

COVID19: Risk Assessment and Action Plan from January 2022

SCHOOL NAME: HOLY CROSS CATHOLIC PRIMARY

EXECUTIVE HEADTEACHER: MARY COLLINS

DATE: SEPTEMBER 2021

Purpose of this document:

This COVID19: Risk Assessment and Action Plan document sets out the decisions taken and measures put in place following the end of restrictions in July 2021 and changes to self-isolation protocols in August 2021, to ensure the school continues to operate in a safe way and has outbreak contingency plans in place.

Existing policies and guidance continue to apply alongside the actions within this document, including but not limited to:

- Health and Safety Policy
- First Aid Policy
- Child Protection Policy
- DFE Guidance relating to COVID19
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- The Health Protection (Notification) Regulations 2010
- Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'

Schools must keep up to date with DfE and other relevant guidance:

- [Actions for schools during the coronavirus outbreak](#)
- [Guidance for special schools and other specialist settings](#)
- [Actions for FE colleges and providers during the coronavirus outbreak](#)
- [Actions for early years and childcare providers during the coronavirus outbreak](#)
- [Use of PPE in education, childcare and children's social care](#)
- [NHS: when to self-isolate and what to do](#)

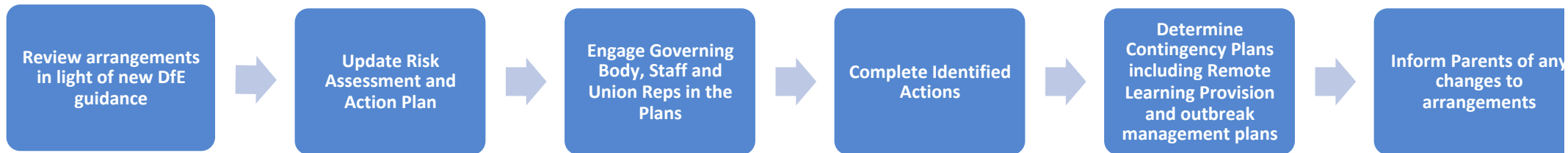
Appendices to this document:

- [Appendix A- Outbreak Management Plan](#)
- [Appendix B- Outbreak Management Plan template](#)
- [Appendix C- Actions taken to contain an outbreak template](#)
- [Appendix D- Use of Carbon Dioxide \(CO2\) Monitors](#)

The following principles underpin all planning and actions:

- Children’s needs are paramount.
- Staff physical and emotional well-being must be considered at all stages of planning and implementation.
- Risk assessment and planning should be undertaken in consultation with staff, Health and Safety/ Union representatives, governors and parents.

Risk Assessment for Full Re-opening:



The table has been updated to remove any control measures which are no longer required by the DFE guidance following the ending of restrictions in July and changes to self-isolation protocols from August. Examples have been amended (*in blue italics*) to align to the latest practices. These examples should be considered within the individual school context and are not exhaustive

Risk rating High (H), Medium (M), Low (L)		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major: Causes major physical injury, harm or ill-health.	H	H	H
	Severe: Causes physical injury or illness requiring first aid.	H	M	L
	Minor: Causes physical or emotional discomfort.	M	L	L

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
Engagement in Risk Assessment and Planning	Risk assessments and outbreak management planning process fully engages staff, governing body and union representatives. Prevention measures and outbreak management plan shared and communicated with stakeholders.	Unable to reach people to discuss due to holiday.	M	All information emailed and finalised at start of term	September 2021	L
Site Arrangements	Consideration given to the arrangements for any deliveries.	Infected person entering the building and staff becoming a close contact.	M	Food deliveries left outside the kitchen. School deliveries left in entrance hall.	September 2021	L

<p>Emergency Evacuations</p>	<p>Evacuation routes are confirmed, and signage accurately reflects these.</p> <p>Consideration given to PEEP – buddies are assigned or reassigned according to available persons.</p> <p>Arrangements in place to support individuals with reduced mobility including cover arrangements in the case of reduced numbers of staff.</p>	<p>Evacuation routes have been updated following ending of bubbles and returned to pre COVID19 arrangements.</p>	<p>M</p>	<p>PEEPs written if and when required</p>	<p>September 2021</p>	<p>L</p>
<p>School-specific arrangements</p>	<p>On 19 July, social distancing requirements were removed. Arrangements to reduce crowding at entrances, in communal areas and circulation spaces can still be considered.</p> <p>Schools may consider maintaining arrangements that have worked well and do not impact adversely on school day/ curriculum delivery</p>	<p>Pre summer arrangements</p> <ul style="list-style-type: none"> • Staggered start times • Face coverings should be worn in communal areas in all settings by staff and visitors unless they are exempt • Advise physical distancing between people who don't usually meet • Classes and groups to be kept as consistent as is possible • Seating plans 	<p>M</p>	<p>Arrangements agreed for September:</p> <ul style="list-style-type: none"> • Whole school to have same start and finish time • Parents requested to wear face coverings on school property • Staff to wear face coverings when meeting parents in a crowded area • Advise to physically distance between people who do not usually meet <ul style="list-style-type: none"> • Staff room- no 	<p>September 2021</p>	<p>L</p>

		<p>maintained</p> <ul style="list-style-type: none"> • Reduced numbers in staff room • Mix of virtual and face to face meetings 		<p>limit but staff urged to be cautious</p> <ul style="list-style-type: none"> • Mix of virtual and face to face meetings 		
Hand washing	<p>Clear hand washing procedures outlined for all groups and hot water and liquid soap readily available. Hand washing routine outlined for all groups to include:</p> <ul style="list-style-type: none"> • on arrival and leaving school. • before entering and leaving class during the day. • before and after eating. <p>Hand sanitiser available where necessary.</p>	<p>Soap and sanitiser unavailable</p>	M	<p>Hand towels and handwash are to be checked and replaced as needed by premises team</p> <p>Items bought in bulk and stored</p>	September 2021	L
Respiratory hygiene	<p>-The 'catch it, bin it, kill it' approach continues to be very important and we continue to encourage our pupils and staff to follow this advice.</p>	<p>Tissues & hand sanitiser stations in all classrooms/shared spaces</p> <p>Lidded bins in all classrooms/ staff spaces/ hall</p>	L	<p>Procedure to be continued</p>	September 2021	M
Cleaning and waste disposal	<p>Enhanced cleaning regime is in place in line with COVID19: Cleaning in non healthcare settings guidance.</p> <p>High-touch area cleaning is to be continued.</p>	<p>Enhanced cleaning remains a necessary control measure.</p>	H	<p>Enhanced cleaning schedule implemented throughout the site, ensuring that contact points, worksurfaces, door handles, taps etc. are all thoroughly cleaned and</p>	September 2021	M

				disinfected regularly. Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush.		
	Cleaning staff capacity is adequate to enable enhanced cleaning regime.	Staff absence	H	School staff to cover. In emergency agency staff will be brought in.	On going	M
	Adequate cleaning supplies and facilities around the school are in place. Arrangements for longer-term continual supplies are also in place.	No hand sanitiser for visitors to reception. Classrooms do not have tissues. Low supply of soap.	M	Hand sanitiser available at the school entrance Lidded bins in classrooms Disposable tissues in each classroom to implement the 'catch it, bin it, kill it' approach Stock check and ordering schedule reviewed and order made.	On going	L
	Sufficient time is available for the enhanced cleaning regime to take place.		M	All staff advised to leave the site by 5:30pm in order for cleaning to be undertaken.	September 2021	L
	Waste disposal process in place for potentially contaminated waste.	Testing waste is no longer considered		Waste collections		

		hazardous and can be disposed of in the usual waste.		made when the minimum number of persons are on site.		
	Process in place for safe removal and/or disposal of face masks.	Face coverings are required on public transport. Some students/ staff may choose to wear face coverings in some situations and know how to dispose of them appropriately.	L	Supply of disposable masks in the School Office	September 2021	L
Ventilation	Plan in place to ensure all areas of the school are well ventilated through use of CO2 monitors where available, whilst maintaining a comfortable teaching environment, this includes opening internal and external doors where appropriate. Poorly ventilated areas identified and steps in place to improve fresh air flow in these areas. HSE guidance on ventilation & air conditioning	Poorly ventilated areas need to be identified by use of CO2 monitors where available. Windows open before and after lessons, and during lessons when temperatures allow. Mechanical ventilation system adjusted appropriately to 'full fresh air' or 'single room only'.	H	Training for key staff on use of CO2 monitors Schedule for CO2 monitoring in place External doors open where safe within school. Children to wear their fleeces, given to them by school in January. Parents to be informed that children should wear an extra layer ie vest/tshirt if required	September 2021	M
Staffing	Approach to staff absence reporting and recording in place. All staff aware.	As previously recorded	L	Staff reminded at September inset	September 2021	L

	<p>Risk assessments in place for those staff who are clinically extremely vulnerable, and appropriate arrangements for mitigating risk are identified.</p> <p>Communication arrangements are in place with those staff and their role in continuing to support the working of the school is clear.</p>	<p>Shielding is no longer in place. Clinically extremely vulnerable and vulnerable staff and/ or students have risk assessments which identify any specific adjustments to allow them to attend on site.</p>	-	<p>No staff currently considered clinically extremely vulnerable</p>	-	-
	<p>Staffing roles and responsibilities with regards to the contingency remote provision alongside in-school provision agreed and communicated.</p>	<p>Staff are aware of their role in the continued contingency plans regarding remote education, should the plan be enacted.</p>	M	<p>Staff are fully trained and ready to use remote learning should it be required.</p>	September 2021	L
	<p>Approach to support wellbeing, mental health and resilience in place, including bereavement support.</p> <p>How staff are supported to follow this within their own situations and that of pupils and colleagues is clear.</p>	<p>Staff may be affected themselves by the pandemic, physically or emotionally, or they may be affected as a result of family or friends affected.</p>	M	<p>Staff are aware of available support and advice for schools and pupils available</p> <p>Discussion during inset September 1st. On going well being activities for staff and children.</p>	September 2021	L
	<p>Arrangements for accessing and reporting regular LFD testing are in place and communicated.</p>	<p>Staff running out of tests</p>	M	<p>Tests re ordered in September. Plenty stored at school for staff use.</p>	September 2021	L
	<p>Arrangements in place for any visitors/ contractors on site, protocols and expectations shared. NB: Their employer may require them</p>	<p>Increased footfall within the school premises</p>	M	<p>Check with the contractor any requirements their employer has specified</p>	September 2021	L

	to wear PPE. This should be documented as part of the risk assessment carried out by the Contractor.			before visit. Share school protocols.		
	Arrangements in place for any externally employed adults delivering learning in school e.g. sports coaches, music tutors. Protocols and expectations shared.	Crossing of different classes meaning children mix with some they may not usually	M	Share amended procedures, obtain their assessments outlining controls, e.g. only offering limited activities which maintain distancing, all equipment stringently cleaned.	September 2021	L
Catering	Arrangements for the continued provision of FSMs for eligible children not attending school due to self-isolation are in place.	Only applicable for under 18s who have tested positive for COVID19 and required to isolate, who are eligible for FSMs.	M	Work with Caterlink and kitchen staff	September 2021	L
PPE	PPE requirements understood and appropriate supplies in place.	Running out of stock	M	Replenish stocks before they become too low	September 2021	L
	Appropriate PPE - Although no longer a requirement, we follow good practice to have PPE available in the event of a symptomatic person or outbreak.	Emergency PPE available & publicised	M	Appropriate PPE bought and stored in school ready if needed	September 2021	L
Response to suspected/ confirmed case of COVID19 in	<p>Approach to suspected COVID19 cases in place: during school day</p> <ul style="list-style-type: none"> Which staff member/s should be informed/ take action Area established to be 	If a pupil or student begins to display symptoms of COVID19 during the day, they are isolated and parent is called immediately.	H	All staff clear about procedures. Parents reminded of the need to keep contact details up to date with school office	September 2021	M

school	<p>used if an individual is displaying symptoms during the school day and needs to be isolated</p> <ul style="list-style-type: none"> • Cleaning procedure in place • Arrangements for informing parent community in place 	<p>They wait to be collected in the medical room, overseen by office staff.</p> <p>Any staff member who begins to display symptoms of COVID19 during the day, immediately informs Catherine Mahony and leaves the site as soon as possible.</p>				
	<p>Approach to confirmed COVID19 cases in place: during school hours</p> <ul style="list-style-type: none"> • Cleaning procedure in place • Arrangements for informing parent community in place 	<p>Close contacts are now identified by NHS test and trace following a confirmed case. <u>NHS: when to self-isolate and what to do</u> is shared and followed</p> <p>Those who have been double vaccinated or under 18 do not need to isolate but asked to take a PCR instead.</p> <p>Can contact Lewisham on call service/ PHE team for advice.</p>	H	<p>Additional cleaning during the day</p> <p>Management aware of staff vaccination status</p> <p>Regular meetings with PHE</p>	September 2021	M
Remote Education Plan	Contingency plan for remote learning developed should self-isolation or restricted attendance be required.	Teams plans in place from previous lockdowns/remote learning episodes	L	Staff kept up to date with Teams working in case of need	September 2021	L

	Technology support in place. DFE laptop allocation ordered, for contingency purposes.	Additional laptops received from DFE during previous lockdowns still in use	L	New laptops/chrome books ordered as available	September 2021	L
Safeguarding	Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.	Staff need to build relationships with children new to their class	M	Staff refresher training session on processes and procedures and the revised wellbeing material.	September 2021	L
	Updated Child Protection Policy in place.	Awaiting policy from the LA	M	Adopted most recent Child Protection Policy, will update when new policy is given	September 2021	L
	Where appropriate, work with other agencies, such as social care, has been undertaken to support vulnerable CYP and families to complete risk assessments and planning.	Work continuing	M	Continued work with a range of agencies	On going	M
Curriculum / learning environment	Current learning plans, revised expectations and required adjustments have been considered.	Subject leaders have worked with senior leaders in creating the curriculum	M	Inset day and staff meetings to discuss with staff	September 2021	L
	Whole school approach to adapting curriculum (S/M/L term), including: <ul style="list-style-type: none"> Wellbeing curriculum recognising 'non-curriculum' learning that is being done at home capturing pupil 	Discussion with staff, governors and parents	M	Continued awareness of the lost learning time of last two years and coverage of topics via online learning giving different results to face to face teaching	On going	L

	<p>achievements/ outcomes</p> <ul style="list-style-type: none"> utilising the DFE 'catch-up' funding and programmes 					
	Student behaviour policy reviewed and amended where necessary to reflect the current circumstances.	Children showing behaviour types not usual to them due to the circumstances of the pandemic	L	Continued work with staff and clear behaviour guidelines for children followed by all	September 2021	L
	Arrangements for teaching pupils how to keep themselves safe online are in place and aligned to the contingency remote learning plan.	Children using computers regularly and often without adult supervision	H	Regular teaching of internet safety through computing and PSHE curriculum	On going	M
Attendance	Approach to promoting and supporting attendance for all-pupils determined, including those who may be anxious.	Reluctant children/parents to return to school through fear of the virus	M	Good communication with all parents and personalised discussions where necessary	September 2021	L
Communication	Information shared with staff around the updated plan, including returning to some pre COVID arrangements and some new arrangements – as appropriate.	Staff to be aware of new routines to ensure smooth return to school	M	Inset day in September. Staff meetings.	September 2021	L
	Union representatives informed of updated plans.	Unions to be aware of new plans	L	Via the LA	Summer 2021	L
	Updated Risk Assessment published on website.	Technical error	L	Placed on school website	September 2021	L
	Symptoms and self-isolation Pupils, staff and other adults should follow public health advice	Regular reminders to staff, parents & pupils about symptoms & self-	M	LA letter sent home. Notes in the newsletter. Emails and	September 2021	L

	on when to self-isolate and what to do. They should not come into school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine).	isolation		said at meetings for staff.		
	On-going regular communication plans determined to ensure parents are kept well-informed	Incorrect email addresses	M	Letters, website updates, social media. Reminder to parents to ensure we have up to date contact details	On going	L
Governors/ Governance	Governors have oversight of plans and risk assessments. Approach to communication between Leaders and governors is clear and understood. Governors have oversight of all staff wellbeing and appropriate arrangements in place to support Headteacher and SLT. Refer to Headteacher wellbeing materials.	Poor communication. Lack of clarity.	M	Regular communication with CofG and other governors via email, in person meets and zoom.	On going	L
Finance	Additional costs incurred due to COVID19 are understood and clearly documented.	Lack of communication between EHT, HoS and SBM.	H	Discussion, sharing plans, talking through strategies	On going	L
	Claims submitted for reimbursement for example, increased: support for FSM vouchers/ <u>COVID-19 workforce fund</u>	Claims not submitted in time	H	Sharing awareness of important dates and deadlines between the two SBM of the federation.	September 2021	L

Testing	Test kits are securely stored and distributed to staff.	Running out of test kits	M	Staff are aware of where test kits are stored, encouraged to have a spare box at home.	September 2021	L
	Staff are aware of how to safely take and process the test. Shared the following : <ul style="list-style-type: none"> • NHS instruction leaflet • Training video and online resources on the document sharing platform • Contact details if queries • Process for reporting incidents 	Misconceptions	M	Staff aware of procedure for taking tests.	September 2021	L
	Staff are aware of how to report their test results to school and to NHS Test and Trace.	Misconceptions	M	Staff aware of procedure for reporting tests to NHS	September 2021	L
	Arrangements in place to ask parents and other attendees to take a lateral flow device (LFD) test before attending a school or college event and visitors to test before visiting Process in place to monitor and replenish test supplies	Absent SBM	M	SBM or assistant in her place if required	September 2021	L
Educational visits	Full and thorough risk assessments in relation to all educational visits and ensure that any public health advice, such as hygiene and ventilation requirements, is included as part of that risk assessment. H&S on educational visits	Risk assessments will be obtained from venues prior to any visits. Advice sought to	H	Limited trips to go from school during Autumn Term. No trips using public transport.	September 2021	M

	OEAP	ensure adequate insurance cover (including cancellation).				
Outbreak Management Plan	<p>Outbreak management plan developed to cover arrangements should children, pupils, students or staff test positive for COVID19, and how the school shall operate if advised to take extra measures to help break chains of transmission.</p> <p>Settings will continue to have a role in working with health protection teams in the case of a local outbreak. If there is a substantial increase in the number of positive cases in a setting (<u>Stepping measures up and down</u>) or if central government offers the area an enhanced response package, a director of public health might advise a setting to temporarily reintroduce some control measures.</p>	<p>Outbreak Management plan covering re-introduction of some measures including reduced mixing, face coverings, remote education is developed, and all staff are aware of their role. Communicated with parents and students regarding when this would come into place and how they would be informed if required.</p>	H	Outbreak management plan in place	September 2021	M

Appendix A- Outbreak Management Plan

1. Outbreak Management

1.1. Any outbreak management measures in Holy Cross Catholic Primary School which will only be considered with advice from Public Health, kept to the minimum number of pupils/staff or groups possible, and for the shortest amount of time possible. The re-introduction of some additional protective measures may be a necessary response to a potential outbreak in school. In all cases, any educational drawbacks should be balanced with the benefits of managing transmission.

1.2. The school, with advice from Public Health may consider taking extra actions if the number of positive cases substantially increases. The DFE guidance states:

Action may be required for most education and childcare settings, whichever of these thresholds is reached first:

- 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period: or
- 10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period
- For special schools, residential settings, and settings that operate with 20 or fewer children, pupils, students and staff at any one time: 2 children, pupils, students and staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period

1.3. Contacts -Identifying a group that is likely to have mixed closely together might be:

- A form / subject class
- A friendship group mixing at break times
- Staff / children taking part in the same activity session together
- Wrap around care
- Sports teams
- Tutor offering one-to-one support to a child or multiple children at the same time (music lessons etc)

1.4. This plan will focus on the following main themes in the school's response to a COVID outbreak

- a) Prevention: put in place control measures (further details in section 2 above)
- b) Identification and management: work with NHS test and trace, the London Borough of Lewisham, and the London Coronavirus Response Cell (LCRC) to support the identification of emerging outbreaks; control and risk mitigation to reduce spread of COVID-19.
- c) Isolation of cases at home, and virtual learning
- d) Testing: ongoing lateral flow device (LFD) testing in staff and secondary aged pupils and daily testing for eligible identified contacts
- e) Contact tracing: supporting NHS test and trace when further, detailed information is needed
- f) Data collection: accurately record on the registers when students and staff are isolating
- g) Engagement and communication: keep staff, pupils and their families informed with current situations.

- 1.5. The following scenarios are considered below, mapped to the themes above. For definitions of confirmed and possible COVID-19, and of being identified as a contact, see Glossary.
- A. When a confirmed diagnosis of COVID-19 has been at Holy Cross Catholic Primary School (see Glossary for ‘case-definition’)
 - B. Multiple people diagnosed with COVID-19 (2 or more linked diagnoses within 14 days) are reported within Holy Cross Catholic Primary School
 - C. When there is substantial community transmission, involving an outbreak within the wider local community.
 - D. What to advise when someone is unwell with COVID symptoms in the school setting

2. Scenario A – Single Confirmed COVID Case

- 2.1. Pupils, staff and other adults should follow public health advice about when to self-isolate. They should not come into school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID e.g. they are required to quarantine.
- 2.2. Prevention – control measures will be in place across the school (see section 2 above)
- 2.3. Identification and management - School will be notified of the case/absence and will record the absence on the school register
- 2.4. Isolation of cases – cases will requested to provide their end of isolation date and this will be recorded on the school system
- 2.5. Testing – Staff will be encouraged to continue testing on LFD daily
- 2.6. Contact tracing - School will encourage the case to engage with NHS test and trace
- 2.7. Data collection – school will keep accurate records of absences and end of isolation dates
- 2.8. Engagement and communication – instructions on virtual learning for those self-isolating will be clearly communicated with the school community

3. Scenario B - Multiple people within the school setting diagnosed with COVID-19: an outbreak

- 3.1. Prevention – control measures will be in place across the school (see section above) including consideration of exclusion of non-essential visitors to the site during the outbreak. Face coverings should be worn in communal areas in all settings by staff and visitors unless they are exempt. Monitoring the use of face coverings may be introduced/increased. Social distancing is no longer a requirement but may be reinstated in the event of an outbreak.
- 3.2. Identification and management - School will be notified of the cases/absence and will record the absence on the school register. Bubbles no longer exist. However, should an outbreak occur, bubbles may be reintroduced after consideration of its impact on the wider school community and taking account of the detrimental impact they can have on the delivery of education in our school.
- 3.3. Isolation of cases – cases will be requested to provide their end of isolation date and this will be recorded on the school system
- 3.4. Testing – Staff will be encouraged to continue testing on LFD daily
- 3.5. Contact tracing - School will encourage the case to engage with NHS test and trace. Schools are no longer required to contact trace pupil or staff cases. However, in special circumstances, they may be required to assist NHS test and trace with contact tracing. The school will respond in a timely way to any direct approaches from NHS test and trace or public health England.
- 3.6. Data collection – school will keep accurate records of absences and end of isolation dates. Schools will share seating plans with NHS test and trace if required to do so.

- 3.7. Engagement and communication – instructions on virtual learning for those self-isolating will be clearly communicated with the school community. The school will liaise with NHS test and trace and their local authority to communicate the situation to the wider school community. DfE will be notified of any decisions that impact on the teaching within the school.
- 3.8. In some situations it may be necessary to set up an Incident Management Team (IMT) meeting to bring together all relevant partners. An IMT will usually, but not always, be called by Public Health England, or the local authority public health team. A draft agenda for the IMT is included at appendix A.
- 3.9. The purpose of the IMT is to agree and coordinate the activities of the key stakeholders involved to manage the investigation and control of an individual outbreak situation. This includes assessing the risk to the public's health and ensure control measures are implemented as soon as possible.
- 3.10. Notification of an incident or outbreak will come via various sources and this will trigger data flow. IMT meetings may be convened when there are:
 - 3 or more cases in a complex setting / 3 or more bubbles affected/self-isolating in an educational setting
 - Where there is concern/very high potential for ongoing transmission at the setting
 - Where there is high potential for additional interventions in relation to a large outbreak
 - Any COVID-19 related deaths associated with a complex setting
 - Concern about stakeholder communications for an outbreak in a complex setting

4. Scenario C - When there is substantial community transmission, involving an outbreak within the wider local community.

- 4.1. Prevention – control measures will be in place across the school (see section above) including consideration of exclusion of non-essential visitors to the site during the period of increased transmission. Face coverings are no longer advised for pupils, staff, and/or visitors. However, in the event of increased transmission. Face coverings should be worn in communal areas in all settings by staff and visitors unless they are exempt. Monitoring the use of face coverings may be introduced/increased.
- 4.2. Identification and management - School will be informed of the increase in cases via the local authority. They will take advice from the local Director of public health and their team and NHS test and trace.
- 4.3. Isolation of cases – cases will be requested to provide their end of isolation date and this will be recorded on the school system
- 4.4. Testing – Staff will be encouraged to continue testing on LFD daily
- 4.5. Contact tracing – Schools are no longer required to contact trace pupil or staff cases. However, in special circumstances, they may be required to assist NHS test and trace with contact tracing. The school will respond in a timely way to any direct approaches from NHS test and trace or public health England.
- 4.6. Data collection – school will keep accurate records of absences and end of isolation dates. Schools will share seating plans with NHS test and trace if required to do so.
- 4.7. Engagement and communication – The school will liaise with NHS test and trace and their local authority to communicate the situation to the wider school community. DfE will be notified of any decisions that impact on the teaching within the school.

5. Scenario D - What to advise when someone is unwell with COVID symptoms in the school setting

- 5.1. Pupils, staff and other adults should follow public health advice about when to self-isolate. They should not come into school if they have symptoms. If anyone develops symptoms whilst in the setting, they should be sent home and told to follow public health advice.
- 5.2. An isolation room must be identified for any persons suspected of having Covid. Access to PPE for this room is a must. The isolation room should not be used to house any person indefinitely, but for a brief period until transport has been arranged to deliver the person into suitable custody of an adult or home if a member of staff. Self-isolation rules apply. The room must also be adequately ventilated.
- 5.3. Anyone with symptoms should avoid using public transport and, if necessary, be collected by a member of their family or household.
- 5.4. Prevention – control measures will be in place across the school (see section above)
- 5.5. Identification and management - If a pupil or staff member is unwell, they should be escorted to the isolation room. They should be left in a room on their own if possible and safe to do so. A window should be opened for fresh air ventilation if possible. Appropriate PPE should also be used if close contact is necessary. Any rooms they use should be cleaned after they have left.
- 5.6. Isolation of cases – cases will be requested to isolate from the date of the symptoms start date if they go on to test positive. Their end of isolation date will be recorded on the school system
- 5.7. Testing – Staff and secondary aged pupils will be encouraged to continue testing on LFD twice a week (from the start of the autumn term until review due end of September 2021)
- 5.8. Contact tracing – the school will encourage the case to engage with NHS test and trace. Schools are no longer required to contact trace pupil or staff cases. However, in special circumstances, they may be required to assist NHS test and trace with contact tracing. The school will respond in a timely way to any direct approaches from NHS test and trace or public health England.
- 5.9. Data collection – school will keep accurate records of absences and end of isolation dates. Schools will share seating plans with NHS test and trace if required to do so.
- 5.10. Engagement and communication – instructions on virtual learning for those self-isolating will be clearly communicated with the school community.

6. If the whole school has to move to virtual learning

- 6.1. In exceptional circumstances, schools may need to move to virtual learning and close their physical setting. The following will be considered:
 - 6.1.1. If some attendance restrictions are needed, all vulnerable children and children of critical workers should still be allowed to attend. If, by exception, attendance is restricted further, vulnerable children and children of critical workers should still be allowed to attend.
 - 6.1.2. Safeguarding: • It is expected that all schools have a DSL on site, if this is not possible a senior leader will take on the responsibility for coordinating safeguarding
 - 6.1.3. Wellbeing calls will be made regularly (in line with individual pupil risk assessments) to ensure that pupils are safe and well at home.
 - 6.1.4. Meals will continue to be provided for those on site, those in receipt of free school meals who are not on site will either be provided with vouchers or food for the time the pupil is isolating, or the school is restricting attendance.
 - 6.1.5. IT Access: As part of the school remote learning plan, details will be held of who requires a device to be provided. These will be available to be collected from school or, if there is prior warning, they will be distributed prior to class/school closures. Part of the wellbeing calls will be to monitor this provision and pupil access to the remote learning so that support can be given as required



Holy Cross Catholic Primary School

Incident Management Team (IMT) Meeting

Insert date

Insert time

AGENDA

Agenda Items:

1. Introductions – Chair
2. Purpose of the meeting
3. Review of situation
 - a. Cases / Contacts
 - b. Exposure
 - c. Test results
4. Public Health England (PHE) / London Coronavirus Response Cell (LCRC) advice – LCRC representative
5. Current Risk Assessment
6. Control Measures
7. Decision making
 - a. Self-isolation
 - b. School closure
 - c. Testing
8. Communications required
 - a. Staff / Students
 - b. Media
 - c. Healthcare providers
 - d. Others
9. Agreed Actions
10. AOB
11. Date for next meeting

Appendix C

Actions taken to contain an outbreak

Impacted year group:		Impacted staff:		Date:	
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Guidance	Action taken	Date commenced	Date of Review	Review Outcome
<p>Self-isolation of close contacts <i>In some cases, health protection teams may recommend that a number of other pupils self-isolate at home as a precautionary measure. This could be the class or year group.</i></p>	<p><i>Advice sought from Public Health Lewisham. X students isolating from X to X.</i></p>	15/09/21	27/09/21	<p><i>Self-isolation period ended, X further cases within group tested positive and isolating with household.</i></p>
<p>Supporting/monitoring use of Face Coverings Monitoring use of face coverings for pupils, students or staff may be advised for a temporary period in response to particular localised outbreaks, including variants of concern.</p>	<p>Face coverings use for adults in corridors and crowded areas monitored</p>	15/09/21	20/09/21	<p><i>Compliance is high. Plan to continue arrangements for another week.</i></p>
<p>Asymptomatic Testing <i>Additional testing may be recommended to pick up any asymptomatic testing in the school community.</i></p>	<p><i>Letter to parents re home testing.</i></p>	15/09/21	17/09/21	<p><i>Home testing uptake not increased. Onsite testing considered.</i></p>
<p>Increased monitoring of ventilation <i>The Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak and CIBSE COVID-19 advice provides more information.</i></p>	<p><i>Increased monitoring of ventilation by use of CO2 monitors.</i></p> <p><i>Additional reminders to keep windows opened as much as possible. Investigating options for improving mechanical ventilation system.</i></p>	15/09/21	27/09/21	
<p>Increased cleaning</p>	<p><i>Reinforced importance of cleaning in</i></p>	15/09/21		

	<i>between groups. Enhanced cleaning schedules & recording sheets in (list places)</i>			
Reduce mixing of students	<i>Reviewed start and end times, lunch and break arrangements and re-instated small groups for PE etc.</i>	<i>15/09/21</i>		
Communications to staff	<i>All staff advised of potential outbreak and mitigating actions.</i>	<i>15/09/21</i>		
Communications to students	<i>All students advised of potential outbreak and mitigating actions.</i>	<i>15/09/21</i>		
Communications to parents/ carers	<i>Letter to parents/carers advised of potential outbreak and mitigating actions.</i>	<i>15/09/21</i>		
Remote Education	<i>Remote education provided to those pupils who need to self-isolate. Devices distributed to identified pupils</i>	<i>15/09/21</i>		
Free School Meals	<i>Catering company providing vouchers for FSM children who are at home</i>	<i>15/09/21</i>		

Appendix D- Use of Carbon Dioxide (CO2) Monitors

Use of Carbon Dioxide (CO2) Monitors

As part of COVID risk assessment, poorly ventilated areas need to be identified and CO2 monitors can help do this. CO2 monitors cannot measure levels of coronavirus but as people breathe out CO2, a build-up of CO2 in an area may indicate that ventilation needs improving.

The amount of CO2 in the air is measured in parts per million (ppm). A consistent CO2 value below 800ppm is likely to indicate that an indoor space is well ventilated.

CO2 levels consistently higher than 1500ppm in an occupied room indicate poor ventilation and action should be taken.

CO2 levels below 800ppm are recommended for areas with continuous talking, singing or high levels of physical activity such as sport or dancing so a CO2 level above 800ppm should be closely monitored as it may indicate that the area is not well ventilated. Subject to local risk assessment, additional control measures may be needed such as having smaller classes in more problematic rooms and vacating rooms with high CO2 levels as frequently as possible to allow for ventilation.

Action should be taken for CO2 levels consistently above 1500ppm. In the short term this could include consideration of the use of the area including regular breaks and purge ventilation by opening windows or adjusting the existing mechanical ventilation system. Subject to risk

assessment, longer term air cleaning solutions may need to be considered.

CO2 measurements are only a broad guide to ventilation rather than demonstrating 'safe levels', but can help active management of existing ventilation arrangements. Ventilation is only one of several COVID risk controls including hygiene and distancing, that need to be in place at the same time to reduce the potential of transmission.

For queries about coronavirus (COVID-19) in schools, the DfE coronavirus helpline can be contacted on 0800 046 8687.

This advice MUST be read in conjunction with HSE advice: [coronavirus/equipment and machinery/air conditioning and ventilation](#)