff, external specialist support staff and specialist coaches are permitted. Longer assignments with supply teachers should be agreed where possible in order to limit the number of temporary staff entering the school premises</p> <p>ITT trainees can continue to go into their host school.</p> <p>Business support and premises management staff - Are no longer required to work from home and should attend site as per normal operation. Staff should follow all self testing requirements</p> <p>Premises and cleaning staff -</p> <p>a. Staff who carry out cleaning are familiar with the cleaning and disinfecting processes.</p> <p>b. Activities are scheduled to avoid times where pupils and staff are using the same area</p> <p>c. Staff who carry out cleaning and disinfection have the appropriate equipment required if cleaning is needed after a symptomatic person has left the building.</p> <p>Volunteers - will work in the school only where essential and will be provided with the same information, instruction and support as staff members.</p> <p>Peripatetic teachers - Schools can continue to engage peripatetic teachers</p>						<p>In the first instance contact Wi</p> <p>As required</p> <p>All staff on site</p> <p>In place</p> <p>In place</p> <p>In place</p>
Reduction in education through remote learning	Students, Employees	<p>Student requirements</p> <p>The school will maintain the capacity to provide high quality education for the next academic year including those</p> <ol style="list-style-type: none"> Who have tested positive and are required to self isolate Who are awaiting a PCR test/ results following a positive LFT test Who are awaiting a PCR test/ results following instruction from NHE test and trace Who are in quarantine following return to England Who are facing challenges in returning to England from abroad. <p>Adjustments should be made for students with SEND</p> <p>Staff</p> <p>Employees should be provided with suitable means to enable them to meet the requirements associated with their role where possible. Staff should be encouraged to attend work and not work from home.</p>	2	4	8	Headteacher	Sep 21	<p>Access to technology will remain to allow students to join any online lessons if they are unable to attend due to any of the reasons stated.</p> <p>In place</p>
Educational visits	Students, Employees	<p>Insurance</p> <p>For new bookings, whilst there are still gaps in the traditional insurance market regarding COVID-19 cancellation cover, schools should be able to secure appropriate travel insurance for other aspects of their visit.</p> <p>Given the likely gap in COVID-19 cancellation related insurance, schools considering booking a new visit are advised to ensure that any new bookings have adequate financial protection in place.</p> <p>Many providers are now offering no cost deferral to a later date or a full cash refund of all monies paid against a new booking should a deferral not be acceptable. Other measures that may be available include:</p> <ul style="list-style-type: none"> insurance backing of 'COVID-19 guarantee' extended payment terms financial protection in case of insolvency membership of industry organisations 	2	4	8	Headteacher		<p>Prior to any bookings taking place the trip leader must ensure that adequate insurance can be provided.</p>

		<p>You should speak to either your commercial insurance provider, the Risk Protection Arrangement (RPA) or an outdoor education adviser to assess the protection available and make sure it provides suitable protection in the event of a COVID-19 related cancellation</p> <p>International visits</p> <p>The government continues to publish red, amber and green list rules for entering England.</p> <p>Given the complexities attached to international travel at this stage of the pandemic, it is recommended schools not go on any international visits this academic year. From the start of the new academic year it is acceptable to conduct international trips previously deferred or postponed. It is also acceptable to arrange new international trips for the future</p> <p>It should be noted that the travel list continually changes and contingency planning will be required</p>						
Transmission via emergency procedures	Students, Employees, Visitors and Contractors	<p><i>Through the use of LFT testing it is unlikely that asymptomatic cases go unnoticed. Therefore the risk of covid-19 positive individuals being on site is reduced. However, consideration to the following should be made;</i></p> <p>Fire evacuation -</p> <ol style="list-style-type: none"> Carry out emergency drills as normal. Adjustments should be made for those wishing to social distance as a personal preference. <p>First aid –</p> <ol style="list-style-type: none"> First aid needs assessment - You should discuss the risk assessment with your first aiders so they are confident about providing the right assistance. This includes knowing what equipment they can use to minimise risk of infection transmission, as explained below <p>a. Guidance for first aiders</p> <p>Try to assist at a safe distance from the casualty as much as you can and minimise the time you share a breathing zone.</p> <p>If they (casualty) are capable, tell them to do things for you, but treating the casualty properly should be your first concern. Remember the 3P model – preserve life, prevent worsening, promote recovery.</p> <p>Preserve life: CPR</p> <ol style="list-style-type: none"> Call 999 immediately – tell the call handler if the patient has any COVID-19 symptoms Ask for help. If a portable defibrillator is available, ask for it Before starting CPR, to minimise transmission risk, use a cloth or towel to cover the patient's mouth and nose, while still permitting breathing to restart following successful resuscitation <p>If available, use:</p> <ol style="list-style-type: none"> a fluid-repellent surgical mask disposable gloves eye protection apron or other suitable covering Only deliver CPR by chest compressions and use a defibrillator (if available) – don't do rescue breaths (for CPR in paediatric settings see specific guidance from the Resuscitation Council UK) <p>Prevent worsening, promote recovery: all other injuries or illnesses</p> <ol style="list-style-type: none"> If you suspect a serious illness or injury, call 999 immediately – tell the call handler if the patient has any COVID-19 symptoms If giving first aid to someone, you should use the recommended equipment listed above if it is available You should minimise the time you share a breathing zone with the casualty and direct them to do things for you where possible 	2	4	8	Headteacher	Sep 21	<p>Emergency drills at least once per term</p> <p>In place via training</p>

		<p>After delivering any first aid</p> <ol style="list-style-type: none"> Ensure you safely discard disposable items and clean reusable ones thoroughly Wash your hands thoroughly with soap and water or an alcohol-based hand sanitiser as soon as possible <p>First aid cover and qualifications during the pandemic</p> <ol style="list-style-type: none"> First Aid at Work (FAW) and Emergency First aid at Work (EFAW) certificates requalification First aid providers have resumed first aid training and assessment. In some cases, there remains a back log or limited availability. 						
Transmission from visitors not familiar with school requirements	Students, Employees, Visitors and Contractors	<p>To assist in minimising the potential of introducing the virus into the school environment all visitors who may not be aware of the requirements are to be controlled as far as reasonably practicable</p> <ol style="list-style-type: none"> Parents must be advised that they should only come into the school for essential reasons e.g. illness, testing or safeguarding factors and information about contacting by phone instead of having face to face meetings. The number of visitors has been minimised as much as possible Visits are by appointment only Visitors are advised of the following in advance: <ol style="list-style-type: none"> Expectations while they are on the site and how you will ensure their safety Any specific arrangements To leave the setting immediately if they develop symptoms, no matter how mild. Visitors are provided with further information on arrival and asked to perform hand hygiene Visitors confirm that they do not have symptoms no matter how mild <p>Meetings - Where possible meetings should be conducted remotely in order to reduce the risk associated with increasing contact or increasing numbers on site</p> <p>Meetings only take place in person where:</p> <ol style="list-style-type: none"> There is a need to be in person for safeguarding, well-being or statutory reasons or Limitations of technology, poor or unstable signals prevent online resource use. <p>The following measures have been implemented for in person meetings:</p> <ol style="list-style-type: none"> Participants who can should connect to the meeting remotely. The meeting will take place outdoors unless for reasons of confidentiality, need to use technology or equipment in a building or weather restricts this option. Use separate spaces or rooms where possible to limit the number of people in the same space <p>Events</p> <p>Parents evenings</p> <ol style="list-style-type: none"> All meetings are carried out remotely where possible. Parents and carers should only attend the school where they have a pre-arranged appointment Where possible, only one parent/carer should attend. Visits are planned and organised to ensure hygiene measures can be maintained Information is provided in advance to ensure arrangements are communicated <p>Transitional, taster and open days</p> <p>Schools should complete thorough risk assessments before running transitional, taster and open days to ensure that they are run in line with your system of controls and align with the advice contained within this guidance and the roadmap out of lockdown.</p> <p>Urgent meetings Unplanned meetings should be avoided in the School unless they are essential e.g. safeguarding, health related.</p> <p>Inspections</p>	1	4	4	Headteacher	Sep 21	<p>All visits should be by appointment only</p> <p>Remote meetings will continue to be used where possible</p> <p>Majority of evenings will be online. Initial yr 7 evening will be in person, along with other events where it is safe and appropriate</p> <p>All transition and open days to take place in line with current guidance</p> <p>In place</p>

		It is intended that Ofsted will resume its full programme of routine, graded school inspections in September 2021. During the summer term, Ofsted is restarting some onsite inspections under its Education Inspection Framework. Ofsted has published an updated school inspection handbook and section 8 inspection handbook which take account of the challenges raised by COVID-19.						As required
Transmission from conducting educational activities	Students, Employees	<p>Whilst social distancing and face mask requirements have been lifted it is good practice to maintain some levels of basic control during the normal school day. Therefore the following are recommended</p> <p>Classrooms and other learning environments -</p> <ul style="list-style-type: none"> a. Distancing achieved by reconfiguring furniture and chairs facing forward should be maintained b. Unnecessary furniture and objects should remain out of the learning/ working environment c. Where bags are not allowed to be kept at desks/workspaces e.g. science lessons or DT lessons they are safely stored in a way that does not encourage congregating and touching each other's belongings e.g. use of lockers, bag hooks d. The teaching approach is modified to keep a distance from children in the class as much as possible, particularly close face to face support e. Where close contact is needed this is conducted side by side rather than face to face f. Shared resources are avoided as much as possible, particularly those used frequently such as pens and pencils g. Pupils do not share or swap resources and materials including ceasing the marking of each other's books. h. Classroom based resources, such as books and games, that are used and shared are cleaned regularly i. The resources brought in from home by children are kept to a minimum j. There are picking-up and dropping-off collection points for resources rather than passing them hand-to-hand 	2	4	8	Headteacher	Sep 21	<p>Facemasks will continue to be advised in busy areas (eg corridors)</p> <p>Student desks face forward where possible</p> <p>Staff working closely with children should continue to wear facial coverings</p> <p>Students should provide their own stationery</p>
Transmission within office spaces		<p>Whilst social distancing and face mask requirements have been lifted it is good practice to maintain some levels of basic control during the normal school day. Therefore the following are recommended</p> <ul style="list-style-type: none"> a. Where possible furniture has been rearranged/marked as not to be used to prevent face to face working b. Rooms are well ventilated (see section on ventilation) c. Unnecessary items have been removed to support effective cleaning of the area d. Hot desking is avoided e. Desks near busy circulation spaces are not used <p>The following measures are implemented where the above measures cannot be followed:</p> <ul style="list-style-type: none"> a. Additional work spaces are be allocated where possible b. Sharing of workspace is minimised and workspaces are thoroughly cleaned between users. c. Consideration is given to individual risk assessments when considering who occupies different workspaces and shared facilities d. Screens are installed. 	2	4	8	Headteacher	Sep 21	Reduced seating remains in shared office space to allow for increased space
Outbreak Management plan								
		<p>The information below has been produced using the following document</p> <p>Contingency Framework: Education and childcare settings Aug 21</p> <p>The overarching objective is to maximise the number of children and young people in face to face education or childcare and minimise any disruption, in a way that best manages the Covid-19 risk.</p> <p>Whilst school settings have implemented control measures in line with their risk assessments it makes sense to consider the extra action that may be required in the event of an increase in positive cases (outbreak) within the setting. The thresholds detailed below can be used as a guide as an indication of when to seek public health advice.</p> <p>For most educational settings, whichever of these thresholds is reached first:</p>					Sep 21	The school will continue to liaise with the Norfolk Outbreak team on any cases to allow informed decisions to be made by the authorities.

	<ul style="list-style-type: none"> • 5 students or staff, who are likely to have mixed closely, test positive for CCV-19 within a 10 day period; or • 10% of students or staff, who are likely to have mixed closely, test positive for CV-19 within a 10 day period. <p>Example of groups that can be classed as having mixed closely are, but not limited to, the following</p> <ol style="list-style-type: none"> 1. A form group or subject class 2. A friendship group mixing at break times 3. A sports team 4. An after school group 5. Students and teachers carrying a practical course that requires hands-on teaching (Hairdressing) etc. <p>Should the thresholds stated be reached a review of the testing, hygiene and ventilation control measures already in place should occur in the first instance</p> <p>Public health advice should be sought if concern remains over increased transmission levels. If Public Health judge that additional action be taken they may advice the school to implement some or all of the control measures described below</p> <p>However, irrespective of the guidance offered by Public health communication must remain a priority.</p>						
Communication	<p>Following a local outbreak it may be necessary to reintroduce certain measures within the school site to address the possible cause pathway.</p> <p>Communicating these requirements will be a priority task and should follow the hierarchy of dissemination as follows</p> <ul style="list-style-type: none"> • Senior leaders • All Staff • Parents & Carers • Students <p>General Arrangements -</p> <ol style="list-style-type: none"> a. Arrangements have been put in place to ensure communication and collaboration between pupils, staff, staff representatives (e.g. unions) and parents. Communication routes are publicised and have been formally planned. b. Parents and carers have been communicated with about symptoms and household isolation requirements c. Staff report immediately to the headteacher about any cases of suspected coronavirus, even if they are unsure d. The headteacher contacts the local HPT immediately about any suspected cases of coronavirus, even if they are unsure, and discusses if any further action needs to be taken. e. Schools put into place any actions or precautions advised by their local HPT in line with this management plan f. Schools keep staff, pupils and parents adequately updated about any changes to infection control procedures as necessary. g. A letter (Communicating arrangements with parents and parent engagement (primary and Early Years or Secondary) has been completed and sent to all parents/Carers, where required the School has added additional information that has been identified in this risk assessment. <p>Visitors & Contractor awareness - Information to inform visitors of any reintroduced control measures will be displayed in a suitable place where necessary, including information about social distancing, hygiene and not attending if the person has symptoms. Where possible this information is also shared on the school website or directly with visitors in advance. A record of all visitors should be kept as per normal daily procedure.</p> <p>Communicating safety arrangements -</p> <ol style="list-style-type: none"> a. Site signage has been reviewed 					Sep 21	<p>In place</p> <p>Emails, text messages, online meetings, phone calls and letters may be used to ensure all relevant bodies are informed when required.</p>

	<p>b. Site changes such as entrances and exits will be identified where required</p> <p>c. Communication will include the use of recommended information on notice boards and throughout the school, for example, handwashing, key staff notices</p> <p>d. The arrangements that have been put in place have considered additional and inclusive support measures where needed, for example, routes have been marked in braille or with other meaningful symbols.</p> <p>e. The COVID-19 Secure notice is displayed to confirm that all required measures have been implemented.</p>						
Increased testing requirements	<p>An outbreak above the threshold levels may require more frequent, or the reintroduction of asymptomatic testing sites in schools where they have been stood down.</p> <p>Schools should consider how best to implement ATS so as to not negatively impact education</p>					Sep 21	As required. Space is limited for ATSS if it is required for the whole school at once
Reintroduction of face coverings	<p>Schools may wish to implement face covering usage within their sites. This may include use in communal areas and / or classroom settings</p> <p>The reintroduction of face covering should be balanced between the ability to provide education and the benefits of managing transmission.</p>					Sep 21	As required
Reintroduction of shielding	<p>Shielding would only be considered in addition to other measures to address the residual risk to people on the Shielding Patient List (SPL) once wider implications are taken into account</p> <p>Note: Shielding can only be reintroduced by national government</p>					Sep 21	As required
Introduction of limitations	<p>Schools may be advised to limit the following and should assess how this may impact the educational provision</p> <ul style="list-style-type: none"> • Cancellation of residential visits • Cancellation of open days • Cancellation of transition or tester days • Limiting parental attendance at the school (Parent evenings) • Cancellation of live performances 					Sep 21	As required
Attendance restrictions - School Closure	<p><i>Any reintroduction of control measures will not be taken likely due to the impact to education. Therefore it is unlikely that the school will face closure requirements. However, the following should be considered if instructed to close</i></p> <ol style="list-style-type: none"> 1. The school communicates with parents via letter, text or email as soon as possible about a school closure and the cancellation of any school trips or extra-curricular activities. 2. Pupils are informed via small group/virtual assembly about the school closure and what is expected of them should they need to work from home. 3. The headteacher puts a plan in place to manage staff workload in preparation for a school closure. 4. The headteacher puts a plan in place for pupils' continued education during a school closure to ensure there is minimal disruption to pupils' learning – this includes a plan to monitor pupils' learning while not in school. 5. The Behavioural Policy and Staff Code of Conduct are adhered to at all times, even while working remotely. 6. Communication lines are kept open between staff during a school closure – staff know to report to their line manager if there is an issue. 7. The headteacher ensures all pupils have access to school work and the necessary reading materials at home, prior to a school closure. 8. The headteacher works with the WNAT ICT team to ensure that all technology used is accessible to all pupils – alternative arrangements are put in place where required. 9. The headteacher liaises with the relevant organisations to ensure adequate provision is in place for all pupils to be able to work from home, e.g. learning support. 10. The school manages the use of parents' and pupils' contact details in line with the Data Protection Policy and Records Management Policy, e.g. collecting emails to send school work to the pupil. <p>Cleaning</p>					Sep 21	As required

	<p>The site manager/ Cleaning manager is to arrange for a deep clean of the school site to be conducted whilst closed taking into account the risk posed to cleaning staff</p> <p>Statutory inspections, testing and servicing</p> <p>The site manager is to continue to arrange compliance requirements but should inform all contractors of the additional requirements that may be in place at the school</p> <p>Access</p> <ol style="list-style-type: none"> 1. The Headteacher or Site manager remain on call to provide access to site of required 2. Signage is displayed that the school site remains closed and provides suitable contact numbers 						
Attendance restrictions - Partially open premises	<p><i>As part of outbreak control it may only be necessary to close part of the school site. This is more likely in larger sites and again due to the impact is unlikely to occur. However, the following should be considered</i></p> <ol style="list-style-type: none"> 1. An assessment as to whether a full educational provision can be maintained using a partial site should be considered. Where this is not possible education provision should be accessed to ensure practical curriculum requirements can be maintained. 2. An assessment of the additional requirements relating to travel and the impacts of home learning should be considered. 3. Remote learning provision requirements should be considered for students unable to access the school premises <p>Cleaning and statutory requirements</p> <p>The closed area should undergo a deep clean and all statutory requirements should be carried out. Consideration should be given to the welfare of the cleaners and information should be passed to all contractors.</p> <p>Access</p> <p>Access to the restricted/ closed areas should be controlled</p>					Sep 21	As required
Contractor working / visits	<p>As part of the outbreak control it may be necessary to reduce the number of visitors attending the site. Therefore</p> <ol style="list-style-type: none"> 1. Contractors involved in projects should be informed of the restrictions and ensure they minimise their travel and interaction around the site 2. Where possible visits that are not essential to education and safeguarding should occur out of hours. 3. Where visits cannot take place outside of school hours, e.g. because they cannot be rescheduled or are needed during the day, an assessment of how possible social distancing can be maintained must be carried out and agreed in advance. 4. Contractors who provide services on school premises have confirmed they are COVID-19 secure 					Sep 21	As required

(L - Likelihood C – Consequence RR – Risk Rating NRR – New Risk Rating)