

CORPORATE HEALTH & SAFETY SERVICES: **CORPORATE RISK ASSESSMENT – RETURN TO WORK COVID-19 SECURE LBTH**

Education settings must be able to achieve controls as defined by the Department of Education before opening the school to the full opening in September. This Risk Assessment has been reviewed by the headteacher and reviewed by relevant staff members and the Governing Body.

The current Government guidance that assisted in the production of this risk assessment can be found here - <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

Description of Activity	COVID 19 Secure Educational Settings Preparing for Full Opening of School		
Location	Stepney All Saints School		
Completed by	Corporate Health and Safety Services (CHSS), N.Ahmed, N.Akoo, N.O'Brien, P.Woods		
Date of Assessment	16 December 2020	Review Date	On-going*

PREVENTION

What are the hazards?	Who & how might someone be harmed?	What are you currently doing to control risks?	Risk Rating L / M / H	What else do you need to do (if applicable)?	Action by who / when?	Date Completed
<p>(1.Minimise contact) People unwell/ Coronavirus (COVID-19) (CV19) Someone entering the school/workplace/offices with CV19</p>	<p>Employees, agency, Pupils, visitors Causing severe infection/disease</p>	<p>1 Minimise contact with staff, pupils, visitors who are unwell with Covid-19, showing symptoms, or have tested positive in last 10 days, by sharing of communications, instructions, advice to staff, pupils, parents on what the symptoms are and actions required</p> <p>2 Anyone presenting Covid-19 symptoms (new persistent cough or a high temperature or has a loss of or change in, their normal sense of taste or</p>	L	<ul style="list-style-type: none"> • Updates and reminders to staff, students and parents • Maintaining a supply of PPE 	<p>SBM and Relevant SLT Members Operations Manager Attendance Officer Medical Coordinator Premises and Cleaning Team</p>	Ongoing

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		<p>smell/anosmia) at school will be sent home as soon as possible and advised to follow guidance for households with possible or confirmed coronavirus (COVID-19) infection stay at home guidance, they should self-isolate for at least 10 days and arrange for a test (get tested). If a pupil is awaiting collection they should be escorted by the medical co-ordinator (wearing PPE) to the holding room in the main corridor, leaving from reception and going through the car park door. The isolation room should be kept closed and window open for ventilation. If the holding room is occupied, move them to an area which is at least 2 metres away from other people. If they need to go to the bathroom while waiting to be collected, they should use the medical bathroom if possible. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else, and on collection the holding areas cleaned and disinfected by cleaner wearing PPE.</p> <p>3 If someone has tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, they should restart the 10-day isolation period from the day they develop symptoms.</p> <p>4 Other members of their household including any siblings should self-isolate for 10 days from when the symptomatic person first had symptoms.</p>				
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		<p>5 PPE must be worn by staff caring for the child while they await collection. More information on PPE use can be found in the safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE) guidance.</p> <p>6 Any staff that have been in close contact with someone with COVID-19 symptoms do not need to self-isolate/go home unless they have symptoms, in which case they should arrange a test or if the symptomatic person subsequently tests positive or they have been requested to do so by NHS test and trace</p>				
<p>(2. Face Coverings)</p> <p>Coronavirus (COVID-19) (CV19)</p> <p>Poor Hand hygiene</p>	<p>Employees, agency, pupils, visitors</p> <p>Causing severe infection/disease</p>	<p>1 Follow local restriction measures from Public Health and Health Protection Units – It is mandatory for students and staff to wear face in communal areas in particular during transition times when they may be mixing. It is not mandatory in classrooms and outdoor spaces</p> <p>2 All visitors, and contractors such as cleaning teams and catering teams (not whilst working in their common areas) will be instructed to wear face coverings</p> <p>3 School will ensure a constant supply of face coverings in the event of pupils or staff/visitors not having a face covering when needed to wear one</p> <p>4 Staff and students informed on type of face covering, the hygiene arrangements of wearing</p>	L	<ul style="list-style-type: none"> • Communication with parents re. the mandatory change to wearing face coverings in communal areas. • Supply of face coverings if needed. 	<p>NAD/NJO – communications home</p> <p>M.West – on reception</p>	Ongoing

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		<p>and storing these items, the requirement for clean face coverings, and use of sealed plastic bags for storage. The need not to touch the face coverings once put on.</p> <p>5 Face coverings are required on public transports except for children under the age of 11, and on school minibus/transport face covering should also be worn for those 11 and over</p> <p>*Links to face covering guidance - face-coverings-in-education</p>				
<p>(3.Hand hygiene)</p> <p>Coronavirus (COVID-19) (CV19)</p> <p>Poor Hand hygiene</p>	<p>Employees, agency, pupils, visitors</p> <p>Causing severe infection/disease</p>	<p>1 Clean hands more often than usual is the schools control measure, for staff, pupils, visitors, soap and running water is available throughout the school, and additional hand washing trough. This is supported with hand sanitation stations across the school and in each classroom</p> <p>2 This is supported with communication plan that includes when</p> <p>to wash your hands, including when arriving into the school, returning from breaks, when changing rooms, before and after eating</p> <p>3 Staggered timetables including break and lunches allow distanced queuing at hand washing stations.</p> <p>4 Signage installed throughout, education teaching resources used to train pupils and staff how to clean hands properly</p>	L	<ul style="list-style-type: none"> • Awareness training, raising profile for school communications of the importance of hygiene • Sharing risk assessment • Educational training for Pupils on washing hands and hygiene • Regular checks on adequate stock of hand sanitiser across the school and anti-bacterial soap by sinks • Cleaners aware of high frequency areas to clean on an hourly basis • Cleaners – on duty in toilets to ensure no over-crowding • Signage – has been ordered and is awaiting arrival. These hygiene posters will be put up in each classroom, toilets and by hand washing facilities. 	<p>N.Akoo/N.Jones - Communications</p> <p>S.Anderson – Medical</p> <p>T.Walker/P.S.Conneely – Cleaning – NAD/NAH to discuss with premises team and cleaners</p> <p>M.Dow – PSHE</p> <p>N’Obrien – Timetable with slots to wash hand/sanitisation</p>	Ongoing

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		<p>5 Monitoring and cleaning of toilets, increasing the cleaning regime in place, including touch points, and removal of waste on a more regular basis</p> <p>6 Resources have been increased for the additional supply of cleaners, cleaning products, supported with a cleaning schedule, timetable and information of touch points to be regular cleaned shared with cleaners. that details what is required and when to reorder to prevent supplies not running out</p> <p>7 Repeated communications and campaigns on this very important control measures</p> <p>8 COSHH risk assessment updated to ensure storage and use of chemicals are assessed with appropriate control measures, this includes the strict assessment and control measures of hand sanitiser being used and located around the school, with hand and soap preferred, but assessed to ensure the risk of ingestion and skin concerns using hand sanitiser is assessed</p> <p>9 Promoting the hand cleaning if touching your face</p> <p>10 Reviewing the easiness of access to hand washing for pupils, staff, visitors</p> <p>11 Change behaviour promotion of implementing this control measure, aware of the break of pupils and staff not being in the school for a while and they may not have been washing their hands at</p>				
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		<p>home, now the school is creating a ‘behaviour change’ of a very important control measure</p> <p>12 To clean your hands, you should wash your hands thoroughly for 20 seconds with running water and soap and dry them thoroughly, although hand soap and running water is much preferred in schools wherever possible this is supported under strict risk control measures with mobile hand sanitising stations, ensuring that all parts of the hands are covered.</p> <p>13 An assessment of hand hygiene procedures have been completed and implemented, what areas/toilets can be used, at what time, to ensure this doesn’t become a crowding concern these areas will be supervised, supported with mobile hand sanitising stations where needed as part of the assessment</p>				
<p>(4.Respiratory hygiene)</p> <p>Coronavirus (COVID-19) (CV19)</p> <p>Someone entering the school/workplace/offices with CV19</p>	<p>Employees, agency, Pupils, visitors</p> <p>Causing severe infection/disease</p>	<p>1 Training, awareness, communication planning to promote this vital control measure in place, focusing on the ‘catch it, bin it, kill it’</p> <p>2 Supported by signage</p> <p>3 Educational resources used as ongoing ‘change behaviour’ and importance of ‘catch it, bin it, kill it’, school classroom training on wiping down surfaces</p> <p>4 Assessment completed on resources required, including tissues/bins, waste supplies, and</p>	L	<ul style="list-style-type: none"> • Awareness training, raising profile for school communications of the importance of hygiene • Sharing risk assessment • Educational training for Pupils on washing hands and hygiene • Regular checks on adequate stock of hand sanitiser across the school and anti-bacterial soap by sinks 	<p>N.Akoo/N.Jones - Communications</p> <p>S.Anderson – Medical</p> <p>T.Walker/P.S.Conneelly – Cleaning</p> <p>M.Dow – PSHE</p> <p>SEND – to share and inform respiratory hygiene with those students who require additional support</p>	Ongoing

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		<p>locations of increased tissue stations to ensure easy access to tissues throughout school</p> <p>5 Washing of hands after use of tissues, coughing, sneezing</p> <p>6 Supporting and assisting younger children and other pupils who may need assistance in understanding respiratory hygiene, or pupils with complex needs that cannot maintain respiratory hygiene should be detailed here</p>		<ul style="list-style-type: none"> • Cleaners aware of high frequency areas to clean on an hourly basis • SEND to support with high need students 		
<p>(4.Cleaning regime)</p> <p>Coronavirus (COVID-19) (CV19)</p> <p>Someone entering the school/workplace/offices with CV19 and there is poor cleaning standards</p>	<p>Employees, agency, Pupils, visitors</p> <p>Causing severe infection/disease</p>	<p>1 Cleaning schedule in place that ensures cleaning is generally enhanced and includes:</p> <ul style="list-style-type: none"> • more frequent cleaning of rooms / shared areas that are used by different groups • frequently touched surfaces being cleaned more often than normal • listing of areas being cleaned, by whom whether and frequency • Areas that are shared between groups such as halls, canteens, corridors, toilets, need to be assessed and part of the enhanced cleaning regime • Deep cleans every evening <p>*covid-19-decontamination-in-non-healthcare-settings</p> <p>2 Toilets are clearly signed as to which groups are to use which toilet blocks, toilets will need to</p>	L	<p>Note: PHE will publish new revised guidance for cleaning non-healthcare settings</p> <p>Current standards for cleaning;</p> <p>Covid-19-decontamination-in-non-healthcare-settings</p> <ul style="list-style-type: none"> • Cleaning rota • Staff movement and bubbles • Equipment cupboards on each bubble floor to be cleaned daily 	<p>T.Walker/P.S.Conneelly – Cleaning</p> <p>NAD/NAH – conversations and cleaning documentation for premises and cleaning staff</p>	Ongoing

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		be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet				
<p>(6.Minimise contact social distancing)</p> <p>Coronavirus (COVID-19) (CV19)</p> <p>Someone entering the school/workplace/offices with CV19 coming close to others, poor social distancing, mixing of groups, lack of infection control separation</p>	<p>Employees, agency, Pupils, visitors</p> <p>Causing severe infection/disease</p>	<p>1 School has completed a full assessment to minimise contacts and mixing between people reduces transmission of coronavirus (COVID-19) wherever possible. For children old enough, they should also be supported to maintain distance and not touch staff and their peers where possible. This will not be possible for some children with complex needs. Small adaptations to the classroom to support distancing should be made where possible. This includes seating pupils side by side and facing forwards, rather than face to face or side on, and might include moving unnecessary furniture out of classrooms to make more space. Throughout this risk assessment is the awareness of risk control knowing that maintaining a distance between people whilst inside and reducing the amount of time they are face to face lowers the risk of transmission</p> <p>2 Implementation plan of how the pupils and staff will be grouped, and this will be monitored from September, but staff within the school are permitted to operate across different classes and groups in order to facilitate the delivery of the school timetable. Distance should be kept wherever possible</p>	L	<ul style="list-style-type: none"> • Awareness training, raising profile for school communications of the importance of hygiene • Sharing risk assessment • Educational training for Pupils on washing hands and hygiene • Regular checks on adequate stock of hand sanitiser across the school and anti-bacterial soap by sinks • Cleaners aware of high frequency areas to clean on an hourly basis 	<p>N.Akoo/N.Jones - Communications</p> <p>T.Walker/P.S.Conneelly – Cleaning and Set-Up of Classrooms</p> <p>M.Dow – PSHE and sharing information with students</p> <p>Class Teachers – Adhering to and ensuring distance in classes and minimising the need for sharing, and keeping sharing within the bubbles</p> <p>SEND Coordinator – to support students with new changes and where close interaction is needed, ensure PPE is worn by staff members</p> <p>M.West – tracking of visitors and reminders of procedures</p> <p>A.Somad and Premises – checking with contractors/agencies to ensure companies are covid compliant, and providing contractors with a copy of the school’s risk assessment</p>	Ongoing

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		<p>3 The focus is that we must do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum, consistent groups limit those in contact with each other and therefore limit the risk of transmission. Maintaining these groups will also make it quicker and easier to identify those who need to self-isolate if a case of Covid-19 arises within the group.</p> <p>4 The overarching principle to apply is reducing the number of contacts between children and staff. This can be achieved through keeping groups separate (in 'bubbles') and through maintaining distance between individuals. These are not alternative options and both measures will help, but the balance between them will change depending on:</p> <ul style="list-style-type: none"> •children's ability to distance •the lay out of the school •the feasibility of keeping distinct groups separate while offering a broad curriculum <p>5 For children old enough, they should also be supported to maintain distance and not touch staff where possible.</p> <p>*follow the guidance on how to group children guidance-for-full-opening-schools (page 13/51)</p> <p>6 <u>Measures within the classroom</u></p> <ul style="list-style-type: none"> ● Reducing face to face contact 				
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		<ul style="list-style-type: none"> • Staff stay at the front of the class and away from colleagues. 2 metres should be maintained where possible, whilst ensuring all pupils, including those with complex needs, continue to receive the best education possible whilst reducing risk. • Children encouraged to maintain distance and not touch staff or peers. • Smaller groups can help reduce risks. • Where needed, classrooms adapted by removing excess furniture and seating pupils side by side rather than face to face or side-on. <p><u>7 Measures outside the classroom</u></p> <ul style="list-style-type: none"> • Groups will be kept apart from each other where possible, avoiding large gatherings such as assemblies and collective worship. • Timetabling to allow groups to be kept separate and minimise movement around the site where possible • Staggered breaks and lunchtimes, giving time for cleaning between groups • Shared staff spaces to help to distance, ensuring staff have a reasonable break <p><u>8. Arriving and leaving school</u></p> <ul style="list-style-type: none"> • Staggered start and finish times to keep groups apart (This should not reduce overall teaching time) 				
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		<ul style="list-style-type: none"> ● Condensing/staggering free periods and break times ● Starting or finishing earlier or later to avoid busy times ● Communicating changes to parents so they understand drop off and collection processes and visiting the site with or without an appointment. <p>9. Pupils with SEND or EHCP will need specific help for the routine changes and new processes, plans need to be in place (For example, social stories and educational resources)</p> <p>10. Supply/peripatetic teachers and other temporary staff can move between schools but should ensure distancing is maintained where possible, and a review from school management of how to minimise the number of visitors to school where possible – i.e. no unnecessary meetings.</p> <p>11. All meetings should take place virtually. There should be no face-to-face meetings within colleagues in school or with external visitors/parents.</p> <p>12. Specialists, therapists, clinicians and other support staff should provide interventions as usual, following safety guidelines where possible. A review of their covid-19 risk management, sharing of the schools control measures, and ensuring strict signing in and record keeping of</p>				
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		<p>visitors, keeping data for at least 21 days (for all visitors)</p> <p>13. Management of other essential visitors to site such as contractors and explained to visitors on arrival. They must be recorded and should be kept outside of school hours where possible. Only essential visitors allowed on site. Seeking their covid-19 risk assessment, training, competent in managing covid, and ensuring the contractors follow the schools covid risk management, such as wearing face coverings. All visitors can be asked to wear face coverings as a school control measure, if they are not teaching in classrooms etc (example cleaning staff, contractors that may be all over the school and come from site to site)</p> <p>14. For essential equipment, such as pencils and pens, staff and pupils should have their own items that are not shared. Classroom-based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces. Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles</p>				
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		<p>15. Use of lifts: All staff and students should use staircases. The lift should only be used if essential e.g. transporting heavy good, disabled access or staff/students who have any difficulties in walking up flights of stairs. If used, there should be a maximum of 2 people in the lift at any one time. i.e 2 staff members or 1 staff member and 1 pupil and PPE should be worn.</p> <p>16. Outdoor playground equipment to be more frequently cleaned.</p> <p>17. It is still recommended that pupils limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books, stationery. Bags are allowed.</p> <p>18. Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. Similar rules on hand cleaning, cleaning of the resources and rotation should apply to these resources.</p> <p>Note – In secondary schools, and certainly in the older age groups at key stage 4 and key stage 5, the groups are likely to need to be the size of a year group to enable schools to deliver the full range of curriculum subjects and students to receive specialist teaching. If this can be achieved with small groups, they are recommended.</p>				
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		<p>Note - All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable. Where staff need to move between classes and year groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults.</p>				
<p>(7.PPE)</p> <p>Coronavirus (COVID-19) (CV19)</p> <p>Someone entering the school/workplace/offices with CV19</p>	<p>Employees, agency, Pupils, visitors</p> <p>Causing severe infection/disease</p>	<p>1 It is mandatory for all staff and students to wear face coverings during periods of transition and in communal spaces. Additional PPE may be required in the following cases:</p> <ul style="list-style-type: none"> • where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and <u>only then if a distance of 2 metres cannot be maintained</u> • where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used <p>Read the guidance on safe working in education, childcare and children's social care for more information about preventing and controlling infection, including when, how PPE should be used, what type of PPE to use, and how to source it.</p>	L		<p>T.Walker/P.S.Conneelly – maintaining stock levels for the school in particular cleaning staff and medical staff</p> <p>S.Anderson – ensuring safety when dealing with appropriate cases</p> <p>SENDCO – in dealing with SEN and EHCP students</p>	Ongoing

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		2 PPE will be made available for those staff who request it.				
RESPONSE TO ANY INFECTION						
<p>(8. Test and trace)</p> <p>Coronavirus (COVID-19) (CV19)</p> <p>Someone entering the school/workplace/offices with CV19</p>	<p>Employees, agency, Pupils, visitors</p> <p>Causing severe infection/disease</p>	<p>1 Schools must follow the NHS Test and Trace process and contact the DfE helpline to report a confirmed case. Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to:</p> <ul style="list-style-type: none"> ● book a test if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested ● provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace ● self-isolate if they have been in close contact with someone who tests positive for coronavirus (COVID-19) <p>2 Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for those without access</p>	M	<ul style="list-style-type: none"> ● Ensuring accurate attendance records are kept of all staff, students and visitors on site so those necessary to be made aware can be contacted immediately. 	<p>L.Yeasmin – communication with parents</p> <p>S.Anderson – attendance records and communication with parents</p> <p>A.Somad – staff attendance records</p> <p>M.West and relevant staff – accurate visitor records</p> <p>HoY – to communicate with year groups</p>	Ongoing

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		<p>to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.</p> <p>3 Schools should ask parents and staff to inform them immediately of the results of a test:</p> <ul style="list-style-type: none"> ● if someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating. ● if someone tests positive, they should follow the ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’ and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their 				
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		temperature returns to normal. Other members of their household should continue self-isolating for the full 10 days.				
<p>(9. Confirmed cases)</p> <p>Coronavirus (COVID-19) (CV19)</p> <p>Someone entering the school/workplace/offices with CV19</p>	<p>Employees, agency, Pupils, visitors</p> <p>Causing severe infection/disease</p>	<p>1 Schools must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). Schools should contact the DfE helpline. NHS Test and Trace will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school</p> <p>2 Based on the advice from the DfE, schools must send home those people who have been in close contact with the person who has tested positive from the date of the infectious period (2 days before the test until 10 days after), advising them to self-isolate/incubate for 10 days since they were last in close contact with that person when they were infectious. Close contact means:</p> <ul style="list-style-type: none"> ● direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin) ● proximity contacts - extended close contact (within 1 to 2 metres for more 	H	<ul style="list-style-type: none"> ● Ensuring accurate attendance records are kept of all staff, students and visitors on site and contacting those necessary immediately 	<p>N.Ahmed – Liaising with health protection team</p> <p>A.Somad/T.Ahmed – timetables and records of those in contact</p> <p>T.Walker / P.S. Conneelly – Cleaning</p> <p>S.Anderson/ L.Yeasmin – communication with parents</p>	

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		<p>than 15 minutes) with an infected individual</p> <ul style="list-style-type: none"> travelling in a small vehicle, like a car, with an infected person <p>A letter will be sent to parents and staff if needed. Schools must not share the names or details of people with COVID-19 unless essential to protect others.</p> <p>3 Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 10-day isolation period they should follow ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’.</p> <p>They should get a test, and:</p> <ul style="list-style-type: none"> if the test delivers a negative result, they must remain in isolation for the remainder of the 10-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days. if the test result is positive, they should inform their setting immediately, and must isolate for at least 10 days from the onset of their symptoms (which could 				
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		<p>mean the self-isolation ends before or after the original 10-day isolation period). Their household should self-isolate for at least 10 days from when the symptomatic person first had symptoms, following ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’</p> <p>4 We will not request evidence of a negative result, but we will request evidence for a positive result from both staff and students in order to apply the test and tracing process appropriately.</p> <p>*Note – In most cases parents and schools will be in agreement that a child with symptoms should not attend school, given the potential risk to others, schools can take the decision to refuse the child if in their reasonable judgement it is necessary to protect their pupils and staff from possible infection with COVID-19.</p>				
<p>(10.Outbreak)</p> <p>Coronavirus (COVID-19) (CV19)</p> <p>Someone entering the school/workplace/offices with CV19</p>	<p>Employees, agency, Pupils, visitors</p> <p>Causing severe infection/disease</p>	<p>1 If schools have two or more confirmed cases within 10 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and must continue to work with their local health protection team who will be able to advise if additional action is required.</p> <p>In some cases, health protection teams may recommend that a larger number of other pupils</p>	H	<ul style="list-style-type: none"> • Liaising with the health protection team who will advise and guide on the processes to follow 	<p>N.Ahmed – Liaising with health protection team</p> <p>A.Somad/T.Ahmed – timetables and records of those in contact</p> <p>N.Akoo/N.Jones – whole school communication</p>	

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		<p>self-isolate at home as a precautionary measure – perhaps the whole site or year group.</p> <p>2 If schools are implementing controls from this list, addressing the risks they have identified and therefore reducing transmission risks, whole school closure based on cases within the school will not generally be necessary, and should not be considered except on the advice of health protection teams.</p> <p>3 In consultation with the local Director of Public Health, where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person’s class, followed by their year group, then the whole school if necessary, in line with routine public health outbreak control practice.</p>				
PEOPLE						
<p>(11.Staff/Individual)</p> <p>Coronavirus (COVID-19) (CV19)</p> <p>Individuals/Staff with existing medical conditions</p>	<p>Employees, agency, visitors</p> <p>An employee being asked to come into work that have existing</p>	<p>1 Staff that are clinically extremely vulnerable (CEV) who have received a letter confirming this, will be advised not to come in to school and to work from home supporting their departments.</p> <p>2 Pregnant staff are not in the ‘clinically vulnerable’ category unless they are 28+weeks. The school will not mandate that these employees attend school at 28 weeks but if they do this will</p>	M	<ul style="list-style-type: none"> ● NAH will contact all staff who have been advised not to come into school ● Individual risk assessments to be carried out with those pregnant women 28+weeks 	<p>NAH will contact all staff who have been advised not to come into school and conduct individual risk assessments with pregnant women 28+ weeks who decide to attend school.</p>	

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<p>(Protecting staff at higher risk of covid-19)</p> <p>Someone entering the workplace/offices with CV19</p>	<p>medical conditions and are clinically extremely vulnerable</p> <p>Causing severe infection/disease</p>	<p>be under a risk assessment and where social distancing measures can be maintained, and employees should follow the control measures, in addition to this an individual pregnant/expectant mother risk assessment should be completed.</p> <p>3 The school will follow specific guidance on what will happen <u>if there is a local lockdown</u>. including any direct or national advice for any changes to shielding.</p> <p>4 Students and staff who live with people who are clinically extremely vulnerable, but are not clinically extremely vulnerable themselves, are still expected to come into school.</p> <p>5 Staff who are clinically vulnerable must follow the covid secure building control measures, including observing good hand and respiratory hygiene, adults being able to social distance from each other wherever possible, and minimising time spent within 1 metre of others (people who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the school/workplace)</p> <p>6 Staff who may be otherwise be at increased risk from coronavirus such as factors including age/sex/deprivation/ethnicity all are able to at work as the control measures of having buildings covid-secure, with controls measures identified within this risk assessment</p>				
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<p>(12. Pupil's shielding)</p> <p>Pupils shielding/ Self-isolating</p> <p>Coronavirus (COVID-19) (CV19)</p> <p>Someone entering the school/workplace/offices with CV19</p>	<p>Employees, agency, Pupils, visitors</p> <p>Causing severe infection/disease</p>	<p>1 The majority of pupils will be able to return to school, but we note that:</p> <ul style="list-style-type: none"> a small number of pupils will still be unable to attend as they are clinically extremely vulnerable or in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves; or because they are a close contact of someone who has coronavirus (COVID-19) <p>2 Students and staff who live with people who are clinically extremely vulnerable, but are not clinically extremely vulnerable themselves, are still expected to come into school.</p> <ul style="list-style-type: none"> Patients can only be removed from the shielding list by their GP/Specialist The School will provide access to remote education and support for those pupils unable to come into school this will cover and form part of the schools BC planning for short term and longer term pupils/situations 	<p>M</p>	<ul style="list-style-type: none"> Ensuring google classroom is still in use for those students shielding 	<ul style="list-style-type: none"> HoYs to communicate, arrange for work to be sent home A.Jalil - Online Learning. 	<p>ongoing</p>
<p>(13. Stress and Anxiety)</p> <p>Stress and anxiety regarding returning to work</p> <p>Coronavirus</p>	<p>Employees, agency, Pupils, visitors</p>	<p>1 Managers to identify staff with stress or anxiety and complete a follow up stress risk assessment</p> <p>2 For staff who have returned into work have been communicated with by sharing risk</p>	<p>L</p>	<ul style="list-style-type: none"> Individual risk assessments for staff identifying students and supporting where necessary. 	<p>SBM – completed individual risk assessments</p> <p>School counsellors/safeguarding team to continue to share</p>	<p>Ongoing</p>

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<p>(COVID-19) (CV19)</p>	<p>Causing severe infection/disease</p>	<p>assessments and control measures for covid-19 controls</p> <p>3 Ongoing clear communication between individuals / teams and Managers is clear:</p> <ul style="list-style-type: none"> • Agreed work activities • Scheduled calls / contact time • Access to resources e.g. Employee Assistance Programme (EAP) • Wellbeing and Health on HR website (includes stress risk assessment) <p>4 Review of pupils that present stress and anxiety due to the covid-19 fears</p> <p>5 Pupils and families who are anxious about return to school are informed of the current covid-secure control measures, with communication being sent out to assist and inform</p>		<p>Supporting staff by sharing wellbeing and health resources</p> <ul style="list-style-type: none"> • updating school website with risk assessments 	<p>resources with staff and students</p> <p>NAD – regular updates of RA on website</p>	
<p>(14. Pupil Wellbeing)</p> <p>Coronavirus (COVID-19) (CV19)</p> <p>Someone entering the school/workplace/offices with CV19</p>	<p>Employees, agency, Pupils, visitors</p> <p>Causing severe infection/disease</p>	<p>1 Schools should consider the provision of pastoral and extra-curricular activities to all pupils designed to:</p> <ul style="list-style-type: none"> •support the rebuilding of friendships and social engagement •address and equip pupils to respond to issues linked to coronavirus (COVID-19) •support pupils with approaches to improving their physical and mental wellbeing 	<p>M</p>	<ul style="list-style-type: none"> • School Counsellors and Safeguarding Team – identifying students and supporting where necessary. Supporting staff by sharing wellbeing and health resources • 	<p>Pastoral Year Groups, HoYs, BPOs to support</p>	<p>Ongoing</p>

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		2 Schools to ensure the promotion of awareness of the virus suitable for the age group, with the repeated gentle reminders of control measures				
<p>(15. Staff wellbeing)</p> <p>Coronavirus (COVID-19) (CV19)</p> <p>Someone entering the school/workplace/offices with CV19</p>	<p>Employees, agency, Pupils, visitors</p> <p>Causing severe infection/disease</p>	<p>1 Change management and information sharing is vital</p> <p>2 Support for staff wellbeing as some staff may be particularly anxious about returning to school. The Department for Education is providing additional support for both pupil and staff wellbeing in the current situation. Information about the extra mental health support, pupils and teachers is available.</p>	L	<ul style="list-style-type: none"> share resources with staff 	School counsellors and safeguarding team	Ongoing
<p>(16. Behaviour change/support/expectations)</p> <p>Coronavirus (COVID-19) (CV19)</p> <p>Someone entering the school/workplace/offices with CV19</p>	<p>Employees, agency, Pupils, visitors</p> <p>Causing severe infection/disease</p>	<p>1 Assessment and implementation of ‘change management’ for behaviour, recognising that the school’s control measures for the virus is actually all based on human behaviour to manage, i.e. washing hands, respiratory health, cleaning, staying at home when have symptoms, staying at a distance, all of which requires training, support, guidance, correction, monitoring</p> <p>2 Staff need to make themselves be accountable for their own actions for hand and respiratory hygiene measures and actions, and social distancing control measures, this should be a focus and support set up, where if you notice staff and or visitors/pupils not being covid secure, you</p>	L	<ul style="list-style-type: none"> Notices and posters around school Letters home to parents Reminders during form times Behaviour addendum updated and shared with all staff, students and parents. Can be downloaded from school website 	NAD – N.Jones – signage, social media, website updates and letters home	ongoing

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		<p>are able to 'remind' 'advise' 'correct' to ensure the vital control measures are being completed</p> <p>3 A review of the school's behaviour policy around the covid-secure and risk management required, including what is expected and the consequences for poor unsafe behaviour</p>				
<p>(17. Contractor/visitor) Contractors/Visitors/ Parents Coronavirus (COVID-19) (CV19)</p>	<p>Employees, agency, Pupils, visitors</p> <p>Causing severe infection/disease</p>	<p>1 Only necessary contractors to be allowed on site, and approved/authorised by managers, covid-19 risk assessments must be sent by contractors and reviewed and works/visits agreed/authorised before the works/visits commence</p> <p>2 Agency staff and contractors to be inducted to the normal health and safety induction processes, including the current COVID-19 risk assessments and social distancing requirement, and promotion of hand cleaning and hygiene</p> <p>3 Pre-communicated to ensure a health check question-set is asked regarding any symptoms of COVID-19, and information given to them before they get to site on the social distancing and COVID-19 management standards in place</p> <p>4 Normal risk assessment, method statements review, considering your own COVID-19 risk assessment to review if the works will compromise social distancing for others, such as increasing of numbers of people by contractors</p>	M	<ul style="list-style-type: none"> Parents told to collect students from a location away from school gates and in open space Communications with agency staff and essential visitors 	<ul style="list-style-type: none"> A.Somad/line managers responsible for agency staff to brief on covid risk assessment M.West/reception to ensure cv19 questions are asked before visitors allowed on site Premises – to ensure contractors adhere to risk assessment 	ongoing

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		<p>working in staff areas breaking the social distancing requirements</p> <p>5 Normal management and monitoring of contractor works, wellbeing on site</p> <p>6 School to assess to keep the parents off site and reduce the concerns of gatherings, this is a school based review/plan, supported by regular communication. All meetings with parents and any unnecessary visitors should take place virtually.</p> <p>7 Contractors to follow the covid-face covering management of the school, either implement that all visitor/contractors to wear face coverings or in defined areas</p>				
<p>(18. Change management)</p> <p>Coronavirus (COVID-19) (CV19)</p> <p>Someone entering the school/workplace/offices with CV19</p>	<p>Employees, agency, Pupils, visitors</p> <p>Causing severe infection/disease</p>	<p>1 Providing clear consistent and regular communication to improve understanding for all staff throughout the pandemic</p> <p>1a All staff will complete covid-19 elearning training as part of the schools mandatory training, managed and monitored by management</p> <p>2 Providing early information instruction before any changes to working practices</p> <p>3 Keeping all risk assessments/changes in risk updated as government guidance seems to be updating daily, weekly</p>	M	<ul style="list-style-type: none"> Continual reminders in staff briefings, emails and various communications with key stakeholders 	SLT – CDAC, NKO, AJ	ongoing

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		<p>4 Full guidance to staff on changes to work environment and procedures in advance of any physical changes</p> <p>5 Increased staff communication to raise awareness of potential risks; directing staff to Government, NHS, PHE and local Trust guidelines and resources:</p> <ul style="list-style-type: none"> ▪ NHS guidance, how to wash your hands video (20 second rule) ▪ NHS advice on CV19; risks, symptoms, how CV19 is spread, how to avoid catching or spreading germs ▪ Communications on social media and website ▪ Information posters displayed at key points and throughout premises ▪ Hygiene requirements (handwashing etc.) and practise of social distancing (2 metres) <p>6 Follow signage and access to premises</p> <p>7 Government and LA guidance on trace and track measures and clear guidance to managers and staff on actions required and support available</p>				
<p>SCHOOL OPERATIONS</p>						

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<p>(19. Transport)</p> <p>Coronavirus (COVID-19) (CV19)</p> <p>Someone entering the school/workplace/offices with CV19</p>	<p>Employees, agency, Pupils, visitors</p> <p>Causing severe infection/disease</p>	<p>1 Social distancing has significantly reduced available transport capacity. The new DFE guidance sets out a new framework for supporting transport to and from schools from the autumn term. *Current guidance: transport-to-school 11 August</p> <p>They have made a distinction between dedicated school transport and wider public transport:</p> <ul style="list-style-type: none"> ● by dedicated school transport, they mean services that are used only to carry pupils to school. This includes some existing or new commercial travel routes, where they carry school pupils only ● by public transport services, they mean routes which are also used by the general public ● Children should clean their hands before boarding transport and again on disembarking ● the use of face coverings on public transport <p>Staggered start times to enable journeys.</p> <p><u>Schools should encourage parents, staff and pupils to walk or cycle to school if at all possible</u></p>	<p>M</p>	<ul style="list-style-type: none"> ● Communication with staff and students re. safety when using public transport and cycling/walking to school where possible. 	<p>NAD/N.Jones - communications</p>	<p>ongoing</p>
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<p>(20. Kitchens) Main kitchen Coronavirus (COVID-19) (CV19) Someone entering the school/workplace/offices with CV19</p>	<p>Employees, agency, Pupils, visitors Causing severe</p>	<p>1 kitchen's will be fully open from the start of the autumn term and normal legal requirements will apply about provision of food to all pupils who want it, including for those eligible for benefits-related free school meals or universal infant free school meals. School kitchens can continue to operate, but must comply with the guidance for food businesses on coronavirus (COVID-19). 2 Ensure social distancing is in place for the kitchen and kitchen staff wherever possible 3 Social distancing at the servery which is managed and monitored 4 If the social distancing cannot be managed in this area a review of shielding/sneeze screens to be considered to protect the kitchen staff serving 5 Staff and pupils to be encouraged to wash their hands before / after eating for at least 20 seconds and frequently during the day 6 BC plan if the whole kitchen crew have to self-isolate, re Test and Trace planning – agency staff to supply cold lunches only 7 Kitchen staff to follow the schools face covering implementation plan (year 7 and above) for zoned/identified areas such as corridors, stairwells, dining halls as some examples</p>	<p>M</p>	<ul style="list-style-type: none"> BC plan if all kitchen staff are contacted by test and trace 	<p>NAD/NAH/Di</p>	<p>ongoing</p>
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<p>(21. building/estate) Building preparedness/Statutory compliance Coronavirus (COVID-19) (CV19) Someone entering the school/workplace/offices with CV19</p>	<p>Employees, agency, Pupils, visitors Causing severe infection/disease</p>	<p>1 x2 additional wash basins in both playgrounds - implemented 2 ensure good ventilation. Advice on this can be found in Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak. 3 Fire doors should NOT be propped open 4 In classrooms, it will be important that schools improve ventilation (for example, by opening windows). 7 Statutory compliance completed and up to date</p>	<p>M</p>	<ul style="list-style-type: none"> ensure AC flow and windows open at all times to ensure good ventilation 	<p>Premises Class Teachers</p>	<p>Ongoing</p>
<p>(22. Educational Visits) Coronavirus (COVID-19) (CV19) with CV19</p>	<p>Employees, agency, Pupils, visitors Causing severe infection/disease</p>	<p>1 There will be no school trips taking place until further notice 2 Extra-curricular and after school activities will not be taking place until further notice.</p>	<p>L</p>			
<p>(23. Wraparound provision and extra-curricular activity) Coronavirus (COVID-19) (CV19) with CV19</p>	<p>Employees, agency, Pupils, visitors Causing severe infection/disease</p>	<p>1 No Breakfast Club 2 After school, enrichment and extra-curricular activities will be suspended until further notice 3 The school will not be letting out the school premises until further notice</p>	<p>L</p>			

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<p>(24.Physical Education)</p> <p>Coronavirus (COVID-19) (CV19)</p> <p>Someone entering the school/workplace/offices with CV19</p>	<p>Employees, agency, Pupils, visitors</p> <p>Causing severe infection/disease</p>	<p>1 Schools have the flexibility to decide how physical education, sport and physical activity will be provided whilst following the measures in their system of controls.</p> <p>2 Pupils should be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided.</p> <p>3 Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene.</p> <p>This is particularly important in a sports setting because of the way in which people breathe during exercise.</p> <p>Schools should refer to the following advice:</p> <ul style="list-style-type: none"> ● <u>guidance on the phased return of sport and recreation</u> and guidance from <u>Sport England</u> for grassroots sport ● advice from organisations such as the <u>Association for Physical Education</u> and the <u>Youth Sport Trust</u> <p>4 On days where students have PE, they are expected to wear their PE kit from home. This will be their uniform for the school day</p>	<p>M</p>	<ul style="list-style-type: none"> ● Identify which activities and fixtures are essential ● Changing rooms will be closed 	<p>J.Trueaman – HoD PE to be aware of guidance and adhere to government guidelines, ensuring PE department follow suit</p> <p>M.Dow – PSHE/ tutor period times used to re-iterate</p>	<p>ongoing</p>
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<p>(25. Ventilation)</p> <p>Coronavirus (COVID-19) (CV19)</p> <p>Someone entering the school/workplace/offices with CV19</p>	<p>Employees, agency, Pupils, visitors</p> <p>Causing severe infection/disease</p>	<p>1 Keep ventilation systems maintained regularly and adjusting systems where necessary, follow the current HSE, government and CIBSE guidance</p> <p>https://www.cibse.org/coronavirus-covid-19/emerging-from-lockdown</p> <p>2 Premises maintain/monitor ventilation systems</p> <p>3 Premises to check service and or adjustments required, so that they do not automatically reduce ventilation levels due to lower than normal occupancy, follow expert mechanical/electrical engineer advice for covid-ventilation-heating assessments/reviewing/servicing</p> <p>4 Opening windows and doors frequently to encourage ventilation where possible</p>	<p>M</p>	<ul style="list-style-type: none"> Premises to ensure adequate ventilation of facilities and use of AC 	<p>Premises</p>	<p>ongoing</p>
<p>(26. First aid)</p> <p>Coronavirus (COVID-19) (CV19)</p> <p>Someone entering the school/workplace/offices with CV19</p>	<p>Employees, agency, Pupils, visitors</p> <p>Causing severe infection/disease</p>	<p>1 Aside from a face mask to be work, there are no additional PPE requirements because of coronavirus (COVID-19) for first aid, or for non-symptomatic children who present behaviours which may increase the risk of droplet transmission or who require care that cannot be provided without close hands-on contact</p> <p>2 It is accepted that 2m social distancing cannot be maintained during the delivery of first aid, but physical contact should be kept to a minimum e.g.</p>	<p>M</p>	<ul style="list-style-type: none"> First Aiders are aware of all process and protocols 	<p>S.Anderson – medical lead</p>	<p>Ongoing</p>

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		<p>pupils apply cold pack, wipe, plaster where able to do so.</p> <p>3 First aid rooms can be very busy and are often small rooms. Schools should make arrangement for only one person being treated in the first aid room at a time and allocate another room / area as a waiting/collection area. – 2 additional rooms and a first aid toilet have been identified on the ground floor.</p> <p>4 If daily medication is administered from first aid rooms then consider if this needs relocating to reduce demand on space</p>				
<p>(27. Staff room/kitchens)</p> <p>Kitchen staff</p> <p>Coronavirus (COVID-19) (CV19)</p> <p>Someone entering the school/workplace/offices with CV19</p>	<p>Employees, agency, Pupils, visitors</p> <p>Causing severe infection/disease</p>	<p>1 Social distancing in place with signage</p> <p>2 Zip taps/Kettles to be cleaned</p> <p>3 Staff reminded with signage next to Zip taps NOT to allow their cups to touch the Zip tap</p> <p>4 Staff behaviour staying alert to others around them and keeping to the 2 metre rule as a minimum wherever possible</p> <p>5 Staff to wash their hands before / after eating for at least 20 seconds</p> <p>6 Staff to dispose of their food waste into the bins provided, and clean their cutlery and put away</p> <p>7 Staff not to share cups and cutlery</p> <p>8 Staff to be encourage to go outside during breaks</p>	M	<ul style="list-style-type: none"> • Cleaning team – regular checks of communal areas • Staff to take accountability 	NAD/Admin team	ongoing

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		9 These areas to have an increased cleaning regime in place managed and monitored				
<p>(28. Water fountains) Coronavirus (COVID-19) (CV19)</p> <p>Someone entering the school/workplace/offices with CV19</p>	<p>Employees, agency, Pupils, visitors</p> <p>Causing severe infection/disease</p>	<p>1 Students using fountains to fill up bottles only – without touching nozzles. Signage in place.</p>	L	<ul style="list-style-type: none"> Signage in place. Form tutors and staff on duty to ensure only bottles are being used 	NAD/Admin team	Ongoing signage monitoring
<p>(29. Swimming pools) swimming Coronavirus (COVID-19) (CV19)</p> <p>Someone entering the school/workplace/offices with CV19</p>	<p>Employees, agency, Pupils, visitors</p> <p>Causing severe infection/disease</p>	<p>1 The swimming pool is currently closed due to ongoing maintenance</p>	L	N/a	N/a	N/a
<p>(30. Music/Dance and drama) Coronavirus (COVID-19) (CV19)</p>	<p>Employees, agency, Pupils, visitors</p> <p>Causing severe infection/disease</p>	<p>1 Although Singing, wind and brass instrument playing can be undertaken in line with current guidance, this will not be taking place in larger groups, choirs, and assemblies</p> <p>https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts</p>	L	<ul style="list-style-type: none"> Sufficient cleaning materials in classrooms and reminders in lessons 	PA department	ongoing

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<p>Someone entering the school/workplace/offices with CV19</p>		<p>2 As it is known that the cumulative aerosol transmission from both those performing in and attending events or lesson is likely to create risk. Singing, wind and brass playing will not take place in larger groups such as school choirs and ensembles, or school assemblies.</p> <p>3 Wiping down of all keyboards/shared surfaces after each lesson</p> <p>4 Good ventilation in music rooms</p>				
<p>(31. Contingency planning)</p> <p>Coronavirus (COVID-19) (CV19)</p> <p>Someone entering the school/workplace/offices with CV19</p>	<p>Employees, agency, Pupils, visitors</p> <p>Causing severe infection/disease</p>	<p>1 If a local area sees a spike in infection rates that are resulting in localised community spread, appropriate authorities will decide which measures to implement to help contain the spread.</p> <p>2 The Department for Education will be involved in decisions at a local and national level affecting a geographical area and will support appropriate authorities and individual settings to follow the health advice</p> <p>3 For individuals or groups of self-isolating pupils, remote education plans should be in place. These should meet the same expectations as those for any pupils who cannot yet attend school at all due to coronavirus (COVID-19).</p> <p>4 In the event of a local outbreak, the PHE health protection team or local authority may advise a</p>	<p>M</p>	<ul style="list-style-type: none"> • implement tiered approach and online learning • Preparation of communications 	<p>NKO/NAD/NAH/AJ</p>	<p>ongoing</p>

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		<p>school or number of schools to close temporarily to help control transmission.</p> <p>5 Schools will need a contingency plan for this eventuality. This may involve a return to remaining open only for vulnerable children and the children of critical workers and providing remote education for all other pupils.</p> <p>6 Tiered plan of action in place</p>				
<p>(32. Science)</p> <p>Coronavirus (COVID-19) (CV19)</p> <p>Someone entering the school/workplace/offices with CV19</p>	<p>Employees, agency, Pupils, visitors</p> <p>Causing severe infection/disease</p>	<p>1 Science lessons and heads/leads follow the specific covid-science related CLEAPSS guidance</p> <p>http://science.cleapss.org.uk/Resource/GL343-Guide-to-doing-practical-work-during-the-COVID-19-Pandemic-Science.pdf</p>	L	•	A.Alim – HoD and attached SLT manager	Ongoing

Overall Residual Risk for Activity (L / M / H):

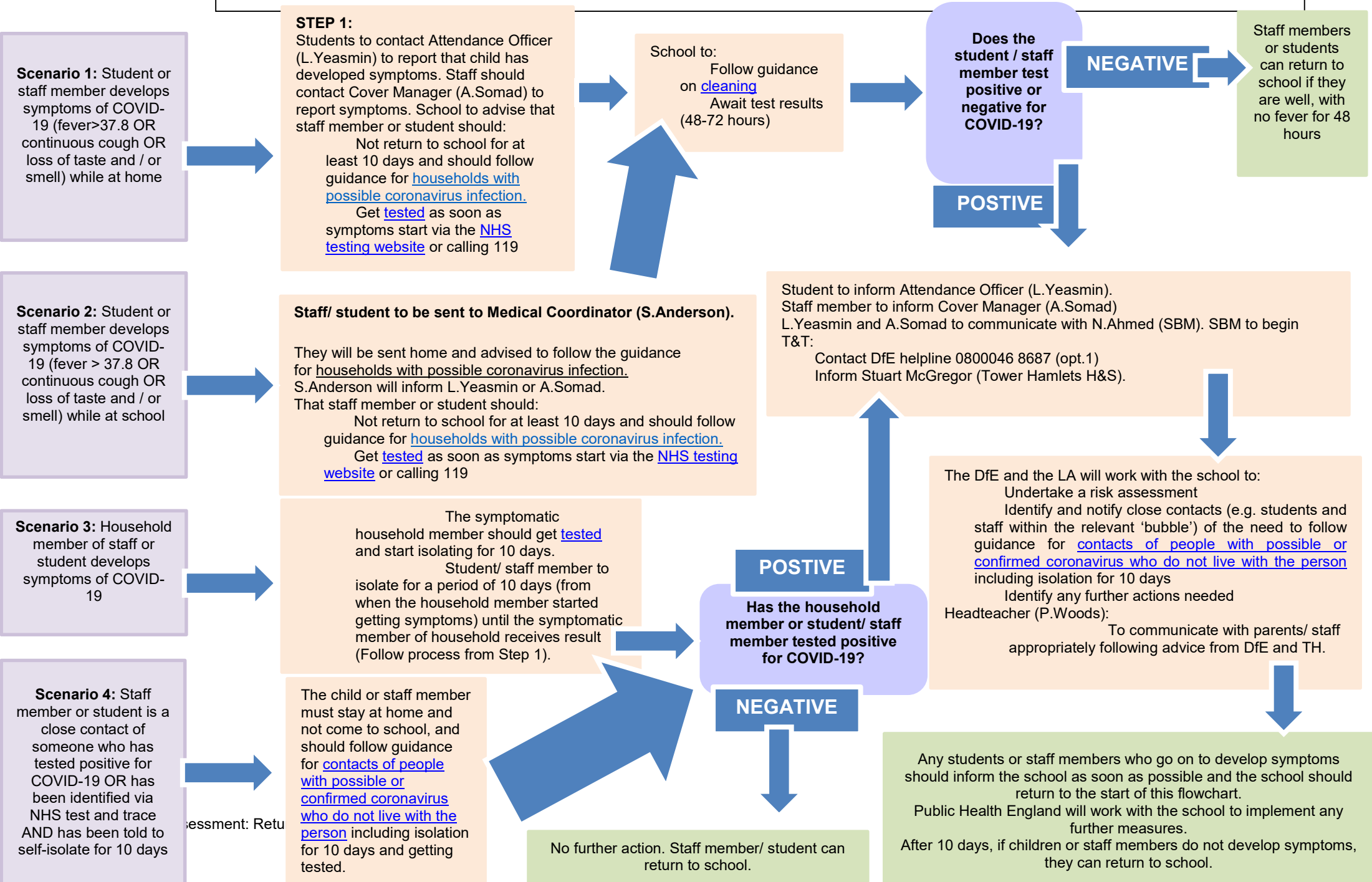
Level of Risk	Suggested Action
LOW	Control measures are adequate but continue to monitor and review; ensure that they remain satisfactory and appropriate

CORPORATE HEALTH & SAFETY SERVICES: **CORPORATE RISK ASSESSMENT – RETURN TO WORK COVID-19 SECURE LBTH**

MEDIUM	Control measures need to be introduced within a specified time period; continue to monitor and review
HIGH	Unless control measures can be immediately introduced to reduce the risk so far as is reasonable practicable, the task or activity should be suspended

Process flowchart for schools: What to do if there is a suspected or confirmed case of COVID-19 in school

CORPORATE HEALTH



Scenario 1: Student or staff member develops symptoms of COVID-19 (fever>37.8 OR continuous cough OR loss of taste and / or smell) while at home

Scenario 2: Student or staff member develops symptoms of COVID-19 (fever > 37.8 OR continuous cough OR loss of taste and / or smell) while at school

Scenario 3: Household member of staff or student develops symptoms of COVID-19

Scenario 4: Staff member or student is a close contact of someone who has tested positive for COVID-19 OR has been identified via NHS test and trace AND has been told to self-isolate for 10 days

STEP 1:
Students to contact Attendance Officer (L.Yeasmin) to report that child has developed symptoms. Staff should contact Cover Manager (A.Somad) to report symptoms. School to advise that staff member or student should:
Not return to school for at least 10 days and should follow guidance for [households with possible coronavirus infection](#).
Get **tested** as soon as symptoms start via the [NHS testing website](#) or calling 119

School to:
Follow guidance on [cleaning](#)
Await test results (48-72 hours)

Does the student / staff member test positive or negative for COVID-19?

Staff members or students can return to school if they are well, with no fever for 48 hours

Staff/ student to be sent to Medical Coordinator (S.Anderson).
They will be sent home and advised to follow the guidance for [households with possible coronavirus infection](#). S.Anderson will inform L.Yeasmin or A.Somad. That staff member or student should:
Not return to school for at least 10 days and should follow guidance for [households with possible coronavirus infection](#).
Get **tested** as soon as symptoms start via the [NHS testing website](#) or calling 119

Student to inform Attendance Officer (L.Yeasmin). Staff member to inform Cover Manager (A.Somad) L.Yeasmin and A.Somad to communicate with N.Ahmed (SBM). SBM to begin T&T:
Contact DfE helpline 0800046 8687 (opt.1)
Inform Stuart McGregor (Tower Hamlets H&S).

The symptomatic household member should get **tested** and start isolating for 10 days.
Student/ staff member to isolate for a period of 10 days (from when the household member started getting symptoms) until the symptomatic member of household receives result (Follow process from Step 1).

Has the household member or student/ staff member tested positive for COVID-19?

The DfE and the LA will work with the school to:
Undertake a risk assessment
Identify and notify close contacts (e.g. students and staff within the relevant 'bubble') of the need to follow guidance for [contacts of people with possible or confirmed coronavirus who do not live with the person](#) including isolation for 10 days
Identify any further actions needed
Headteacher (P.Woods):
To communicate with parents/ staff appropriately following advice from DfE and TH.

No further action. Staff member/ student can return to school.

Any students or staff members who go on to develop symptoms should inform the school as soon as possible and the school should return to the start of this flowchart.
Public Health England will work with the school to implement any further measures.
After 10 days, if children or staff members do not develop symptoms, they can return to school.