

# Batheaston Church School Covid-19 Risk Assessment and Outbreak Management Plan: 'Step 4' January 2022

This is a generic assessment to cover anyone including employees, pupils, volunteers, stakeholders and contractors who engage or are in contact with any Trust offices, schools or external working areas during the pandemic. Risk of infection from and to others in line with government advice and guidance. In response to the current COVID-19 measures, the following risk assessment has been designed to consider different situations and environments that you as individuals or teams may encounter during this period of alternative working. It is the school's responsibility to ensure that this assessment is adapted to be specific to the premises. When completing this document please consider the following control measures:

- **Eliminate** – can the task or situation be avoided or how can we eliminate the risk to the best of our ability?
- **Substitute** – where a face to face meeting is arranged, can this be substituted with a 'teams' meeting?
- **Engineered** – The use of screens, barriers or other floor markings to ensure that social distancing is maintained?
- **Administration** – controls will include social distancing measures, regular hand washing procedures, isolating as much as possible, with information and training in place as required.
- **PPE** – PPE garments such as aprons and face masks could be considered.

This is a WORKING DOCUMENT. It has been shared with all staff on 12.01.22 and the local Governing Board to critique, challenge and adapt. Inevitably, further entries, changes and clarification will follow.

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| <b>Completed by:</b>                 | Nicola Lake, Headteacher  |   |  |
| <b>Date:</b>                         | <b>Latest update:</b><br>V1 – 'Step 4' of Government Guidance, effective from 09.2021. All previous versions are held on the previous years Risk Assessment. Previous versions had extended to 68 sides of A4, hence a new version has been written for Step 4. |   |  |
| <b>SJ:</b> Sally Jefferies, Head     | <b>NM:</b> Nikki Macbeth, Head of KS1 and DSL   | <b>SG:</b> Sian Grindle, Head of KS2 and deputy DSL | <b>JS:</b> Jon Stevenson, SLT, SENDCo    |
| <b>SH:</b> Steph Hanna, Chair of LGB | <b>PR:</b> Phil Reeves, Site Caretaker  | <b>YHJ:</b> Yvonne Howard-Jones, Kitchen Manager    | <b>LB:</b> Laurie Barker, Office Manager |
| <b>T:</b> All teachers               | <b>TA:</b> All Teaching Assistants  | <b>OS:</b> All Office Staff                         | <b>KS:</b> All Kitchen Staff             |
| <b>CS:</b> Cleaning Staff            | <b>ALL:</b> All staff listed as above   |   |  |

**Key guidance:**

- **Schools COVID-19 operational guidance** (Latest Update: 5<sup>th</sup> January 2022)
  - [https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance?utm\\_source=18%20August%202021%20C19&utm\\_medium=Daily%20Email%20C19&utm\\_campaign=DfE%20C19](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance?utm_source=18%20August%202021%20C19&utm_medium=Daily%20Email%20C19&utm_campaign=DfE%20C19)
- **Contingency framework: education and childcare settings** (Latest Update: December 2021)
  - [Contingency framework: education and childcare settings - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/contingency-framework-education-and-childcare-settings)

#### **'Step 4' summary for primary schools:**

- **Removal of all 'bubbles'**: Children will freely mix during Collective Worship, Lunch and Playtimes and at other times during the school day, both in and outside.
- **Outbreak plans**: Below is an 'Outbreak plan' that covers the possibility it may become necessary to reintroduce 'bubbles' for a temporary period, to reduce mixing between groups.
- **Contact tracing**: From August 16, children will no longer have to isolate if they are a Covid close contact. Close contacts will be identified via NHS Test and Trace. Tracers will "work with the positive cases to identify close contacts". Contacts from school will "only be traced by NHS Test and Trace where the positive case specifically identifies the individual as being a close contact". "This is likely to be a small number of individuals who would be most at risk of contracting COVID-19 due to the nature of the close contact. You may be contacted in exceptional cases to help with identifying close contacts, as currently happens in managing other infectious diseases." From 14 December 2021, adults who are fully vaccinated and all children and young people aged between 5 and 18 years and 6 months identified as a contact of someone with COVID-19 are strongly advised to take a LFD test every day for 7 days and continue to attend their setting as normal, unless they have a positive test result.
- **Face coverings**: In primary schools, it is recommended that face coverings should be worn by staff and adults (including visitors) when moving around in corridors and communal areas. Health advice continues to be that children in primary schools should not be asked to wear face coverings.
- **Ventilation**: Ventilation remains a key priority for all areas of the school and school will take steps to improve air flow. Schools must "balance the need for increased ventilation while maintaining a comfortable temperature".
- **Covid-19 testing**: Staff should also take twice weekly lateral flow tests at home until the end of September. Staff and pupils with a positive rapid test will isolate and will need to take a PCR test. If taken within two days, a negative PCR test will over-ride the rapid result meaning staff and pupils can return to school.
- **Pupils with Covid symptoms**: If a parent of a pupil with Covid symptoms insisted they attend school, leaders can "take the decision to refuse the pupil if, in your reasonable judgement, it is necessary to protect other pupils and staff from possible infection with Covid-19". "Your decision would need to be carefully considered in light of all the circumstances and current public health advice."
- **Remote education**: Isolating pupils should continue to get remote education. Schools should maintain capacity to deliver high quality remote education. Free school meal support should also be provided for eligible isolating pupils.
- **Vulnerable staff**: Batheaston does not currently have any Clinically extremely vulnerable (CEV) children or staff.
- **Testing, self-isolation and managing confirmed cases of COVID-19:**
  - **What if someone tests positive or has symptoms? Do they need to isolate?**

- Self-isolate straight away and get a [PCR test \(a test that is sent to the lab\) on GOV.UK](#) as soon as possible if you have any of these 3 symptoms of COVID-19, even if they are mild:
  - a high temperature
  - a new, continuous cough
  - a loss or change to your sense of smell or taste.
- If anyone in school develops [COVID-19 symptoms](#), however mild, you should send them home and they should follow public health advice.
- You should also self-isolate straight away if:
  - you've tested positive for COVID-19 either according to a PCR test or a lateral flow device test – this means you have the virus. If you get a positive LFD test you should book a PCR test. A negative PCR test will override a positive LFD test.
  - someone you live with has symptoms or tested positive (**unless you are not required to self-isolate** – see ‘What will happen for people who have been in contact with positive cases?’ below)
  - you've been told to self-isolate following contact with someone who tested positive – [find out what to do if you're told to self-isolate by NHS Test and Trace or the NHS COVID-19 app](#).
- **Pupils should only self-isolate if they have symptoms or if they get a positive PCR or Lateral Flow Device (LFD) test.**
  - A positive PCR test cannot be overridden. If a pupil is asked to get a PCR test as a result of contact with a positive case they may continue to attend education until they get the result of their PCR back.
- **When an individual develops COVID-19 symptoms or has a positive test**
  - Pupils, staff and other adults should follow public health advice on [when to self-isolate and what to do](#). They should not come into school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine).
- **What will happen for people who have been in contact with positive cases?**
  - Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, **and** any of the following apply:
    - 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 COVID-19 vaccine trial
    - they are not able to get vaccinated for medical reasons
  - Instead, they will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test. We would encourage all individuals to take a PCR test if advised to do so.
  - Staff who do not need to isolate, and children and young people aged under 18 years 6 months who usually attend school, and have been identified as a close contact, should continue to attend school as normal. They do not need to wear a face covering within the school, but it is expected and recommended that these are worn when travelling on public or dedicated transport.
  - If none of the above applies, people should self-isolate [as per the instructions from NHS Test and Trace](#).
- **Confirmatory PCR tests**

- Staff and pupils with a positive LFD test result should self-isolate in line with the [stay at home guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#). They will also need to [get a free PCR test to check if they have COVID-19](#).
- Whilst awaiting the PCR result, the individual should continue to self-isolate.
- If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the pupil can return to school, as long as the individual doesn't have COVID-19 symptoms.
- **Ending your self isolation early**
  - You may be able to end your self-isolation period before the end of the 10 full days. You can take an LFD test from 6 days after the day your symptoms started (or the day your test was taken if you did not have symptoms), and another LFD test on the following day. The second LFD test should be taken at least 24 hours later. If both these test results are negative, and you do not have a high temperature, you may end your self-isolation after the second negative test result. [Stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection - GOV.UK \(www.gov.uk\)](#)

| What is the hazard/concern?                            | Who is at risk?   | Counter and control measures:<br>What are you already doing / what is already in place?   | What further action is necessary?   | Action by whom?                     | Date action due:                 | Date action in place: |
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| <b>Person showing symptoms or positive test result</b> | Employees<br>Pupils<br>Young People<br>Families<br>Contractors<br>Visitors<br>Members of the public | <ul style="list-style-type: none"> <li>• Refer to B&amp;NES 'Guidance for Childcare and Educational Settings in the management of COVID-19' and public health advice on testing, self-isolation and managing confirmed cases of COVID-19.</li> <li>• Regular communication from school that persons are not to come into school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (e.g. they are required to quarantine).</li> <li>• If anyone in school develops COVID-19 symptoms they will be isolated in the first instance and sent home.</li> <li>• An unwell child awaiting collection will be isolated ideally outside with adult supervision or in the Woodland Reading area which is well ventilated (depending on age and needs of the child).</li> <li>• Staff caring for a child awaiting collection to keep a distance of 2 metres.</li> <li>• PPE to be worn by staff caring for the child, including: <ul style="list-style-type: none"> <li>○ a face mask worn if a distance of 2 metres cannot be maintained.</li> <li>○ if contact is necessary, then gloves, an apron and a face mask should be worn</li> <li>○ eye protection where there is a risk of fluids entering the eye, for example, from coughing, spitting or vomiting.</li> </ul> </li> <li>• Staff to thoroughly wash their hands for at least 20 seconds after caring for a child with symptoms.</li> <li>• All areas where a person with symptoms has been to be cleaned after they have left.</li> </ul> | <p>Remind staff - use of home testing</p> <p>Consider reintroducing face coverings and bubbles temporarily</p> <p>Attendance restriction will only be recommended by the government as a last resort.</p> | <p>SJ and SLT</p> <p>SJ and SLT</p> | <p>01.01.22</p> <p>As needed</p> |                       |

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|   |   | <ul style="list-style-type: none"> <li>• If there are more than two positive tests, the outbreak management plan (below) will be initiated.</li> <li>• School has sufficient supplies of PPE, face coverings, cleaning materials and hand washing/sanitising liquids.</li> <li>• If a parent/carer insists on a pupil attending school with symptoms, Headteacher (or member of SLT in his absence) may refuse the pupil if, in their reasonable judgement, it is necessary to protect other pupils and staff from possible infection with COVID-19.</li> </ul>  | Audit of PPE before the start of term   | SJ/PR/LB<br>SJ and SLT | 01.01.22 |  |
| <b>Poor Personal Hygiene</b>  | Employees<br>Pupils<br>Young People<br>Families<br>Contractors<br>Visitors<br>Members of the public | <ul style="list-style-type: none"> <li>• COVID-19 posters/ signage displayed.</li> <li>• Frequent and thorough hand cleaning is regular practice. Posters displayed in pupil's toilets and in staff rooms to show how to wash hands appropriately.</li> <li>• Pupils and staff to clean / sanitise their hands when they arrive at school, when they return from breaks and before and after eating.</li> <li>• Where there is no sink / limited access, hand sanitiser provided.</li> <li>• Staff help is available for pupils who have trouble cleaning their hands independently</li> <li>• Use resources such as "e-bug" to teach effective hand hygiene etc.</li> <li>• Adults and pupils are encouraged not to touch their mouth, eyes and nose.</li> <li>• Adults and pupils encouraged to use a tissue to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it').</li> <li>• Tissues to be provided.</li> <li>• Bins for tissues provided and are emptied regularly.</li> <li>• Water fountains can be used, but cleaned regularly.</li> <li>• All areas to be well ventilated by opening windows and doors to allow air flow</li> <li>• Maintain cleaning equipment for each class so that areas can be wiped and clean if a child sneezes etc</li> <li>• All areas kept well ventilated.</li> </ul> | Monitoring and supervision to make sure people are following controls in place. | ALL                    | Ongoing  |  |
| <b>Spreading coronavirus from contact with surfaces, equipment and workstations</b> | Employees<br>Pupils<br>Young People<br>Families<br>Contractors<br>Visitors<br>Members of the public | <ul style="list-style-type: none"> <li>• Reduced clutter and removing difficult to clean items to make cleaning easier.</li> <li>• Cleaning using standard cleaning products such as detergents and bleach, paying attention to all surfaces but especially ones that are touched frequently, such as door handles, light switches, work surfaces, remote controls and electronic devices.</li> <li>• Surfaces that are frequently touched and by many people in common areas to be cleaned more thoroughly.</li> <li>• Avoid sharing work equipment by allocating it on a personal basis or put cleaning regimes in place to clean between each user – e.g. Laptops/lpads – continue to clean after use.</li> <li>• Leave doors open where possible (except fire doors)</li> <li>• Keep surfaces clear to make it easier to clean and reduce the likelihood of contaminating objects.</li> </ul>  | Monitoring and supervision to make sure people are following controls.          | SJ and SLT             | Ongoing  |  |

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|   |   | <ul style="list-style-type: none"> <li>Sanitising spray and paper towels to be provided throughout school for use by members of staff.</li> <li>Additional cleaning of pupil's toilets during lunchtimes</li> <li>Thorough cleaning of rooms at the end of the day / before follow day.</li> </ul>  |   |                  |                         |  |
| <b>Poorly ventilated spaces leading to risks of coronavirus spreading</b>   | Employees<br>Pupils<br>Young People<br>Families<br>Contractors<br>Visitors<br>Members of the public | <ul style="list-style-type: none"> <li>Ventilation and classroom fans working optimally</li> <li>Heating used as necessary to ensure comfort levels are maintained when the building is occupied.</li> <li>Keep windows open wide enough to provide some natural background ventilation and open internal doors to increase air flow (unless fire doors).</li> <li>Open windows fully (if temperature outside is cold) when rooms are unoccupied for longer periods to purge the air (e.g. lunch times and before and after school).</li> <li>Action taken to prevent occupants being exposed to draughts. For example, partially open high-level windows as oppose to low-level windows, close external doors and arrange the furniture if appropriate and possible.</li> <li>Consider use of fans for good air circulation.</li> <li>Children and staff encouraged to wear additional, suitable <i>indoor</i> clothing. (If they have to wear coats, scarves and other outdoor clothing the room would be considered too cold and the above steps must be considered).</li> <li>Ensure staff meetings are in rooms with suitable and sufficient ventilation. Ensure rooms are cleaned after pupil's have left and before staff meeting takes place.</li> <li>Continue to encourage the use of the outdoor learning, especially for PE.</li> <li>Playrangers to use the outdoor space for ASC and to use the Pavilion</li> </ul> | Identify any poorly ventilated spaces take steps to improve fresh air flow in these areas.<br><br>Maintain air conditioning plant and equipment as per manufacturers instructions.      | SJ and all staff | By 30.01.21 and ongoing |  |
| <b>Increased risk of infection and complications for workers who are clinically extremely vulnerable and workers in higher- risk groups</b> | Employees<br>Pupils<br>Young People<br>Families<br>Contractors<br>Visitors<br>Members of the public | <p>NB: No staff currently CEV. (Identify staff who may not have been vaccinated or have only received one dose of the vaccination jab and hold discussions with them individually on how to keep safe)</p> <ul style="list-style-type: none"> <li>Identify who could be clinically extremely vulnerable and refer to government guidance and HSE and PHE guidance on protecting vulnerable workers during the pandemic on how to support workers in higher-risk groups and those who are clinically extremely vulnerable.</li> <li>Carry out a risk assessment of pregnant workers to identify the risk and measures to be taken.</li> <li>Some pregnant workers will be at greater risk of severe illness from coronavirus and they should stay at home as much as possible and work from home if they can.</li> <li>Where adjustments to the job or working from home is not possible pregnant workers will be suspended from work on paid leave.</li> </ul>  | Guidance on who is clinically extremely vulnerable and what further support may be available from Public Health England.<br><br>Keep under review completed individual risk assessments | SJ               | As required             |  |

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|  |   |   | for pregnant workers.     |                                   |            |  |
| <b>Airborne spread of COVID</b>                | Employees<br>Pupils<br>Young People<br>Families<br>Contractors<br>Visitors<br>Members of the public | <ul style="list-style-type: none"> <li>• Face coverings will no longer be advised for pupils and staff, persons choosing to wear face coverings/Visors as a precaution will be supported.</li> <li>• Where staff are in enclosed and crowded spaces, or throughout communal areas, face masks are recommended.</li> <li>• All visitors, including parents, will be asked to wear a face covering inside the school building if a 2 metre distance cannot be maintained.</li> <li>• Regular helpers (e.g. reading helpers), there is no requirement to wear face coverings when working with children.</li> <li>• Parents to drop off and pick up from playground. They will not need to enter the school building.</li> <li>• Reception area to be limited to one person at a time. Staff will remain behind a closed glass partition.</li> <li>• Classes will not change rooms throughout the day and teachers will have set table places.</li> <li>• Mixing of classes will be limited. Pupils will be able to mix outside for KS break in and lunchtimes will be slightly staggered.</li> <li>• Pupils will remain seated in classes for lunch and tables wiped down after each class has finished.</li> <li>• Whole school CW will take place in the hall with children sat in class groups. 2m distance between each class group will be maintained and the hall well ventilated.</li> </ul> |                           | SJ to advise visitors on arrival. |            |  |
| <b>Returning to work after school holidays</b> | Employees<br>Pupils<br>Young People<br>Families<br>Contractors<br>Visitors<br>Members of the public | <ul style="list-style-type: none"> <li>• Vaccination is a control measure against COVID so staff asked to confirm that they are vaccinated during INSET days and have or are in the process of receiving their booster.</li> <li>• Buildings and health and safety compliance checks continue to be undertaken (e.g. fire alarm, emergency lighting, water hygiene, lifts, etc.) and listed on iAMS.</li> <li>• Information and instruction for returning staff to ensure clarity on arrangements for cleaning and hygiene and ventilation.</li> <li>• Vaccination is a control measure against COVID so staff can be asked to confirm that they are vaccinated. This information will assist in the risk assessment for outbreak management plans.</li> <li>• Communicate updates with supply staff and other temporary or peripatetic staff and volunteers to follow the school's arrangements for managing and minimising risk.</li> <li>• Staff to undertake twice weekly home tests whenever they are on site until at least the end of September.</li> <li>• Review/update policies to reflect changes brought about by updated COVID-19 requirements.</li> </ul>   | Confirm vaccinated staff. | SJ                                | 01.01.2022 |  |

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|  |  | <ul style="list-style-type: none"> <li>• Ensure website is compliant with regards to the publishing of policies and risk assessment.</li> </ul> |  |  |  |  |
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# Batheaston Outbreak Management Plan

| <b>Covid Risk</b>                                   | <b>Description</b>  | <b>Actions</b>   |
|---|---|--|
| <b>Low Community Transmission. No School Cases.</b> | <ul style="list-style-type: none"> <li>• There have been no cases of Covid within school for 10 school days.</li> <li>• Cases of Covid locally are low and/or stable.</li> <li>• Hospitalisation/ Deaths due to Covid nationally are low.</li> </ul>  | No Covid measures are necessary beyond those outlined in Risk Assessment above.  |
| <b>Rapidly Rising Community Transmission</b>        | <ul style="list-style-type: none"> <li>• No current Covid cases have been recorded at school, but...</li> <li>• Cases of Covid are rising rapidly in the community causing disruption to other local schools.</li> <li>• B&amp;NES Public Health / Public Health England issue warnings of expected local / national infection wave.</li> </ul> | <ul style="list-style-type: none"> <li>• Ventilation of classrooms increased and hand-washing supervised.</li> <li>• Large indoor public performance audience numbers reduced.</li> <li>• Staff-room capacity is reduced.</li> <li>• Whole-school assemblies are replaced with Key Stage assemblies.</li> <li>• Any Clinically Extremely Vulnerable staff meet with Line-Managers to review their individual risk assessment &amp; discuss additional protection (e.g. use of face coverings)</li> <li>• Children do not move classrooms.</li> </ul>   |
| <b>A single child tests Positive</b>                | <ul style="list-style-type: none"> <li>• A single child tests positive for Covid in a class.</li> <li>• There are fewer than 5 cases in the class.</li> <li>• No other year groups are affected.</li> </ul>   | <ul style="list-style-type: none"> <li>• The child self-isolates for 7-10 days. Remote learning will be provided if they are well enough to complete it.</li> <li>• The parents of the child are contacted directly by NHS Track and Trace to establish likely contacts.</li> <li>• Likely contacts will be contacted by NHS Track &amp; Trace and advised to book a PCR test. The school will contact parents to advise this if close contacts are known.</li> <li>• Children do not need to miss school or self-isolate whilst they wait for the result of the PCR test unless they have Covid symptoms.</li> <li>• Parents informed of a positive case in school should take the following advice:<br/>Anyone aged 5 years and over, who has been identified as a contact of someone with COVID-19 and who is not legally required to self-isolate, is now strongly advised to take a rapid lateral flow device (LFD) test every day for 7 days or until 10 days since their last contact with the person who tested positive for COVID-19 if this is earlier. If any of these LFD tests are positive they should self-isolate in order to protect other people.</li> </ul> |



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| <p><b>5 children or staff within a class test positive within 10 days of each other.</b></p>   | <p>There have been 5 cases of Covid across a class within 10 days which could mean that Covid is spreading within that group of children.</p>   | <ul style="list-style-type: none"> <li>• As above for each positive case.</li> <li>• The school will discuss the outbreak with B&amp;NES Public Health / Public Health England and agree strengthening protective measures <u>for 10 school days</u>, including: <ul style="list-style-type: none"> <li>○ Adapting, limiting or postponing indoor sporting events, trips, open days and performances.</li> <li>○ Reverting to Key Stage Assemblies.</li> <li>○ Reducing the amount of classes staff work across where practicable.</li> <li>○ Resuming twice-weekly Staff Lateral flow testing.</li> <li>○ Consider reverting to staggered lunchtimes</li> <li>○ One-off enhanced cleaning focussing on touch points and any shared equipment</li> <li>○ Place affected class into a bubble, and instigate separate play and lunch times</li> </ul> </li> </ul> |
| <p><b>Covid cases continue to increase rapidly within a 10 day period (10 per cent of pupils or staff who are likely to have mixed closely test positive within 10 days)</b></p> | <p>Despite the measures indicated above, Covid cases within the school continue to rise within a 10 day period with multiple classes and staff affected, suggesting that Covid is spreading widely throughout the school.</p> | <ul style="list-style-type: none"> <li>• The school will discuss the outbreak with B&amp;NES Public Health / Public Health England to agree further measures, <u>for a further 10 school days</u>, including: <ul style="list-style-type: none"> <li>○ Re-introducing class bubbles.</li> <li>○ Reverting to staggered lunchtimes.</li> <li>○ Limiting all non-essential visitors to school.</li> <li>○ Postponing all non-essential events.</li> <li>○ Re-introducing remote learning for individual classes for 10 school days considered</li> </ul> </li> </ul>  |