



*Be watchful. Stand firm in your faith. Be strong. Be courageous. And let everything you do be done in love. 1 Corinthians 16: 1*

# **Covid-19 Contingency Planning and Risk Assessment**

**Created September 2021**

Updated 29/9/21

Updated 4/1/21

Hazard	Who is at risk?	Level of risk before	Control measures	Level of risk after	Actions
<b>PROCEDURAL &amp; CONTINGENCY PLAN</b>					

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<p>Anyone presenting with symptoms or a positive LFT:</p> <p>New continuous cough High temperature Loss of taste/smell</p>	<p>ALL</p>	<p>High</p>	<ul style="list-style-type: none"> <li>• If symptoms are noticed in school, the person will be sent home straight away</li> <li>• If a pupil is awaiting collection, they should be left in a room on their own if possible and safe to do so. A window should be opened for fresh air ventilation if possible. Appropriate PPE should also be used if close contact is necessary. Further information on this can be found in the <a href="#">use of PPE in education, childcare and children's social care settings</a> guidance. Any rooms they use should be cleaned after they have left.</li> <li>• The household (including any siblings) should follow the PHE <a href="#">stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>.</li> <li>• PCR Test and isolate until results if you are an unvaccinated adult. (Children and fully vaccinated adults need not isolate, but test daily for 7 days)</li> <li>• If the result is positive, they should isolate for 10 days from symptoms or the PCR if asymptomatic; although this can be reduced to 7 days if there are two negative LFTs on day 6 and day 7</li> <li>• A close contact is face-to-face for 15 minutes, within 2m; therefore, we would advise that the child's table group daily LFT for 7 days</li> <li>• Siblings can still attend school, but need to LFT for 7 days</li> </ul>	<p>Mid</p>	
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|  |  |  | <ul style="list-style-type: none"> <li>Masks should be encouraged in more enclosed spaces where social distancing is not possible.</li> </ul> |  |  |
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Suspected or confirmed case in a family	ALL	High	<ul style="list-style-type: none"> <li>Fully vaccinated people and children LFT for 7 days</li> <li>PCR Test if positive LFT or symptoms</li> <li>If the result is positive, they should isolate for 10 days from symptoms or the PCR if asymptomatic; this can be reduced to 7 days if there are negative LFTs on day 6 and 7.</li> <li>Unvaccinated adults must isolate for 10 days if a close contact to someone with covid as informed by T&amp;T</li> </ul>	Mid	
Positive PCR	The affected class	Mid	<ul style="list-style-type: none"> <li>ParentMail to the parents of the children in that class as soon as we have a positive PCR, advising them to monitor symptoms and LFT regularly; and seek a PCR if any symptoms develop.</li> <li>Close contacts to be asked to daily LFT for 7 days</li> <li>Adults in school to wear masks in enclosed spaces or when moving around the school</li> <li>Children / adults can return to school after 7 days if they have negative LFTs on day 6 and 7</li> </ul>	Mid	
If more than five people test positive in a class	The affected class	High	<ul style="list-style-type: none"> <li>The parents of that class will be notified as well as any other potential close contacts.</li> <li>Close contacts will be advised to PCR before they return to the setting</li> <li>All families will be asked to monitor for symptoms and regularly LFT</li> <li>DfE Covid-19 helpline / PHE will be contacted to seek further advice</li> <li>Any gatherings will be suspended</li> </ul>	Mid	

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			<ul style="list-style-type: none"> <li>The class will be isolated from the rest of the school for 10 days               <ul style="list-style-type: none"> <li>-break on the field or in the classroom</li> <li>-lunch in the classroom</li> <li>-Zoom in for Collective Worship from the classroom</li> <li>-separate toilet cubicle</li> </ul> </li> <li>The classroom will be cleaned down thoroughly at the end of each day.               <ul style="list-style-type: none"> <li>-tables and chairs wiped down with spray</li> <li>-touch points wiped down</li> <li>*lights, door handles, shared trays</li> </ul> </li> <li>Masks will be encouraged in enclosed spaces and when moving around the building.</li> </ul>		
A sudden spike in cases	ALL	High	<ul style="list-style-type: none"> <li>Seek advice and support from PHE, leading to:</li> <li>Closure of a class or</li> <li>Isolation of a class, but keeping them in school or</li> <li>Closure of part of the school and reverting to remote learning or</li> <li>Full closure to all except to vulnerable children / key workers</li> </ul> <p>REMOTE LEARNING:</p> <ul style="list-style-type: none"> <li>Work loaded between 3pm and 5pm the day before on Class Dojo / Tapestry</li> <li>Maths – WhiteRose</li> <li>English – text-based planning, as we would in school, with videos of the teacher reading chapters / explaining</li> </ul>	Low	

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			<ul style="list-style-type: none"> <li>• Other subjects - 'bingo' grid, with the expectation that at least two other subjects are completed each day on top of PE, Maths and English.</li> <li>• <b>Action</b> SLT to set the expectation (through a Zoom conference with the class / school) that all children are completing Maths, English, PE and at least two other subjects daily; with a view that they cover all subjects in a two-week cycle.</li> <li>• <b>Action</b> SLT to ensure that those who did not engage during lockdown are fully aware that they have to engage.</li> <li>• Answers to maths and comprehension questions will be sent to parents.</li> <li>• Photographs of <b>work done should be uploaded by 7pm on the day completed</b>, to be reviewed by the teachers the following day.</li> <li>• Feedback, in the form of praise and questions to be given in a timely manner, which the children should respond to.</li> <li>• Communication between staff and pupils through the day – questions etc – to be via Class Dojo and Zoom</li> <li>• Daily Class Zoom to round up the day / answer questions</li> <li>• Daily Collective Worship for all 9.45am</li> </ul>		
Individual children missing more education due to a positive LFT/PCR, yet feeling well.	Individuals	Mid	<ul style="list-style-type: none"> <li>• Teachers will provide work either in paper form or via Class Dojo</li> <li>• Work should be submitted at the end of each day on to Class Dojo</li> </ul>	Low	

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			<ul style="list-style-type: none"> <li>• There will be opportunities for the children to Zoom into class and Collective Worship</li> <li>• Work to be loaded during Collective Worship (9.45am)</li> <li>• Maths – WhiteRose</li> <li>• Topic / subjects teachers teach – send what is going on in class</li> <li>• Subjects HLTAs teach – use Oak Academy lessons linked to our curriculum plan and relevant objectives</li> </ul>		
Shortage of teachers	Teachers / support team	Mid	<ul style="list-style-type: none"> <li>• If a teacher is off sick (covid or otherwise) we will cover in the usual way – HLTAs, EM or HJB</li> <li>• TAs to be asked to cover classes where necessary - to keep the school going.</li> <li>• Close contacts with no symptoms to take daily LFTs for 7 days; no one need isolate unless they are unvaccinated or are symptomatic.</li> <li>• Where there are too many absences to maintain safety – partial or complete closure for certain classes or part time / AM / PM classes may be necessary.</li> </ul> <p>UNWELL TEACHER:</p> <ul style="list-style-type: none"> <li>• TAs may be asked to set work for classes in the event of staff shortages whereby the teacher is unwell.</li> <li>• Maths = White Rose</li> <li>• The rest of the curriculum will be set by the paired year group teacher and monitored by the support team.</li> </ul>	Low	

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			<ul style="list-style-type: none"> <li>In the event of more than one member of staff being off ill in a paired year group, the class will be closed and children will be directed to WhiteRose and Oak Academy and their responses on Class Dojo will be monitored by the support team.</li> <li>NB: Reception is a single class, therefore if Miss Dalton is off, Tapestry will be managed by the Support Team.</li> </ul> <p>WELL TEACHER:</p> <ul style="list-style-type: none"> <li>The teacher should continue to plan, prepare, Zoom, call and upload work to Class Dojo / Tapestry if they have covid, and are asymptomatic / feel well.</li> </ul>		
Shortage of support team	Support team / teachers	Mid	<ul style="list-style-type: none"> <li>Prioritise the needs of the children, beginning with EHCP and most vulnerable.</li> <li>Reassign roles, such as cleaning, throughout to ensure coverage.</li> </ul>	Low	
Shortage of MDMS	Support team / teachers	Mid	<ul style="list-style-type: none"> <li>Teaching and Support Teams to cover</li> <li>DBS checked Volunteers and Governors invited to support</li> </ul>	Low	
<b>RISK ASSESSMENT</b>					
Transmission through coughs and sneezes	ALL	High	<ul style="list-style-type: none"> <li>All visitors to LFT before entering the building</li> <li>All visitors are asked to wear a face covering when coming into the building, unless seated, when their space will be wiped down after they have left.</li> <li>All visitors should maintain social distancing of 2m.</li> </ul>	Mid	

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			<ul style="list-style-type: none"> <li>All stakeholders to be reminded of the NHS 'catch it, kill it, bin it' campaign regularly</li> <li>Tissues to be thrown away in a sealed bin, with a white liner – to be double bagged and thrown in the external bins at the end of each day.</li> <li>Communal spaces (toilets) to be wiped down at lunchtime and at the end of the day.</li> </ul>		
Transmission through droplets in the air / aerosol build up	ALL	High	<ul style="list-style-type: none"> <li>Ensure good ventilation – both background and break time purges</li> <li>Monitor the CO2 monitor</li> <li>Toilet windows to be opened all day.</li> <li>Where it is safe to do so, doors will be left open. These will be closed in the event of a fire alarm.</li> <li>Masks are encouraged in enclosed areas where social distancing and/or air flow is limited</li> </ul>	Mid	
Transmission through covid droplets on surfaces	ALL	Low	<ul style="list-style-type: none"> <li>Communal spaces (toilets) to be wiped down at lunchtime and at the end of the day.</li> <li>Touch points to be wiped down at lunchtime and at the end of the day.</li> <li>All classrooms to be wiped down at the end of each day.</li> <li>All equipment use between children should be wiped down after use.</li> </ul>	Low	
Transmission through face-to-face contact for	ALL	Mid	<ul style="list-style-type: none"> <li>Social distancing to be encouraged wherever possible</li> <li>Masks to be worn in communal spaces and corridors</li> <li>Masks to be worn when social distancing is not possible</li> </ul>	Low	

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more than 15 minutes			<ul style="list-style-type: none"> <li>Meetings to be conducted outside or in well ventilated spaces</li> </ul>		
Transmission through skin-on-skin touch	ALL	High	<ul style="list-style-type: none"> <li>All to regularly wash / sanitise hands – particularly before eating and before / after play</li> <li>Those carrying out intimate care should wear gloves and face coverings</li> </ul>	Mid	
Asymptomatic transmission	ALL	Mid	<ul style="list-style-type: none"> <li>All staff to LFT twice a week (Sundays and Wednesdays)</li> <li>When we are notified of a confirmed case, we will recommend that all families in the class LFT for 7 days and anyone who develops symptoms to take a PCR test</li> </ul>	Low	
Those with vulnerabilities	Those with vulnerabilities	Mid	<ul style="list-style-type: none"> <li>Anyone with vulnerabilities (we have 4 members of staff; 3 with underlying health conditions and one pregnant, as well as three children; 1 in remission from cancer, one with cerebral palsy and another with cystic fibrosis) should minimise contact with more people than necessary</li> <li>They should be outdoors where possible or in very well-ventilated rooms</li> <li>People working with them should be encouraged to wear a mask and gloves if skin-to-skin touch is required (intimate care)</li> </ul>		
People who live in the same household as a positive case or who have been identified as a close contact who	Anyone who works in close contact with the adult / child	High	<p>Anyone in school who has been a close contact with a positive case should:</p> <ul style="list-style-type: none"> <li>Take daily LFT for 7 days</li> <li>Wear a face covering (as we all are at this time)</li> <li>Be distanced from others for 10 days from the close contact.</li> <li>At the first sign of symptoms or a positive LFT, they should isolate immediately and seek another PCR</li> </ul>	Mid	

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are in school (as there is no need to isolate).					
Face coverings	All adults	Mid	<ul style="list-style-type: none"> <li>• Staff receive training on the doffing of face coverings</li> <li>• Avoid taking on/off in quick succession</li> <li>• Hand washing after doffing face coverings</li> <li>• Face coverings to be safely stowed ready to be washed / thrown away once damp.</li> </ul>	Low	
Open days	All	High	No open days for the foreseeable future	Low	
Parents on site – tours etc	All	Mid	<ul style="list-style-type: none"> <li>• 1:1 tours</li> <li>• LFT before</li> <li>• Hand sanitiser</li> <li>• Face coverings to be worn</li> <li>• Social distancing / limited time in each room</li> <li>• Good ventilation</li> </ul>		
Live performances	Those involved in the performance	High	<ul style="list-style-type: none"> <li>• Limit capacity</li> <li>• LFT</li> <li>• Face coverings</li> <li>• Good ventilation</li> </ul>	Mid	
Educational visits	All	Mid	<ul style="list-style-type: none"> <li>• Full Risk Assessment to be carried out</li> <li>• Risk vs benefit analysis carried out</li> <li>• Avoid mixing with other large groups</li> </ul>	Low	

## Cleaning schedule

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<b>When</b>	<b>What</b>	<b>Who</b>	<b>PPE</b>
Before and after eating	Wipe down tables, chairs and high-traffic touch-points and wash hands	All	No
Before Lunchtime	Wipe down taps and handles in loos and check hand washing	Staff	Yes
After use	Wash resources which are shared outside bubbles (e.g.: PE)	Staff	No
End of the day	Wash hands and thorough clean through	Steve	Yes
End of the day	Clean down the toilets thoroughly	Gem	Yes

**Please refer to <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings> for appropriate PPE for each task.**

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