

Coronavirus (COVID-19): risk assessment for All Saints' CE Primary School, Ilkley



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Date of assessment: Sept 7th 2021	Review interval: As required	Date of next review: October 2021
Related documents		
Many school policies and information should be read in conjunction with this policy – please see here: https://www.allsaintsilkley.bradford.sch.uk/covid19-info/		

This risk assessment was written in line with guidance from here: <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak>

NB: Appendix A (page 30) contains our Outbreak Management Plan

*The full risk assessment begins on page 3. Here is a **SUMMARY OF OUR APPROACH**, accurate Sept 7th 2021*

- Entering and exiting school:
 - **Drop-off:** Parents and carers of children in Years 1 –6 will be allowed to choose the gate where they drop pupils off. Reception pupils must be dropped off at Easby Drive to facilitate entry to their classroom. Year 1/2 and Year 5/6 will enter school via doors on the Westville Rd side (but may enter the grounds from Easby Drive if they wish); Year 3/4 pupils may enter school from either side but will line up in the playground at Easby Drive.
 - **Pick up:** Arrangements will be very similar to autumn term – parents will use the gate where their youngest child will exit and any older siblings will be filtered through to you in time for the end of the day.
 - Face coverings are to be worn at the discretion of adults (except those who are exempt) at drop off and pick up time.
- Familiar control measures: Control measures such as increased ventilation (including ‘purging’ used spaces of air when possible) and social distancing and enhanced cleaning will remain in place.
- Playtimes: These will be taken in single phase groups and staggered.
- Lunchtimes: As in pre-covid times, lunchtime will be staggered from 11.45 – 1.15pm to allow for separate year groups use the hall and for cleaning to take place in between sittings. Our large hall has capacity to safely seat pupils during lunchtime.
- Working practices and Covid-19 vaccinations: No staff should now be shielding but staff with medical concerns will still have risk assessments to ascertain how they can best continue to contribute to their roles without compromising safety. Staff will be actively encouraged to attend vaccination appointments and cover organised as appropriate.
- Pupil voice: We will continue to consult with pupils through the school council and class discussions as to their thoughts and feelings as Covid safety measures are eased nationally and locally.
- Parent/carers voice: We will continue to review our procedures and respond as appropriate in the coming weeks in line with government guidance.
- Remote Education: The temporary continuity direction (<https://www.gov.uk/government/publications/remote-education-temporary-continuity-direction-explanatory-note>) specifies that schools “...have a legal duty to provide remote education for state-funded, school-age children unable to attend school due to coronavirus (COVID-19).” Our approach to providing remote education should any pupils be asked to self-isolate will be aligned with our approach since January 2021 (i.e. setting work using Teams), with caveats and exceptions for various permutations of pupil and staff absence.
- Lateral Flow Device (LFD) Testing: Staff have been provided with home test kits to self-administer twice a week. Any positive tests must be reported to the gov.uk reporting site and to school as appropriate. Any positive tests mean staff should isolate for 10 days and must be followed up with a PCR test in line with government guidance.

FULL RISK ASSESSMENT:

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

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Awareness of policies and procedures	H	<ul style="list-style-type: none"> All staff and volunteers are aware of all relevant policies and procedures, including, but not limited to, the following: <ul style="list-style-type: none"> Health and Safety Policy Infection Control Policy Social Distancing Policy First Aid Policy Positive Behaviour Policy Staff Handbook 	Y	HT	Ongoing	M
		<ul style="list-style-type: none"> Pupils are supported to understand and follow the relevant school policies and procedures, including, but not limited to, the following: <ul style="list-style-type: none"> Health and Safety Policy Infection Control Policy Social Distancing Policy Behaviour Policy 	Y	HT	Ongoing	M
		<ul style="list-style-type: none"> All staff have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> The Health Protection (Notification) Regulations 2010 The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities' DfE (2021) 'Actions for schools during the coronavirus outbreak' (See COVID-19 area of website). 	Y	HT	Ongoing	M
		<ul style="list-style-type: none"> Staff receive any necessary training on measures that have been implemented that are relevant to their role, e.g. infection control and pupil wellbeing. 	Y	HT/DSL	Ongoing	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> The school keeps up-to-date with advice issued by, but not limited to, the following: <ul style="list-style-type: none"> - DfE - NHS - Public Health England (PHE) - Department of Health and Social Care - The school's local health protection team (HPT) All staff, volunteers, parents, pupils, visitors and contractors are made aware of relevant infection control procedures and social distancing arrangements via email. Pupils are made aware of the measures that are in place, e.g. infection control and behaviour expectations, via various methods, including visual aids around the school and reminders from staff. The SBM conducts a review of all supplier and contractor arrangements to ensure they are appropriate for the school's current operations. The SLT reviews relevant school policies to ensure they account for new provisions. 	Y	HT/DSL	Ongoing	M
			Y	HT/SBM	Ongoing	M
			Y	HT	Ongoing	M
			Y	SBM	Ongoing	M
			Y	SLT	Ongoing	M
Fire safety and evacuation routes		<ul style="list-style-type: none"> A suitably trained individual ensures that all fire detection, alarm system, fire extinguisher and sprinkler checks are up-to-date. The fire safety officer and headteacher ensure that the fire management plan and fire safety risk assessment are up-to-date and applicable to any changes in people movement or access, e.g. if parts of the school remain temporarily closed. 	Y	HT	Ongoing	M
			Y	HT	Ongoing	M
			Y	HT	Ongoing	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> The headteacher identifies how social distancing measures are to be observed at evacuation points and communicates this to all staff, volunteers, pupils, parents and contractors. 				
Cleaning		<ul style="list-style-type: none"> The site manager implements a cleaning schedule that ensures cleaning is generally enhanced and includes: <ul style="list-style-type: none"> - More frequent cleaning of rooms and shared areas (including classrooms, playgrounds and eating areas) that are used by different groups. - Frequently touched surfaces being cleaned more often than normal. - Provision for ensuring toilets are cleaned regularly. Where necessary, the number of rooms used by staff and volunteers is limited to avoid the spread of infection. The necessary areas of the school are deep cleaned with suitable cleaning agents and in line with the COSHH Policy. All areas that remain temporarily closed, or partially closed for cleaning or infection control purposes, are clearly signposted. Adequate amounts of suitable cleaning agents are available. PPE is available to members of staff who require it to carry out cleaning safely. 	Y	HT/SM	Ongoing	M
			Y	HT/SM	Ongoing	M
			Y	HT/SM	Ongoing	M
			Y	HT/SM	Ongoing	M
			Y	HT/SM	Ongoing	M
			Y	HT/SM	Ongoing	M
Minimising contact with		<ul style="list-style-type: none"> Anyone who displays symptoms of coronavirus, or who has tested positive in the last 10 days, does not enter the school premises. Parents are informed not to bring their children to school or onto the school premises if they show symptoms of coronavirus and/or believe they have been exposed to coronavirus. 	Y	HT/DSL	Ongoing	M
			Y	HT/DSL	Ongoing	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
potential or confirmed coronavirus cases		<ul style="list-style-type: none"> Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty breathing and a high temperature, and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus. 	Y	HT/DSL	Ongoing	M
		<ul style="list-style-type: none"> Instances of staff, pupils, visitors and volunteers displaying symptoms of coronavirus are managed in line with local and national guidance and the Infection Control Policy, and any individuals with symptoms are sent home as soon as possible. 	Y	HT/DSL	Ongoing	M
		<ul style="list-style-type: none"> Pupils awaiting collection are moved to a room where they can be isolated behind a closed door. If it is not possible to isolate the pupil, they are moved to an area with optimum ventilation. If required, a member of staff supervises the pupil. 	Y	HT/DSL	Ongoing	M
		<ul style="list-style-type: none"> Where contact with a pupil's parents cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance and the Infection Control Policy. 	Y	HT/DSL	Ongoing	M
		<ul style="list-style-type: none"> If the pupil needs to use the toilet while awaiting collection, they use a separate bathroom if possible. The bathroom is cleaned and disinfected using standard cleaning products before being used by anyone else. 	Y	HT/DSL	Ongoing	M
		<ul style="list-style-type: none"> Emergency assistance is called immediately if the pupil's symptoms worsen. 	Y	HT/DSL	Ongoing	M
		<ul style="list-style-type: none"> PPE is worn by supervising staff if direct personal care is needed and they cannot maintain a distance of two metres. 	Y	HT/DSL	Ongoing	M
		<ul style="list-style-type: none"> Anyone who comes into contact with a symptomatic individual washes their hands thoroughly for 20 seconds. 	Y	HT/SM	Ongoing	M
		<ul style="list-style-type: none"> The area around the symptomatic individual is cleaned with normal household bleach after they have left the premises. 	Y	HT	Ongoing	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> Staff members who have helped someone with symptoms and any pupils who have been in close contact with them do not need to self-isolate unless they develop symptoms themselves or the symptomatic individual subsequently tests positive. The school refuses to admit a pupil who is displaying symptoms of coronavirus and their parents are insisting their child attends if, in its reasonable judgement, the pupil poses a risk of infection to other members of the school community. 	Y Y	HT HT/DSL	Ongoing Ongoing	M M
Rapid-result testing		<ul style="list-style-type: none"> All rapid-result testing is carried out in line with the DHSC 'Terms and conditions for Covid-19 testing (Primary Schools)' guidance. The rapid-result testing scheme is carried out with staff members who have consented to take part. Self-testing only commences once all staff have been adequately briefed and provided with the relevant step-by-step guide for COVID-19 self-testing handout. All staff members who consent to take part are provided with the government's privacy notice and are required to read and confirm they understand this. All staff members who consent to take part are provided with the most up-to-date version of the 'COVID-19 Self-Test Instruction for Use Guide'. Staff will self-administer the LFD tests. Self-testing is conducted by staff members twice a week (3 to 4 days apart) Staff are informed that the LFD test kits are not to be used if the staff member begins to develop symptoms of coronavirus. In this instance, the staff member begins self-isolating immediately and books a PCR test. Testing kits are stored in a secure environment which prevents access to unauthorised personnel. 	Y	HT/DSL	Ongoing	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> • Testing kits are only issued to authorised staff members. • Testing kits are stored indoors between a temperature of 2 to 30°C, in an environment which allows enough space for social distancing. • Staff are instructed to administer their tests at home, and not on site. • Staff are instructed to collect self-test kits from the designated collection point. • A test kit log is in use and kept up to date with the relevant information required. • A test result log is in use and kept up-to-date with the relevant information required. • The data held in the test kit log and test result log is stored in line with the school's Data Protection Policy at all times. • The appointed COVID-19 coordinator is responsible for risk management and overseeing the staff self-testing scheme. • Only the appointed COVID-19 coordinator or registration assistant distributes staff kits and inputs data into test kit log or the test result log. • Staff are informed that they must report the results of their tests to the NHS either online, or by phone, every time they take a test, even if the result is negative or void. • Staff are informed that they must communicate their results with the school's designated COVID-19 coordinator every time they take a test, even if the result is negative or void. • Staff who test positive following a rapid test are informed they must self-isolate until they secure a confirmatory PCR test. If the PCR test result is positive, they self-isolate for 10 days from the date of the original LFD test. • Staff are told to contact the COVID-19 coordinator if they have an incident while testing at home. 				

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> Staff do not take an LFD test if they have tested positive for coronavirus within the last 90 days. 				

<p>[Updated] Ventilation</p>	<ul style="list-style-type: none"> • Staff and pupils are made aware that enhanced ventilation is in place. 	Y	SM	<p>When monitors arrive ('from September' – Aug 2021 guidance)</p>	<p>M</p>
	<ul style="list-style-type: none"> • The site manager checks that all ventilation systems, including fume extraction systems, are in working order in accordance with manufacturer's recommendations, and that there are no blockages present in external or internal vents. 	N	SM		
	<ul style="list-style-type: none"> • All ventilation systems remain energised in normal operating mode. 	Y	SM		
	<ul style="list-style-type: none"> • Where mechanical ventilation is used, recirculatory systems are adjusted to full fresh air where possible. 	Y	SM		
	<ul style="list-style-type: none"> • Ventilation to chemical stores remains operational. 	Y	SM		
	<ul style="list-style-type: none"> • A ventilation audit is carried out to assess the quality of ventilation in school spaces. 	N	SM		
	<ul style="list-style-type: none"> • Where possible, the windows of occupied rooms are open. In cold weather, where this causes issues with thermal comfort, the following mitigations are put in place where possible: 	Y	SM		
	<ul style="list-style-type: none"> • Classrooms are rearranged to minimise the discomfort caused by draughts from open windows, e.g. by moving desks and chairs 				
	<ul style="list-style-type: none"> • High level windows are opened in preference to low level windows, to reduce draughts 				
	<ul style="list-style-type: none"> • Ventilation is increased while the space is unoccupied, e.g. during break- and lunchtimes 				
	<ul style="list-style-type: none"> • The relevant staff adjust any thermostats to heat internal spaces and water, ensuring a suitable stable temperature is maintained. 	Y	SM		
	<ul style="list-style-type: none"> • Where heating has been switched off or energy supplies for heating have been isolated, a suitably trained individual switches them back on, as required. 	Y			
	<ul style="list-style-type: none"> • [New] The school uses CO2 monitors provided by the DfE to help assess how well-ventilated spaces in the school are, and find a good balance of ventilation and thermal comfort. 	N	SM		
	<ul style="list-style-type: none"> • [New] To avoid inaccurate readings, CO2 monitors are placed: 				
	<ul style="list-style-type: none"> • At head height when seated. 	N	SM		
	<ul style="list-style-type: none"> • Away from ventilation outlets, such as grilles or windows. 				

		<ul style="list-style-type: none"> At least 0.5 metres away from occupants of the space being monitored. [New] The school maintains a consistent CO2 monitor reading value of 800ppm or under. [New] Where the CO2 monitor reading exceeds 800ppm, ventilation is increased in the necessary space(s). [New] A risk assessment is carried out to cover the use of any poorly ventilated spaces. 	N	SM		
			N	SM		
Confirmed cases of coronavirus		<ul style="list-style-type: none"> Parents are informed of how the school responds to confirmed cases of coronavirus. 	Y	HT/DSL	Ongoing	M
		<ul style="list-style-type: none"> Where an individual in the school community tests positive for coronavirus, the headteacher contacts the appropriate service immediately: Bradford LA during term time and PHE during school holidays. 	Y	HT/DSL	Ongoing	M
		<ul style="list-style-type: none"> Individuals at school who have been in close contact with someone who has tested positive are sent home immediately to self-isolate for 10 days. Close contact is defined as follows: <ul style="list-style-type: none"> Direct close contacts: face-to-face contact with an infected individual for any length of time, within one metre, including being coughed on, a face-to-face conversation, or unprotected physical contact (skin-to-skin) Proximity contacts: extended close contact (within one to two metres for more than 15 minutes) with an infected individual Travelling in a small vehicle, like a car, with an infected person 	Y	HT/DSL	Ongoing	M
		<ul style="list-style-type: none"> Household members of individuals who are sent home do not need to self-isolate unless the individual they live with develops symptoms. 	Y	HT/DSL	Ongoing	M
		<ul style="list-style-type: none"> A record is kept of pupils and staff in each bubble and of any close contact between individuals at school. Where required, all parents and staff are informed of the confirmed case; however, the name of the individual is not shared. 	Y	HT/DSL	Ongoing	M

		<ul style="list-style-type: none"> The school does not request evidence of negative test results or other medical evidence before admitting individuals back to school after a period of self-isolation. [Updated] If the school has two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus is suspected, the school continues to work with the DfE's dedicated coronavirus advice service (or local HPT if the case is escalated). [New] The pupil or staff member who tested positive can stop self-isolating after they have finished their isolation period and their symptoms have gone or if they continue to only have a residual cough or anosmia. 	Y	HT/DSL	Ongoing	M
			Y	HT/DSL	Ongoing	M
			Y	HT/DSL	Ongoing	M
			Y	HT/DSL	Ongoing	M
Hand cleaning and respiratory hygiene		<ul style="list-style-type: none"> Suitable handwashing facilities are provided for individuals to wash their hands regularly and at the following intervals: <ul style="list-style-type: none"> - Arrival at school - Return from breaks - A change in rooms - Before and after eating There is an adequate amount of hand sanitising stations. Adequate amounts of tissues and bins are available in the relevant areas. Visual aids are displayed throughout the school reminding pupils to wash their hands regularly and follow the 'catch it, bin it, kill it' approach. Pupils are supervised, where appropriate, when using hand sanitiser to ensure they do not ingest any. Pupils are instructed to cough or sneeze into their inner elbow and use a tissue to cover their mouths and noses where possible, disposing of the tissue in lidded bins. Pupils wash their hands after they have coughed or sneezed. Younger pupils and those with complex needs are supported to ensure they adopt good hand cleaning and respiratory hygiene practices. Individual risk assessments are conducted for pupils with complex needs who struggle to maintain good respiratory hygiene. 	Y	HT/DSL	Ongoing	M
			Y	HT/DSL	Ongoing	M
			Y	HT/DSL	Ongoing	M
			Y	HT/DSL	Ongoing	M
			Y	HT/DSL	Ongoing	M
			Y	HT/DSL	Ongoing	M
			Y	HT/DSL	Ongoing	M
			Y	HT/DSL	Ongoing	M
			Y	HT/DSL	Ongoing	M

Social distancing		<ul style="list-style-type: none"> • Staff and pupils are informed they no longer need to adhere to social distancing measures in school unless directed. • Pupils are informed they no longer need to be separated into bubbles in school. • In the event of a school or local outbreak, the school adheres to the advice of a director of public health, which may include returning to social distancing measures, including pupil bubbles, temporarily 				
Resources		<ul style="list-style-type: none"> • Staff and pupils have their own individual and frequently used items, e.g. pencils and pens. • Classroom resources, e.g. books and games, can be shared within a bubble and are cleaned regularly. • Resources that are shared between bubbles, e.g. sports equipment, are thoroughly cleaned before they are used by a different bubble or rotated to allow them to be left unused for 48 hours (or 72 hours for plastics) between use by different bubbles. • Pupils only bring essential items to school each day, e.g. lunch boxes, hats, coats, books, stationery and mobile phones. • Pupils are encouraged not to bring bags to school unless necessary. • Any shared resources that need to be taken home by pupils and staff are appropriately cleaned or a rotation is put in place. 	Y	HT/DSL	Ongoing	M
Face coverings		<ul style="list-style-type: none"> • Staff, pupils and visitors are informed via letter that they are not required to wear face coverings at all in school. • In the event of a school or local outbreak, the school adheres to advice from a director of health that may include bringing back face coverings temporarily in communal areas and classrooms for staff, pupils and visitors. • In the event that the school must return to using face coverings, the school remains sensitive to the fact that some people are less able to wear face coverings and that the reasons for this may not be visible to others. 	Y	HT/DSL	Ongoing	M

		<ul style="list-style-type: none"> • Transparent face coverings, which may assist communication with someone who relies on lip reading, clear sound or facial expressions to communicate, are worn where appropriate. • Face visors or shields are not worn as an equivalent alternative to face coverings; however, they can be worn by those exempt from wearing face coverings. • Face visors or shields are only used after carrying out a risk assessment for the specific situation and always be cleaned appropriately. • Individuals are provided with clear instructions on how to put on, remove, store and dispose of face coverings. This includes instructions to: <ul style="list-style-type: none"> • Clean hands before and after touching a face covering. • Store face coverings in individual, sealable plastic bags. • Avoid wearing damp face coverings. • Where face coverings are required, individuals are not prevented from entering or attending school on the grounds that they are not wearing a face covering. • The school has a contingency supply of face coverings. • Anyone struggling to access a face covering, or unable to use their face covering because it has been forgotten or soiled, is provided with one from the school's contingency supply. • Face coverings should be worn in enclosed and crowded places – this includes on school transport. 				
PPE usage		<ul style="list-style-type: none"> • PPE is provided to staff who need to provide intimate care for pupils in need and for cases where a pupil becomes unwell with symptoms of coronavirus whilst in school and a distance of two metres cannot be maintained. • Additional risk assessments are conducted on a case-by-case basis to determine whether staff require PPE to carry out other tasks and duties. • Used PPE is disposed of properly using bins provided around the school. Staff and pupils are told not to use recycling bins. 	Y	HT/DSL/SM	Ongoing	M

		<ul style="list-style-type: none"> All PPE waste is put in a plastic rubbish bag which, once full, is tied and placed in a second tied bag and stored in a suitable and secure place, marked for storage for 72 hours. Following this period, it is put in the communal waste area. 				
Mental health and wellbeing		<ul style="list-style-type: none"> Staff are vigilant in discerning pupil mental health and report any concerns to the Pupil Support Worker and SENDCo. 	Y	HT/SLT	Ongoing	M
		<ul style="list-style-type: none"> The school provides opportunities for pupils to talk about their mental health and experiences during the pandemic. 	Y	HT/Staff	Ongoing	M
		<ul style="list-style-type: none"> Pupils have access to pastoral support and activities, e.g. opportunities to renew and develop friendships. 	Y	HT/DSL	Ongoing	M
		<ul style="list-style-type: none"> The headteacher and the SENCO identify pupils with additional needs and put provision in place to ensure their needs are adequately and safely met, e.g. the relevant staff are available. 	Y	HT/DSL	Ongoing	M
		<ul style="list-style-type: none"> Teachers and the SENCO work together to ensure pupils with SEND are prepared for changes to their routine. 	Y	HT/DSL	Ongoing	M
		<ul style="list-style-type: none"> The headteacher and DSL ensure provision is in place to help protect wellbeing and mental health, and ensure all staff, volunteers and pupils have access to psychological support. 	Y	HT/SLT	Ongoing	M
		<ul style="list-style-type: none"> Safeguarding issues are managed in line with the Safeguarding and Child Protection Policy. 	Y	HT/SENCO	Ongoing	M
		<ul style="list-style-type: none"> Staff and pupil bereavement is managed in line with the Bereavement Policy. 	Y	HT/Teaching Staff/SENCO	Ongoing	M
Protecting clinically vulnerable individuals		<ul style="list-style-type: none"> Clinically extremely vulnerable staff are supported to work from home. If the staff member is unable to work from home, they will not be required to come to school. Clinically extremely vulnerable staff continue to be paid on their usual terms. Clinically extremely vulnerable pupils continue to attend on site provision, unless they have been advised by their GP or clinician to not attend. Clinically extremely vulnerable staff have discussions with their line managers about the flexibilities that can be put in place to support them. 	Y	HT/DSL	Ongoing	M

		<ul style="list-style-type: none"> • Pupils and staff who live with someone who is clinically extremely vulnerable or clinically vulnerable still attend school. • A separate risk assessment is carried out for pregnant staff. • Pregnant staff of any gestation are not required to continue working on site if this is not supported by the separate risk assessment. • Staff who are 28 weeks pregnant and beyond, or are pregnant and have an underlying health condition that puts them at a greater risk of severe illness from coronavirus at any gestation, are supported to take a more precautionary approach. • The relevant staff liaise with the parents of pupils who are deemed more vulnerable to infection and discuss any alternative arrangements, where required. • Line managers hold discussions with staff who are deemed more vulnerable to infection and put any alternative arrangements in place. • The SLT considers requests made by staff who wish to make changes to their working environment or working hours in the interest of health and safety. • If required, staff can adjust their working hours, as agreed by the SLT. • The headteacher ensures that the school can be adequately and safely staffed. 				
[Updated] Attendance		<ul style="list-style-type: none"> • The school informs parents and pupils that attendance is mandatory for all pupils. • Parents are informed that the usual rules on school attendance apply – this means parents have a duty to ensure that their child attends regularly. • The attendance register is taken as normal and absences are followed up, in line with the Attendance Policy. • Where a pupil is unable to attend the site because they are complying with clinical and/or public health advice, they are offered access to remote education immediately. • Any concerns from staff, parents and pupils about being on the school site are discussed between appropriate individuals. 				

		<ul style="list-style-type: none"> Pupils who are reluctant or anxious to attend school are identified and relevant staff members develop plans to reengage these pupils. Staff and pupils who have returned to the UK from foreign countries within the last month complete the necessary quarantine period, as outlined in the government's guidance, before attending school. Where possible, remote education will be provided for pupils who are abroad, and facing challenges to return due to coronavirus-related travel restrictions, for the period they are abroad. 				
Extra-curricular activities and wraparound provision		<ul style="list-style-type: none"> The school remains up-to-date with guidance on their local restriction tier which may affect the extra-curricular activities and wraparound care provided. The SLT determines whether before- and after-school clubs can take place. Before- and after-school clubs are not made available to pupils if doing so would put them at an increased risk of contracting coronavirus. Clubs are run in line with protective measures, e.g. keeping pupils in their bubbles where possible. 	Y	HT/DSL	Ongoing	M
Sports and physical activities		<ul style="list-style-type: none"> Additional measures are implemented for sports provision as appropriate, e.g. no physical contact, appropriate social distancing, smaller groups. Pupils are kept in consistent groups and sports equipment is thoroughly cleaned between each use by different groups. Outdoor sports are prioritised where possible. Large indoor spaces with maximised natural ventilation flows, e.g. through opening windows and doors, are used where outdoor sports are not possible. Indoor sports maximise distance between pupils and pay scrupulous attention to cleaning and hygiene. The headteacher decides if it is safe to work with external coaches, clubs and organisations for curricular and extra-curricular activities and considers how such arrangements operate within the school's wider protective measures. 	Y	HT/Teaching Staff	Ongoing	M

		<ul style="list-style-type: none"> • [Schools in tier 4 areas only] PE, sport and physical activity provided by the school to its own pupils under its system of controls can continue. This includes sports clubs or activities before or after school, in addition to their regular PE lessons. • [Schools in tier 4 areas only] Competition between different schools does not take place. 				
[Updated] NHS Test and trace		<ul style="list-style-type: none"> • The school makes staff aware that is not responsible for Test and Trace contacting. This will be taken over by the NHS Test and Trace service. • The school makes staff aware that the NHS Test and Trace service will inform staff and pupils if they have been in close contact with a positive case of coronavirus and will advise them to take a PCR test. • The school continues to work with local HPTs in the event of a school or local outbreak. • Staff members and parents are informed that they will need to engage with the NHS Test and Trace programme if they are contacted, meaning they need to be ready and willing to: • Book a PCR test if they (or their child) display symptoms. • Provide details of anyone they (or their child) have been in close contact with if they were to test positive for coronavirus or are asked by NHS Test and Trace. • Take a test if they have been in close contact with someone who develops coronavirus symptoms or someone who tests positive. • Self-isolate if they display symptoms or produce a positive test. • Anyone in school who displays symptoms is encouraged to get a PCR test. • If the school believes a symptomatic individual may face barriers to accessing a PCR test elsewhere, the school provides them with a PCR test. • PCR tests stored on the school site are stored securely at ambient room temperature (5 to 22°C). • The school considers offering a symptomatic staff member a PCR test if they cannot otherwise access testing quickly and if the individual is vital to the running of the school. • PCR tests are delivered safely and with due regard for transmission risk. • Individuals are asked to inform the school immediately of test results. 	Y	HT/Teaching Staff	Ongoing	M

		<ul style="list-style-type: none"> • If an individual tests negative, they feel well and no longer have coronavirus symptoms, they, and the members of their household, can stop self-isolating as long as: • They were not told to self-isolate for 10 days from the day after contact with the individual who tested positive by NHS Test and Trace. • They feel well. • If an individual tests positive, they are required to self-isolate for at least 10 days from the onset of symptoms and then return to school only if they do not have symptoms other than a cough, or loss of or change in their sense of smell or taste. Other members of their household are required to continue self-isolating for the full 10-day period unless they are fully vaccinated adults or under the age of 18. • Individuals are informed that, if they receive notification via the NHS Test and Trace app that they have been in close contact with a positive case, they must inform the school immediately (i.e. pupil or staff absence). • Individuals who test positive are encouraged to report the result on the NHS Test and Trace app. • If a pupil receives notification to self-isolate, the school ensures appropriate arrangements are in place for the pupil to self-isolate when they are directed to, and begin remote learning. • [New] Individuals are made aware that they are not required to self-isolate if they live in the same household or are a close contact of someone with coronavirus, and any of the following apply: <ul style="list-style-type: none"> • They are fully vaccinated. • They are below the age of 18 years and 6 months. • They have taken part in or are currently part of an approved vaccine trial. • They are not able to get vaccinated for medical reasons. • [New] Pupils under 18 and 6 months that have been identified as a close contact are made aware that they should continue to attend school as normal. 				
Catering		<ul style="list-style-type: none"> • The Catering Manager liaises with catering providers to ensure the kitchens can remain fully open throughout the term and food is prepared and delivered in line with the DfE's 'Guidance for food businesses on coronavirus (COVID-19)'. 	Y	HT/Catering Manager	Ongoing	M

Uniform		<ul style="list-style-type: none"> • Expectations of uniform are communicated to pupils and parents. • To mitigate thermal discomfort caused by increased ventilation, pupils are able to wear additional, suitable indoor items of clothing in addition to their usual uniform – where this occurs, no additional financial pressure is placed on parents. 	Y	HT	Ongoing	L
Communication		<ul style="list-style-type: none"> • The headteacher puts into place any actions or precautions advised by the DfE's helpline or local HPT if necessary. • The headteacher liaises with the LA where necessary and disseminates any local guidance to staff, where required. • The school's website is kept up to date with any important information regarding the running of the school during the pandemic, e.g. local arrangements. • Parents are informed about the relevant information regarding the running of the school during the pandemic, including any pick-up and drop-off arrangements. • Staff and volunteers are informed via email about the relevant information regarding the running of the school during the pandemic, including any changes to the workday, e.g. staggered lunchtimes and social distancing. • All staff, pupils and volunteers are made aware of the symptoms of coronavirus, what to do if they display symptoms, and if others display symptoms. • The headteacher liaises with the governing board about possible arrangements for running the school during the pandemic, where necessary. • The headteacher informs staff, volunteers and the governing board about the arrangements for meetings that would ordinarily take place in person, e.g. interviews, and how these will be carried out in line with social distancing guidance. • Social distancing and infection control measures are explained to all contractors and visitors upon their arrival. 	Y	HT	Ongoing	M

		<ul style="list-style-type: none"> The school endeavours to maintain a sense of school community for its members during this period, including organising virtual social events and maintaining regular contact with members of the school community not attending the school site. 				
Remote learning		<ul style="list-style-type: none"> The headteacher ensures that pupils taught remotely in EYFS and KS1 are set work that as a minimum covers three hours a day on average, and ensures that pupils taught remotely in KS2 are set work that as a minimum covers four hours a day. Teaching staff deliver all remote education in line with the expectations set out in the Pupil Remote Learning Policy. The headteacher ensures that all teaching staff understand these expectations and know how to seek help if they feel unable to meet them. The school informs parents that they should raise any concerns about the quality of the school's remote education offer with the Headteacher.. 	Y	HT/DSL	Ongoing	M
School meals		<ul style="list-style-type: none"> The school continues to provide FSM to all eligible pupils. Eligible pupils attending the school site receive FSM as normal and eligible pupils learning remotely receive either food parcels or food vouchers. The Catering Manager liaises with catering staff to arrange any necessary adaptations to the school's existing catering offer, in light of reduced attendance at the school site. 	Y	HT/Catering Manager	Ongoing	M
Transport		<ul style="list-style-type: none"> The school continues to provide existing transport services to the school site for pupils eligible to attend. 	Y	HT	Ongoing	M
Educational visits		<ul style="list-style-type: none"> Educational visits can resume but due consideration to covid restrictions must be in place. 	Y	HT	Ongoing	L
Estates management		<ul style="list-style-type: none"> The site manager and headteacher review and check fire safety management plans in line with the operational changes, e.g. reduced attendance and social distancing requirements. 	Y	HT/SM	Ongoing	M
Physical education and sports		<ul style="list-style-type: none"> The school continues to provide physical education to pupils attending the school site in line with the particular measures set out in the main body of this risk assessment. 	Y	HT	Ongoing	M

		<ul style="list-style-type: none"> Staff consider whether any changes need to be made to physical education teaching to ensure pupils learning remotely continue to benefit from a high-quality standard of teaching. 				
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All Saints' CE Primary School, Ilkley: Outbreak Management Plan

Date	Sept 2021	Version	1
Written by Michele Robinson - Headteacher Joe Cooper - Deputy Head & DSL Rachael Sugden - School Business Manager			

DfE	Department for Education
DHSC	Department for Health and Social Care
PHE	Public Health England
LHPT	Local Health Protection Team (Local PHE teams)
NHS	National Health Service

1. Introduction

The government has made it a national priority that education and childcare settings should continue to operate as normally as possible during the COVID-19 pandemic.

Measures affecting education and childcare may be necessary in some circumstances, for example:

- to help manage a COVID-19 outbreak within a setting,
- if there is extremely high prevalence of COVID-19 in the community and other measures have failed to reduce transmission,
- as part of a package of measures responding to a Variant of Concern (VoC).

This document is the Outbreak Management Plan for All Saints' and outlines how we will operate if any of the measures described in this document below were recommended for our setting or area. This includes how we will ensure every child, pupil or student receives the quantity and quality of education and care to which they are normally entitled.

All Saints' is a primary school. Our cohort of pupils ranges from 4 years to 11 years old.

2. Principles

2.1

Prioritising education.

The impacts of having missed education during the pandemic are severe for children, young people and adults. In all cases, any benefits in managing transmission will be weighed against any educational drawbacks. In making decisions we will endeavour to keep any measures to the minimum number of settings or groups possible, and for the shortest amount of time possible.

We will keep all measures under regular review, and lift them as soon as the evidence supports doing so. Measures affecting education and childcare settings across an area will not be considered in isolation, but as part of a broader package of measures.

We will only consider attendance restrictions as a last resort. Where measures include attendance restrictions, we will contact the Department for Education (DfE) and / or our Local Health Protection Team in conjunction with Bradford LA for advice on any groups that should be prioritised.

The government have advised they will try to give as much notice as possible of any changes to the way settings should operate.

2.2 Collaboration and guidance.

We recognise that multi-agency collaboration and communication is important in ensuring consistency in approach across England wherever issues occur, so that no group of children, pupils or students is unfairly disadvantaged. We understand that Bradford LA, their Director of Public Health and DfE's regional school commissioners will maintain close working relationships through their regional partnership teams (RPTs).

We recognise that where decisions about measures in education and childcare settings are made at a national level, DfE will work with the DHSC, NHS Test and Trace, the Chief Medical Officer, PHE and other government departments, as well as relevant local authorities and directors of public health.

We will continue to seek / follow the guidance from:

- DfE, DHSC, NHS and PHE
- The COVID-19 Contingency Framework: Education and Childcare June 2021.
- Bradford Children's Services teams.

3. Managing potential outbreaks and contingency measures

3.1 Managing Positive Cases.

We will continue to manage positive cases amongst our school community by:

1. keeping records of positive pupil, staff and visitor cases and tracking potential outbreaks,
2. notifying Bradford LA of positive cases via the PCIF01 form,
3. contacting the DfE Helpline, and local HPT if we need advice about isolated cases,
4. contacting the DfE Helpline for advice if we suspect we have an outbreak,
5. informing parents / carers and staff of positive cases via email

This plan outlines how we will operate if we are advised to instigate any of the measures below for our setting / area either locally or nationally by DfE, DHSC, PHE or NHS. This plan covers:

- limiting attendance and widening remote learning,
- re-introducing bubbles,
- widening testing or on site testing centres,
- re-introducing face coverings,
- re-introducing shielding,
- limiting residential educational visits, open days, transition or taster days, parental attendance, performances,
- free school meals if attendance is limited,

- safeguarding and designated safeguarding leads, and
- vulnerable children and young people.

3.2 Limiting Attendance.

We will only consider attendance restrictions as a last resort and following DfE and / or public health advice. If attendance restrictions are advised across an area, we understand the government will publish detailed operational guidance for settings which we will follow.

We will continue to provide high-quality remote education for all pupils or students not attending site.

In all circumstances, we will give priority to vulnerable children and young people and children of critical workers to attend to their normal timetables as far as possible.

The following details the potential attendance limitations we may face and who will be given priority to attend.

- **Early Years** - vulnerable children and children of critical workers will be allowed to attend.
- **Primary age pupils** - if some attendance restrictions are needed, all vulnerable children, children of critical workers, children in reception, year 1 and year 2 will still be eligible to attend. If attendance is restricted further, only vulnerable children and children of critical workers will still be eligible to attend.
- **Out-of-school settings and wraparound childcare** - if attendance restrictions are needed, vulnerable children and young people will be eligible to attend. For all other children, parents and carers will only be eligible to access these facilities for face-to-face provision for their children for a limited set of essential purposes, such as to allow them to go to or seek work, attend a medical appointment, or undertake education and training. Restrictions on attendance may need to vary depending on whether provision will be operating during school term-time and/or school holidays, when we are otherwise closed to ensure sufficient childcare provision remains available to those that need it most. Therefore, the advice outlined above could be subject to change. Further advice will be provided should this be the case.

3.3 Re-introducing Bubbles.

If advised to re-instate bubbles by public health and / or DfE we will evaluate staffing and pupils needs and re-instate the bubbles and the control measures previously used in school to keep bubbles separate wherever possible. Details of our previous bubbles and control measures can be found on our website <https://www.allsaintsilkley.bradford.sch.uk/covid19-info/>

If this is not possible we will seek advice from our Local PHT, DfE and / or our local HPT if needed as to appropriate alternative bubbles and control measures for keeping bubbles separate.

3.4 Re-introducing face coverings.

If advised to by public health or DfE we will temporarily re-instate the wearing of face coverings more widely and this may include communal areas and/or classrooms for staff and visitors.

3.5 Re-introducing shielding.

Shielding is currently paused. In the event of a major outbreak or Variant of Concern (VoC) that poses a significant risk to individuals on the shielded patient list (SPL), we understand that shielding can be reintroduced by national government. If this occurs we will identify our staff and pupils who are on the shielding list and review their individual risk assessments to determine if it is safe for them to be in school, if they should be working / learning from home and / or if there are any other control measures required.

3.6 Limiting residential educational visits, open days, transition or taster days, performances, and parental / visitor attendance on site.

Educational Visits - we will seek / follow the advice from public health and/or DfE to determine if visits are safe and appropriate to undertake or need postponing in the event of a VoC, high levels of cases in the community or a serious outbreak in the school. We will reflect any attendance restrictions in the visits risk assessment and only children who are attending the setting will go on an educational visit.

Open days, transition events and performances - we will seek / follow the advice from public health, DfE and / or Bradford LA Health, Safety and Wellbeing Team (* add others as required) to determine if activities are safe and appropriate to undertake or need postponing in the event of a VoC, high levels of cases in the community or a serious outbreak in the school. We will assess if the activities can be done virtually / remotely without on site attendance from visitors.

Parental / visitor attendance on site – in the event of the event of a VoC, high levels of cases in the community or a serious outbreak in the school we may limit access to the site for parents/carers and visitors to essential visits only.

3.7 Free school meals if attendance is limited.

If attendance is limited we will provide assistance to children eligible for free school meals who are not able to attend site with Edenred (or another provider as appropriate).

3.8 Safeguarding and designated safeguarding leads.

If attendance is limited we will work with our local safeguarding partners to be vigilant and responsive to all safeguarding threats with the aim of keeping vulnerable children and young people safe, particularly as more children and young people will be learning remotely. We will continue to have regard to any statutory safeguarding guidance that applies to us and will review our child protection policy so that it reflects any local restrictions and remains effective.

We will endeavour to ensure a trained DSL (or deputy) is available on site. Where this is not possible we will ensure that we have a senior leader on site who will take responsibility for co-ordinating safeguarding as well as a trained DSL (or deputy) available to be contacted via phone or online video.

3.9 Vulnerable children and young people.

Where vulnerable children and young people are absent and should be attending, we will:

- follow up with the parent or carer, working with Bradford LA and social worker (where applicable), to explore the reason for absence and discuss their concerns,
- encourage the child or young person to attend educational provision, working with Bradford LA and social worker (where applicable), particularly where the social worker and the Virtual School Head (where applicable) agrees that the child or young person's attendance would be appropriate,
- focus the discussions on the welfare of the child or young person and ensuring that the child or young person is able to access appropriate education and support while they are at home, and
- have in place procedures to maintain contact, ensure they can access remote education support, as required, and regularly check if they are doing so.

If we must temporarily stop onsite provision on public health or DfE advice, we will discuss alternative arrangements for vulnerable children and young people with Bradford LA.

4. Risk Assessment and action plan.

4.1 Risk Assessment.

If we need to instigate any of the measures in this plan, we will amend our current Covid-19 risk assessment and publish it on our school website.

4.2 Action Plan.

Appendix A details our action plan to support the different measures in this Outbreak Management Plan.

Appendix A – Action Plan for the measures in the Outbreak Management Plan.

Measure required	How we will action	How we will inform / consult
Limiting attendance	<ol style="list-style-type: none"> 1. Identify pupils eligible to attend and first aid / medical / SEND needs. 2. Identify staff needed on site. 3. Identify staff to undertake remote learning. 4. Discuss with our catering providers any catering changes needed and instigate scheme for pupils eligible for free school meals who are not attending site. 5. Inform dedicated home to school transport providers of any pupils they usually transport who will not be attending site. 6. Identify any vulnerable children and young people not attending and put in place arrangements for support. 7. Identify whether DSL are on site / working remotely or shared with another school. In the absence of a DSL on site identify a senior leader on site who will take responsibility for co-ordinating safeguarding. 8. Inform Bradford LA. 9. Amend Covid-19 risk assessment. 	<ol style="list-style-type: none"> 1. Parents / carers via email 2. Staff via email 3. Catering via email 4. Transport via email 5. Bradford LA by email
Bubbles	<ol style="list-style-type: none"> 1. Identify bubbles and control measures to keep them separate following our previous groupings / controls, or 2. Assess and identify alternative bubbles / control measures. 3. Discuss with our catering providers any catering changes needed. 4. Provide signage if re-introducing one way systems, separate entrances etc... 5. Inform Bradford LA. 6. Amend Covid-19 risk assessment. 	<ol style="list-style-type: none"> 1. Parents / carers via email 2. Staff via email 3. Catering via email 4. Transport via email 5. Bradford LA by email
Widening testing – increasing home testing	<ol style="list-style-type: none"> 1. Identify staff and / or pupil groups who will be asked to increase home testing. 2. Identify contractors and visitors who may be asked to increase home testing e.g agency staff, catering, cleaning staff, transport staff and regular volunteers. 3. Identify how test results will be notified to school and recorded and by whom. 4. Ensure adequate supplies of tests. 5. Inform Bradford LA. 6. Amend Covid-19 risk assessment. 	<ol style="list-style-type: none"> 1. Parents / carers via email 2. Staff via email 3. Catering via email 4. Transport via email 5. Bradford LA by email
Widening testing – on site test centre	<ol style="list-style-type: none"> 1. Identify a suitable area for expanded on site testing. 2. Set up as previously following PHE guidance on the school's portal. 3. Ensure adequate supplies of tests, PPE and cleaning products. 4. Train / re-fresh training for staff working in the test site. 5. Inform Bradford LA. 6. Amend Covid-19 risk assessment. 	<ol style="list-style-type: none"> 1. Parents / carers via email 2. Staff via email 3. Catering via email 4. Transport via email 5. Bradford LA by email
Face coverings	<ol style="list-style-type: none"> 1. Identify areas face coverings should be worn. 2. Identify staff, pupils and regular visitors / contractors who should wear face coverings. 	<ol style="list-style-type: none"> 1. Parents / carers via email 2. Staff via email 3. Catering via email

	<ol style="list-style-type: none"> Obtain a supply of face coverings as a backup in case people forget. Remind users how to safely use face coverings. Put up signage at entrances to remind people to wear a face covering. Inform Bradford LA. Amend Covid-19 risk assessment. 	<ol style="list-style-type: none"> Transport via email Bradford LA by email
Shielding	<ol style="list-style-type: none"> Identify which staff and pupils are now shielding (previous information will assist in this). Assess which staff and pupils will be able to be in school. Carry out or review the WASP / IPRA for staff and pupils who are shielding. Make arrangements for shielding persons to work / learn from home as necessary. Make arrangements for additional control measures if working / learning from the school site. Discuss with catering providers any catering changes needed and instigate scheme for pupils eligible for free school meals who are not attending site. Inform dedicated home to school transport providers of any pupils they usually transport who will not be attending site. Identify any vulnerable children and young people not attending and put in place arrangements for support. Identify whether DSL are on site / working remotely or shared with another school. In the absence of a DSL on site identify a senior leader on site who will take responsibility for co-ordinating safeguarding. Amend Covid-19 risk assessment. 	<ol style="list-style-type: none"> Parents / carers via email Staff via email Catering via email Transport via email Bradford LA by email
Remote Education	<ol style="list-style-type: none"> Identify which pupils will need remote education. Identify which staff will deliver / oversee remote education. Instigate remote education systems. 	<ol style="list-style-type: none"> Parents / carers via email Staff via email
Parental / Visitor attendance on site	<ol style="list-style-type: none"> Identify what restrictions are needed and who it will affect. Amend Covid-19 risk assessment. 	<ol style="list-style-type: none"> Parents / carers via email Staff via email Contractors via email
Educational Visits	<ol style="list-style-type: none"> Assess if it is still safe to carry out the visit / if it needs amending / needs cancelling or postponing. Assess and make arrangements for any new requirements for international travel and return to England. Identify which pupils and staff can attend if school attendance is restricted / shielding is in place. Amend the visit risk assessments or postpone / cancel the visit. Amend Evolve. 	<ol style="list-style-type: none"> Parents / carers via email Staff via email Educational Visit via Evolve
On site Events	<ol style="list-style-type: none"> Assess if it is still safe to carry out the event / if it needs amending / needs cancelling or postponing. Identify which pupils and staff can attend if school attendance is restricted / shielding is in place. Identify if parents / carers / visitors can attend. Assess if the activities can be done virtually / remotely without onsite attendance from visitors. 	<ol style="list-style-type: none"> Parents / carers via email Staff via email Contractors via email

	5. Amend the event risk assessments or postpone / cancel the event.	
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