

The ALP Risk Assessment

November 2021 - Covid-19



Activity/Event: Supporting School operations	Site/Location: ALL Sites	Relevant texts/policies: ALP Covid-19 vaccination policy and ventilation plan
Who is at risk: pupils, staff, parents	This risk assessment incorporates the content of the Schools COVID-19 operational guidance, trade union and other relevant national body's advice and guidance on protective measures schools should adopt in order to meet our duties under health and safety legislation. The ALP risk Assessment in relation to Covid 19 is regularly reviewed in response to changes to national and local advice and guidance and is based on guidance issued by the Northumberland County Council Health and Safety Department.	
November 2021 – Miss Louise Hall – Executive Headteacher		

THIS PLAN SHOULD ALSO BE READ IN CONJUNCTION WITH THE ALP VACCINATION POLICY AND VENTILATION PLAN FOR EACH SITE

Hazard / Risk	What is the risk? How will this cause harm?	Low / Medium / High Risk	Control Measures	Further Actions needed to limit risk? By Who? By When?	Risk now
<i>Inadequate testing / maintenance and fire safety arrangements during the covid19 pandemic. Opening after reduced occupancy</i>	<i>Equipment / system failure leading to enhanced physical or biological risks to people</i>	M	<i>Essential maintenance/testing as detailed below will continue to be undertaken, including during any periods of reduced occupancy. Statutory testing and maintenance, such as water hygiene testing/flushing, lifts, gas supply/safety, fire alarm system, emergency lighting, fixed electrical installation, play/sporting equipment are maintained as normal. Fire doors are always operational and fire evacuation procedures have been reviewed</i>	<i>Fire risk assessments and fire procedures are continually reviewed and additional measures implemented to maintain an effective fire strategy (e.g. escape routes, doors held open etc). Any changes to the fire risk assessment must be communicated to all staff.</i>	L
<i>Inadequate safety management documentation (policies, risk</i>	<i>Increased risk of contracting Coronavirus through lack of planning.</i>	M	<i>The arrangements in the Covid19 risk assessment are monitored at the start of each term and in response to changes to national nhs or government guidelines. Relevant policies, procedures and other risk assessments have been reviewed and updated where necessary and shared with staff.</i>	<i>Advice is provided directly from the NCC public health team. The Northumberland Local Outbreak Prevention Plan is also available on the County Council webpage.</i>	L

assessments etc)	Equipment / system failure leading to enhanced physical or biological risks to people.		<p>Arrangements are monitored and kept under review, with staff given the opportunity to comment and feedback on arrangements.</p> <p>Procedures have been documented for:</p> <ul style="list-style-type: none"> • Individuals becoming Covid symptomatic on site or the school becoming aware of someone symptomatic who has recently attended the school • A school Outbreak Contingency Plan is in place. This records how the school will respond to an outbreak of COVID-19 in the school or community. An outbreak contingency plan is attached to this risk assessment for information. 		
Outbreak of Covid-19 in local area or school resulting in the need to step up protective measures		H	<ul style="list-style-type: none"> • A school Outbreak Contingency Plan is in place and follows this Risk Assessment . This records how the school will respond to an outbreak of COVID-19 in the school or community. Further advice is sought from the NCC Public Health Team once numbers increase as per the threshold figures determined in the plan. 	<p>The Northumberland Local Outbreak Prevention Plan will be instigated by the Director or Public Health. The Headteacher will fully cooperate with the process and follow advice from the NCC public health team/health protection team.</p> <p>Certain protective measures may need to be reintroduced in response to an outbreak (ALP Outbreak Contingency Plan)</p>	L
Inadequate ventilation. Unable to achieve a comfortable (or legal minimum) temperature	Increase in risk of transmission of Covid19. Occupants become cold - poor concentration	H	<ul style="list-style-type: none"> • Ventilation arrangements must be prioritised, this includes staff leaving classroom/workspace doors open, opening windows in classrooms, work spaces open at all times (but never to the detriment of safeguarding - this will continue to be reviewed as the weather changes). 	<p>CO2 monitors will be introduced once further information is received from the government.</p> <p>Occupied rooms with no ventilation - their use should be avoided.</p>	L

<p><i>within the building.</i></p>	<p><i>levels impact on learning.</i></p>			<p><i>Ceiling fans/portable fans can be used to aid air flow where there are stagnant air pockets in rooms.</i></p> <p><i>Provide flexibility to the school uniform policy to allow additional, suitable indoor clothing to be worn.</i></p> <p><i>Wall mounted fan convector coil heating and/ or air conditioning systems should not be used whilst rooms are occupied eg TLDC</i></p> <p><i>Each site will maintain an individual ventilation plan which will be shared with staff</i></p>	
<p><i>Contact with others who may have Coronavirus</i></p> <p><i>Inadvertent transmission to others</i></p>	<p><i>Exposure to live virus resulting in contracting Coronavirus.</i></p> <p><i>Exacerbation of existing medical conditions.</i></p>	<p><i>H</i></p>	<p><i>General protective measures across school</i></p> <p><i>Public health advice on testing, self-isolation and managing confirmed cases of COVID-19 is followed, with protective measures being escalated if there is an outbreak within the school.</i></p> <p><i>Good hand hygiene is encouraged amongst staff and pupils. Pupils clean their hands regularly, including when they arrive at school, return from breaks, change rooms, before and after eating, after sneezing or coughing. Washing hands thoroughly for 20 seconds with soap and water and or use of alcohol hand rub or sanitiser</i></p> <p><i>Good respiratory hygiene is encouraged. The ALP actively promotes the ‘catch it, bin it, kill it’ approach. Disposable tissues are provided along with bins for used tissues and other waste. This waste is bagged and disposed of.</i></p> <p><i>Additional cleaning regimes are in place twice per day at all sites, including regular cleaning of areas and equipment with a particular focus on frequently touched surfaces.</i></p>	<p><i>Notices and information on Covid rules/protective measures are displayed in all school sites.</i></p> <p><i>The <u>e-Bug Coronavirus website</u> contains free resources for schools, including materials to encourage good hand and respiratory hygiene.</i></p> <p><i>The location of items (e.g. signage, hand sanitiser stations, lidded bins in classrooms and in other key locations) is reviewed and cited with regard to site specific circumstances to ensure ease of use.</i></p>	<p><i>M</i></p>

Occupied spaces are well ventilated (see separate section above)

Staff maintain social distancing where possible.

Face coverings are worn by staff/visitors in accordance with the school's face covering risk assessment and any individual risk assessment [this control will be reviewed during periods of high transmission of COVID-19, with more stringent use during outbreaks in schools]

Twice weekly lateral flow device (LFD) testing is carried out by staff to help identify asymptomatic cases.

Anyone displaying any symptoms of coronavirus are not permitted on the premises

Most staff have now received both Covid19 vaccines. All individuals are encouraged to take up their vaccine, including any booster vaccination, where appropriate. This offers very good protection against the virus to reduce spread and also reduces the chance of a person becoming severely unwell.

Protocols in place for reporting contact with confirmed positive cases and communicated to all staff and parents.

Vulnerable Staff

An individual Risk Assessment is in place for staff who are 'clinically extremely vulnerable' (CEV), 'clinically vulnerable' (CV) and pregnant. A separate assessment is in place for those from a BAME background. Given the change in the school Covid risk assessment for the Autumn term, risk assessments for all vulnerable staff will be reviewed. Reviews will also take place if there is an outbreak within the school.

Risk Assessments for pregnant women should be reviewed at 28 weeks gestation.

Unvaccinated vulnerable staff

Where the individual is vulnerable and unvaccinated, more robust control measures or reasonable adjustments to their role will be made. In relation

An ALP vaccination policy is under consultation with trade unions and should be implemented by the end of September 2021.

See: [COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable](#)

[See also: Advice for Pregnant Workers and COVID-19 vaccination: a guide for women of childbearing age, pregnant or breastfeeding](#) (Includes information on additional risk factors for pregnant women, such as age, BMI, third trimester, BAME background)

to unvaccinated CEV staff or those who are 28 weeks pregnant or more, where the risk cannot be adequately reduced, these staff are supported to work from home, unless robust control measures or reasonable adjustment to their role can be implemented.

Advice is sought from the ALP's Occupational Health provider and the person consults their physician where appropriate.

Children

All children, young people and adults follow guidance prescribed by this risk assessment in the school setting.

Eligible children have now been offered a COVID-19 vaccination. Clinical studies have shown that young people under 18, including those originally considered to be CEV, are at very low risk of serious illness if they catch the virus. The UK Clinical Review Panel has recommended that all children and young people under the age of 18 should no longer be considered CEV and should be removed from the Shielded Patient List. Department for Health and Social Care provide further guidance in their [FAQ](#) document.

Those children who may be at a higher risk from COVID-19 and have been prescribed specific clinical advice, have been identified by the school. The specific advice is being followed and taken into account within an individual risk assessments/healthcare plans. The child's parents/carers and where necessary the relevant healthcare professional(s) have been consulted. Remote education is supported where necessary.

Individual Healthcare Plans for all pupils are checked to ensure they are up to date and include any specific advice that has been prescribed [see also: ALP Risk Assessment for CV/CEV pupils]]

Visitors/Contractors

When making appointments, contractors/visitors are briefed not to attend school if displaying symptoms of COVID-19. The normal process for recording visitor details to the site is followed. Electronic sign-in devices or pens are regularly cleaned.

Records of vaccinations are kept for all employees. Staff must inform the Business Manager immediately if their situation changes.

Staff to be consulted/trained on any resultant measures to be introduced as a result of any specific clinical advice for young people/children. See [Northumberland EHCP planning Tool and Risk Assessment](#)

Where children have an Individual Healthcare Plan, arrangements must be made to ensure that any adults supervising the child understand and are familiar with the plan and have received any training that is indicated to care for the child.

Where there are concerns about the health provision for a child or young person, urgent advice must be sought from a healthcare professional

			<p>Parents' evenings during the autumn term will not take place in person instead they will be held by telephone</p> <p>Reception areas/waiting areas are marked to identify social distancing.</p> <p>Visitor contact information is retained electronically for 21 days to support the NHS test and trace programme. This includes details of all visiting staff-</p>		
<p>Staff/Pupils displaying symptoms of coronavirus whilst at school</p> <p>Contact with others who are symptomatic or who have tested positive</p>	<p>Others contracting virus</p>	<p>H</p>	<p>Staff/pupils have been instructed they must not attend school if they are symptomatic/test positive. If they are symptomatic they are instructed to have a PCR test.</p> <p>A protocol is in and has been shared with all staff who are clear on what action to take if someone becomes symptomatic whilst at school.</p> <p>UKHSA guidance on action to take if a person becomes symptomatic on site is followed along with the UKHSA guidance on 'cleaning and waste'. Those areas where an infected person has been is cordoned off with signage and a deep clean takes place.</p> <p>The Executive Principal / School Lead / parent / carer is notified immediately and the staff member / pupil is sent home, avoiding public and school Transport where possible, and advised to take an urgent PCR test. If they are seriously ill 999 are contacted.</p> <p>If a child is awaiting collection, they are moved to the delegated isolation room on each site, where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. In exceptional circumstances where it is not possible to isolate them, they are moved to an area which is at least 2 metres away from other people.</p> <p>PPE is only required by staff caring for the child while they await collection in the following circumstances: (see also Symptomatic children action list for schools and Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE))</p>	<p>The ALP follows the process detailed in the NCC flowchart "Managing Covid-19 in Northumberland Schools and settings" and completes the new simplified report form in relation to the symptomatic person (both for staff and pupils).</p> <p>Ensure home and emergency contacts are up to date.</p> <p>The school has a small supply of PCR home test kits which can be used in very exceptional cases (Coronavirus (COVID-19): test kits for schools and FE providers)</p> <p>Positive cases of Covid-19 which are confirmed by a PCR test must be recorded via ANVIL, as they may be RIDDOR reportable (for schools in the H&S SLA and normally utilise ANVIL).</p>	<p>M</p>

- a fluid resistant (type IIR) face mask should be worn if a distance of 2 metres cannot be maintained
- if contact is necessary, then disposable gloves, apron and a face mask should be worn
- eye protection (e.g. visor or goggles) if a risk assessment determines that there is a risk of fluids entering the eye, for example, from coughing, spitting or vomiting.
- They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.

Any members of staff who have helped someone with symptoms should be vigilant for symptoms and self-isolate and arrange a PCR test if they become symptomatic

Staff / pupil or parents / carers are requested to inform the school as soon as they receive their test result (positive or negative).

If the PCR test comes back positive, the individual should follow [Stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)

Where the staff member / pupil tests negative, they can return to their school when they are medically fit to do so.

Close contacts of a confirmed case

Individuals who have been identified as a close contact of a suspected or confirmed case of Omicron variant of Covid 19 , irrespective of vaccination status and age , will be contacted directly by NHS test and trace and required to self isolate immediately and are required to book a PCR test.

For everyone else , NHS Test and Trace will carry out close contact tracing if the PCR test comes back positive. Individuals who are no longer required to self isolate if they are a close contact can attend school but will be advised to book a PCR test by Test and Trace. The ALP will advise staff and parents who report contact with a confirmed case to get a PCR test in accordance with reporting protocols. Those who do not meet the criteria are legally required to self isolate.

<p>All teaching/ classroom activities; early years, primary and secondary (see also section on 'Shared Learning Spaces/practical teaching below)</p>	<p>Contracting coronavirus - staff and pupils, passing onto vulnerable persons</p>	<p>H</p>	<p>The following measures are in place;</p> <ul style="list-style-type: none"> Classrooms are well ventilated [see specific section on ventilation] A suitable cleaning schedule is in place for desks/chairs/equipment (minimum twice a day) Staff supervise hand hygiene arrangements for younger children and those with additional needs. Measures are in place to ensure more independent older pupils are following good hygiene practices. Pupils are asked to report if they become unwell and staff informally monitor for presence of symptoms. The school protocol for persons becoming symptomatic on site is followed [refer to symptomatic individuals above] Sharing of stationery minimised through pupils being provided with a pencil case. From 15th November 2021 PE, MFL and Music will be undertaken by the class teacher and will not be taught face to face by specialist teaching staff <p>Where there is an outbreak (as defined by UKHSA) within a class, additional measures will be put in place in accordance with the outbreak contingency plan.</p> <p>Groupings</p> <p>The timetable will operate within year group bubbles where possible to minimise mixing although exceptions will be made to ensure that the most vulnerable learners are able to continue to access planned interventions or where specialist teaching is unable to be covered within the scope of the timetable.</p> <ul style="list-style-type: none"> One-way systems that minimise the extent of contact and mixing during circulation around the sites will be maintained for both staff, parents, and pupils Not permitting large gatherings such as whole school or whole year group assemblies Early year/nursery – children are able to remain in a group in the same space with limited or no mixing with other year groups. Parental drop off/pick up is done outdoors, where possible. 	<p>Review Schools: coronavirus operational guidance</p> <p>Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak</p> <p>Breakfast and after-school provision are provided at Bothal Primary School Upper and Lower sites and operate in accordance with this risk assessment.</p> <p>Protective measures for holiday and after-school clubs, and other out-of-school settings during the coronavirus (COVID-19) outbreak</p> <p>Science - practical work is in line with CLEAPSS Guide to doing practical work during the COVID-19 pandemic. Risk assessments are in place.</p> <p>On advice from the Public Health Team, bubble groups may need to be reintroduced as an additional protective measure if there is an outbreak in school. Previous arrangements for bubble groups will be reinstated (see ALP Outbreak Contingency Plan).</p> <p>Refer to:</p> <ul style="list-style-type: none"> guidance on grassroot sports for public and sport providers, safe 	<p>L</p>
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			<ul style="list-style-type: none"> • Children are able to remain with their class, with the exception of specific interventions where these may be accessed with their year group peers. There is limited or no mixing with other year groups while indoors. • Where children are mixing beyond their class additional measures will be put in place • Specialist Rooms • Children are timetabled to access specialist rooms with their class. An enhanced cleaning protocol is in place for these rooms. <p>Sport and physical education:</p> <ul style="list-style-type: none"> • Trips including swimming and football fixtures are suspended from 15th November 2021 • Promote good hand hygiene practices and maintain a cleaning regime focusing on frequently touched surfaces. • Ventilation is maximised in accordance with the arrangements stated above. • Pupils wear their PE kit to school on designated days to avoid using changing rooms 	<p>provision and Sport England Guidance</p> <ul style="list-style-type: none"> • advice from organisations such as the Association for Physical Education and the Youth Sport Trust • guidance from Swim England on school swimming and Step 4 Covid advice 	
Use of communal areas - toilets, corridors, sports halls, dining hall, outdoor spaces,	Contracting coronavirus - staff pupils, visitors, parents/carers	H	<p>Enhanced cleaning takes place within these areas in line with the cleaning schedule (including shared equipment/furniture/frequently touched points).</p> <p>Staff to wear masks in communal areas</p> <p>staff should avoid working in confined spaces with pupils (and other adults) where ventilation cannot be maintained - these areas are highlighted on the site specific plan</p> <p>Enhanced hygiene and cleaning regimes will be maintained throughout each site, including arrangements for enhanced hand washing and employing additional cleaning staff</p> <p>Staff should continue to promote and engage in frequent hand sanitisation – pupils will need to be reintroduced into good habits as they return. Staff should remind pupils to ‘catch it, bin it’ as well as to sneeze in the crease of their arm if no tissue is available.</p>		M

			<p><i>Staff should continue to sign post the cleaning of high touch items to the onsite cleaner and minimise the use of items should as cushions etc which cannot be easily cleaned.</i></p> <p><i>Staff and pupils are encouraged to wait and allow others to pass</i></p>		
<p><i>Staff use of communal areas/working with different groups.</i></p> <p><i>Use of supply teachers and temporary workers</i></p>	<p><i>Contracting coronavirus - staff pupils, visitors, parents/carers</i></p>	<i>H</i>	<p><i>Staff room seating is limited and organised 2 metres apart.</i></p> <p><i>More frequent cleaning of shared spaces should also occur. Shared crockery/cutlery has been removed and staff use their own equipment.</i></p> <p><i>Measures are applied within shared offices and staff room(s) to maintain social distancing (2m or 1m plus a risk mitigation)*</i></p> <p><i>Clear use and cleaning guidance for staff toilets are in place to ensure they are kept clean and social distancing is achieved as much as possible.</i></p> <p><i>Face-to-face staff meetings will not take place where this would constitute a large gathering - staff should use mediums should as ZOOM and Google instead.</i></p> <p><i>All temporary staff are made aware of the content of the Covid risk assessment and any other relevant information as soon as possible after the booking is confirmed.</i></p>	<p><u>Offices and contact centres - Working safely during coronavirus (COVID-19) - Guidance</u></p>	<i>L</i>
<p><i>Outdoor education and off-site visits</i></p>	<p><i>Contracting coronavirus - staff, pupils, public</i></p>	<i>H</i>	<p><i>Offsite activity and trips including swimming and football fixtures have been suspended from 15th November 2021.</i></p>		<i>L</i>
<p><i>Play activities</i></p>	<p><i>Contracting coronavirus - staff and pupils</i></p>	<i>H</i>	<p><i>Toys and play equipment are included in the cleaning schedule. For large outdoor play equipment, which is difficult to clean, good hand hygiene is adopted before and after use.</i></p> <p><i>The use of equipment which can't be cleaned easily is avoided or minimised where possible.</i></p>		<i>L</i>

Provision of school meals service	Contracting coronavirus - staff, pupils	H	<p>The school kitchen is fully open and normal legal requirements will apply. Kitchen operations comply with the guidance for food businesses on coronavirus (COVID-19).</p> <p>Dining Hall tables are designated to specific year groups and at least 2 metres space between year group tables.</p> <p>Catering staff are aware of the content of this risk assessment and the measures required for use of communal staff areas have been implemented e.g., for toilets/staff room/changing rooms. [see also section on use of communal areas]</p>		M
Provision of out of school club activities	Contracting coronavirus - staff, pupils	H	<p>Wraparound services will follow the same protocols as classrooms</p> <p>Breakfast club and wraparound will operate with year group tables with 2 metre space between end of rows</p> <p>Breakfast and after school clubs should minimise contact between pupils from different year groups while inside the building with pupils sitting at designated tables</p> <p>after school clubs will continue but pupils will not mix across year groups</p> <p>Pupils can access the school library at lunchtimes, but this will be managed in key stages rather than as free flow</p>		M
Parents/carers picking up/collecting pupils from school	Contracting coronavirus - staff, pupils, public	H	<p>Parents are not permitted into the school building to hand over children [including nursery/early years if this can be done outdoors]. During periods of high transmission, parents will be requested to wear face coverings during busy times whilst on school premises.</p> <p>All sites have introduced a drop off and enter the building system for pupils so that parents are not required to wait on the yard to avoid gathering and stagger the entry flow to the sites. At school pick up times, parents will be reminded about social distancing and stagger leaving the school site.</p> <p>Supervising staff maintain social distancing with parents and have access to a face mask.</p>		L

			<i>School digital communications channels are used to engage and advise parents on protective steps being taken and associated requirements, such as not attending if they or their child is symptomatic.</i>		
<i>Use of School Transport (external provision only)</i>	<i>Contracting coronavirus - staff, pupils, transport provider</i>	<i>L</i>	<i>The school encourages pupils to walk or cycle to school where possible. Some pupils with SEND may use taxi services funded by the LA, these external suppliers are subject to monitoring by NCC.</i> <i>Where staff are required to assist with accessing transport and fitting of seat belts/restraints, where possible only those normally working directly with the pupil provide such support.</i>	<i>Home to school transport is in line with current guidance: Dedicated Transport to schools and colleges COVID-19 operational guidance.</i> <i>Transport queries should be directed to NCC Transport Team</i>	<i>L</i>
<i>Staff travelling to and from work.</i>	<i>Contracting coronavirus, spread of virus</i>	<i>H</i>	<i>Those using public transport are identified and encouraged to refer to governments safer travel guidance for passengers.</i> <i>In particular:</i> <ul style="list-style-type: none"> ● <i>Wear a face covering when using public transport, travelling in a taxi or a private vehicle with others.</i> ● <i>wash your hands often with soap and water for at least 20 seconds or use an alcohol-based hand sanitiser</i> 	<i>Review Guidance:</i> <i>How to wear and make a cloth face covering</i> <i>Coronavirus (COVID-19): UK transport and travel advice</i>	<i>M</i>
<i>Staff or Pupils returning to school after travelling from abroad after 29 November 2021</i>	<i>Contracting coronavirus, spread of virus</i>	<i>H</i>	<i>Anyone entering the UK must arrange to have a PCR test before day 2 after they arrive. They must self-isolate at home until they receive their test result</i>	<i>https://www.gov.uk/guidance/travel-to-england-from-another-country-during-coronavirus-covid-19</i>	<i>L</i>
<i>Children who are non-compliant / displaying challenging behaviour</i>	<i>Contracting coronavirus - staff, pupils</i>	<i>M</i>	<i>Children who are symptomatic do not attend school. Effective infection control strategies are in place including measures to minimise contact with those who become symptomatic whilst at school.</i> <i>Current school arrangements including behaviour policy, availability of trained staff and preventative approaches are reviewed/updated taking account of suggested school rules within Government Guidance. Policy communicated to staff, children/pupils and parents/carers.</i>	<i>For further information visit: NCC Local SEND Offering 0-25 yrs.</i> <i>All risk assessments, behaviour crisis plans and EHCPs include valid COVID-19 controls.</i> <i>All classroom based staff are given advice, guidance and training on</i>	<i>L</i>

			<p>All schools have access to NCC SEN Support Services to accommodate and support learners with SEND who are attending. Provision includes support in reviewing and determining reasonable adjustments within plans for EHCP learners.</p> <p>Staff working with pupils who spit uncontrollably are given more opportunities to wash their hands than other staff.</p> <p>Pupils who regularly who use saliva as a sensory stimulant or who struggle with 'catch it, bin it, kill it' are also given more opportunities to wash their hands where appropriate.</p>	the use of restrictive physical interventions.	
Personal care activities	Contracting coronavirus or passing onto vulnerable or shielded children	H	<p>Most staff and CEV pupils have now been double vaccinated. Social distancing is implemented where possible.</p> <p>Children who normally receive support from the medical Coordinator will require an individual risk assessment in conjunction with parents/carers and healthcare professionals. Reference to any care tasks and specific PPE requirements for these tasks are recorded and implemented.</p> <p>Any queries are directed to the schools Medical Coordinator</p> <p>BPS – Miss Forsyth</p> <p>CPS – Mrs Scott</p> <p>Staff know how to safely put on and take off PPE.</p> <p>UKHSA guidance on Putting on PPE; and Taking off PPE is followed by all staff undertaking personal care.</p>	<p>PPE requests/shortages in PPE are raised with the Senior Administrator and Finance Officer for reordering</p> <p>No additional PPE is generally needed other than that already identified via risk assessment.</p> <p>Should AGP's be required specific PPE/training will be provided for staff providing personal care involving an aerosol generating procedure (AGP) - advice is provided by the Medical Coordinator. Specific detailed guidance and requirements when performing AGPs is included is: Safe Working in education, childcare and children's social care</p>	L
Use of hand sanitiser	Ingestion of hand sanitiser.	M	<p>Always wash hands with soap and hot/warm water wherever possible.</p> <p>Where hand sanitizer is used, it contains a minimum of 60% alcohol. It is</p>	Bulk supplies of alcohol gel are stored appropriately as flammable substances and the fire risk	L

	<p>Alcohol vapours ignited resulting in burns to hands</p>		<p>kept out of the reach of children and used with staff supervision due to the risk of ingestion. A safety data sheet and COSHH risk assessment are in place for its use.</p> <p>When using alcohol-based hand sanitisers make sure all liquid is evaporated before smoking, touching any electrical equipment or metal surfaces which may result in a static shock, or any other source of ignition.</p> <p>Skin friendly skin cleaning wipes can be used as an alternative</p>	<p>assessment has been updated accordingly.</p>	
<p>Insufficient cleaning/exposure to virus on objects/surfaces</p>	<p>Contracting coronavirus</p>	<p>H</p>	<p>Increased cleaning takes place using standard cleaning products (minimum twice a day). Additional cleaning hours/resources have been arranged with the priority being for frequently touched areas. Cleaning staff are briefed on the amended cleaning schedule. In particular, objects and surfaces that are touched regularly are frequently cleaned and disinfected.</p> <p>Staff wash hands if handling pupils' homework/books.</p> <p>Classrooms are cleaned in line with cleaning schedule. Bins for tissues are emptied throughout the day.</p> <p>Where there is a suspected or confirmed case of COVID-19 within the school, the school procedure for dealing with this scenario is implemented, which incorporates the UKHSA guidance on 'cleaning and waste' (ensure cleaning products used comply with this guidance). Staff wear disposable gloves and aprons as a minimum. Hands are washed with soap and water for 20 seconds when all PPE is removed.</p> <p>Staff know how to put on and take off PPE correctly: UKHSA - Putting on PPE; UKHSA - Taking off PPE</p> <p>See also sections on Pupils and staff displaying symptoms of coronavirus whilst at school.</p>	<p>A supply of antibacterial wipes/alcohol gel is made available in school (including classrooms) to encourage staff/pupils to help maintain cleanliness in personal work areas.</p> <p>Cleaning products used in teaching areas etc are those normally used by cleaning staff - a safety data sheet and COSHH risk assessment are in place for each product.</p> <p>Bleach should be avoided, and a suitable alternative product(s) used. If the ALP is advised to use a bleach-based product, only bleach <u>sprays</u> should be used. Its use must be strictly controlled, and it must not be mixed with other cleaning products due to the risk of chlorine gas being liberated. The safety data sheet and COSHH risk assessment must be in place prior to use and shared with staff.</p>	<p>L</p>

<p>Lateral flow device Covid testing carried out incorrectly.</p> <p>Weekly staff home testing.</p>	<p>Transmission of Covid 19 virus</p>	<p>H</p>	<p>The national guidance issued in relation to the COVID-19 testing programmes in schools has been implemented and a Lateral Flow Testing risk assessment is in place</p> <p>Twice weekly home testing is carried out by staff. Although voluntary, this is strongly encouraged by the ALP.</p> <p>Temporary and teacher training staff are offered testing in the same way as wider school staff.</p> <p>Staff have been informed to take LFD tests 90 days after a positive test result unless they develop Covid 19 symptoms, to avoid the potential for false positive results.</p>	<p>These are based on the DfE/PHE How to Guides/SOPs and are tailored to record specific arrangements in place at the ALP</p>	<p>M</p>
<p>Inadequate first aid provision</p>	<p>Serious injury or death</p> <p>First aider contracting coronavirus or spreading virus to others.</p>	<p>H</p>	<p>The ALP has carried out a first aid needs assessment has taken place to ensure sufficient appropriate cover can be provided for the activities which are being undertaken. Additional First Aid training was carried out in the summer term 2021. First aiders rendering treatment continue to keep accurate records of who they have treated, bearing in mind the requirement to retain visitor contact information.</p> <p>Where available, and appropriate, fluid resistant face mask, gloves, disposable plastic apron and disposable eye protection is used which should be kept in or next to first aid kits. (see FAQ document on dealing with minor accidents) [this is in line with HSE guidance]</p> <p>The ALP early years and nursery facilities apply the Government guidance in relation to paediatric first aid cover:</p> <p>Early years foundation stage: coronavirus disapplications - GOV.UK [see section on paediatric first aid and requalification]</p> <p>CPR</p> <p>In respect of more serious cases where CPR may be required, the specific advice contained in the Resuscitation Council UK guidance should be followed particularly in relation to rescue breaths.</p>	<p>See HSE guidance First aid during the coronavirus (COVID-19) outbreak</p>	<p>L</p>

			<p><i>As chest compressions could produce aerosol spray, appropriate PPE should be worn i.e. fluid resistant surgical mask, gloves and eye protection (goggles or visor). If PPE is not available, use a towel or cloth such as the sling from the first aid kit to cover the person's nose and mouth while performing chest compressions</i></p> <p><i>A first aider should conduct a dynamic risk assessment of the situation they are faced with and apply appropriate precautions for infection control.</i></p> <p><i>Further information is also contained in the Government publication: Guidance for first responders and others in close contact with symptomatic people with potential COVID-19</i></p>		
<i>Lack of communication with staff / parents / others</i>	<i>Confusion / misinformation resulting in breakdown of arrangements.</i>	<i>H</i>	<p><i>Staff have been involved in the planning process for return for a wider school re-opening, including risk assessments, procedure if someone becomes symptomatic in school, policy reviews etc. These arrangements are to be kept under constant review, with staff invited to provide feedback.</i></p> <p><i>Regular information sharing and communication with staff. Use of IT software for virtual meetings, communication e.g., Google Hangouts.</i></p> <p><i>Parents are kept informed of changes in timings to the school day and the arrangements put in place by the school to comply with the government guidance to keep children safe through school facebook pages, letters, school to parent texting services.</i></p> <p><i>The arrangements in place for children are shared with them in an age-appropriate way.</i></p>	<p><i>Ensure Parents have access to the Covid19 Quick Guide checker through school websites</i></p> <p><i>All staff to read risk assessment and provide feedback upon return to school</i></p>	<i>L</i>
<i>Home working & use of Display Screen Equipment (DSE)</i>	<i>Musculoskeletal problems arising from incorrect postures</i>	<i>M</i>	<p><i>The ALP has revised its DSE guidance and shared with all staff. This follows HSE guidance on homeworking, including the principles of good DSE use is followed.</i></p>		<i>L</i>

<p>Uncertainty due to the unprecedented nature of the pandemic</p> <p>Maintaining staff wellbeing and mental health</p>	<p>Stress and anxiety arising through uncertainty, lack of control and reduced contact</p>	<p>M</p>	<p>The ALP regularly shares information and communication. Use of IT software for virtual meetings, e.g. Google Hangouts.</p> <p>At times of reduced staff in school the distribution of workload is monitored, e.g. rota for staff in school and those homeworking.</p> <p>Regular communications are in place between staff and Managers. Staff also have access to all shared information/documentation. Governing Body are involved with decision making in relation to measures in place where appropriate.</p>	<p>Stress risk assessment to be reviewed.</p> <p>Education and Skills – Staff Wellbeing padlet</p> <p>Supporting Emotional and Mental Health - Information for Schools.</p> <p>Telephone support & counselling</p> <p>Wellbeing guide for staff working in schools and trusts</p>	<p>L</p>
<p>Pupil uncertainty surrounding attendance/ return to school/self isolation</p>	<p>Stress and anxiety impacting themselves and staff</p>	<p>M</p>	<p>Provision of pastoral and extra-curricular activities available 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>Where vulnerable pupils (such as those who have a social worker or an education health and care (EHC) plan) are required to learn from home due to restricted attendance due to an outbreak, arrangements are in place to keep in contact with them, offer pastoral support, and check they are able to access education support.</p>		<p>L</p>

<p>Risk Assessed by:</p>	<p>Name: Angie Dyer</p>	<p>Role: Business Manager(HR ad Operations)</p>	<p>Signature: </p>	<p>Date: 29/11/21</p>
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Authorised by:	Name: Louise Hall	Role: Executive Headteacher	Signature: 	Date: 29 November 2021
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The ALP Outbreak Contingency Plan

September 2021 - Covid-19



Activity/Event: Contingency plan in case of a school based or local outbreak	Site/Location: BPSU ✓ BPSL ✓ CPSU ✓ CPSL ✓	Relevant texts/policies: ALP Risk Assessment
Who is at risk: pupils, staff, parents	November 2021 - Miss Louise Hall - Executive Headteacher	
<p>This plan is based on the contingency framework for managing local outbreaks of COVID-19 and the schools operational guidance, provided by the Department for Education (DfE).</p> <p>We will only implement some, or all, of the measures in this plan in response to recommendations provided by our local authority (LA, NCC), directors of public health (DsPH), United Kingdom Health Security Agency (UKHSA) health protection team or the national government.</p> <p>It may be necessary to implement these measures in the following circumstances in order to help manage a covid-19 outbreak within the school or a particular site. Actions will be considered when either of the following thresholds are met:</p> <ul style="list-style-type: none"> • There are 5 positive cases amongst pupils or staff who are likely to have mixed closely within a 10-day period • 10% of pupils or staff who are likely to have mixed closely test positive within a 10-day period • If COVID-19 infection rates in the community are extremely high, and other measures have failed to reduce transmission 		

- As part of a package of measures responding to a 'variant of concern' (VoC)
- To prevent unsustainable pressure on the NHS

Aspect	Control Measures	Lead
Seeking public health advice	<p>When one of the thresholds above is met, we will review the testing, hygiene and ventilation measures already in place. These are outlined in the ALP Trust Risk assessment (returning to school September, 2021)</p> <p>We will also seek public health advice from a director of public health or health protection team responsible and will do so by telephoning the DfE helpline (0800 046 8687) or via NCC's web contact form.</p>	LH
Shielding	<p>We will adhere to national guidance on the reintroduction of shielding, which would apply to those on the <u>shielded patient list (SPL)</u>. We will speak to individuals required to shield about additional protective measures in school or arrangements for home working or learning and review individual risk assessments.</p>	AD
Other measures	<p>Parents, carers, pupils and staff will be informed promptly about the introduction of control measures. This will be done via school comms once a decision has been made.</p> <p>If recommended, we will further restrict -</p> <ul style="list-style-type: none"> • Visitors coming into school • Mixing of pupils across year groups • After school clubs with external providers • Use of the school sites by any external body • Children attending external events including swimming • Parents coming into school 	LH

	<p>guidelines. These will be issued through wonde with food parcels for any vulnerable families unable to shop online.</p>	
Wraparound care	<p>We will endeavour to offer wraparound care (staffing permitted) with places offered to those who already use the service remaining in place. A small number of additional places may be available but places will be charged for line with wrap around policy.</p>	LJ/AK/CHA/KMC
Safeguarding	<p>We will review our child protection policy to make sure it reflects the local restrictions and remains effective.</p> <p>We will aim to have a trained DSL or deputy DSL on site.</p> <p>On occasions where there is no DSL or deputy on site, a senior leader will take responsibility for coordinating safeguarding on site.</p> <p>When vulnerable pupils are absent, we will:</p> <p>Speak to parents/carers and, where applicable, social workers and the local authority, to work out the reason for absence</p> <p>Encourage attendance</p> <p>Make sure vulnerable pupils can access appropriate education and support while at home</p> <p>Maintain contact, and check regularly that the pupil is able to access remote education provision</p>	LJ