

INFLUENZA PANDEMIC PLAN – CONNECT SCHOOLS ACADEMY TRUST

SEPTEMBER 2020 UPDATE

A working party was set up to produce a thorough and robust risk assessment process to help the schools within the Trust deal with the effects of the COVID-19 pandemic. The working party was made up of the CEO, Andrea Carter, the EHT, Wendy Giles, and the Head Teachers from each of the schools. The initial work on the risk assessment was undertaken by the Compliance Officer, Amanda Frost.

Consultation

The resulting risk assessment has been shared with staff through training sessions led by the Head Teacher at each school prior to re-opening, with the Governing Body of each school through Governor Hub and with parents who have been directed to the document which has been published on each school's website. We asked all parties for their comments on the document, and these have been taken into account where they have been relevant. The risk assessment is continually monitored and updated, and the revised version uploaded to the website, with changes being shared with affected parties.

Background

The 2019 COVID pandemic has made everyone aware of what actually happens in the event of a pandemic. Influenza pandemics are a natural phenomenon that have occurred from time to time for centuries and they present a real and daunting challenge to the economic and social wellbeing of any country, as well as a serious risk to the health of its population.

We all now understand that pandemic flu is completely different to seasonal flu and is acknowledged as one of the most severe natural challenges that we are likely to face. Pandemic influenza emerges as a result of a new flu virus which is markedly different from recently circulating strains. Few - if any - people will have any immunity to this new virus thus allowing it to spread easily and to cause more serious illness. There is a high risk that the result of not identifying and dealing with the risks of this infection could be death or multiple deaths.

Although we have now experienced a pandemic, this does not mean that there will not be another that we might have to deal with, and the time between-pandemic years is important and should be used to review what happened with COVID-19, see what went well, what we could have done better and lessons learned.

If a pandemic occurs, much of what we do will be driven by government advice, for example if and when schools are closed. Much of the risk assessment necessary in schools should be focussed on the period before this, when it is apparent that a pandemic is emerging. There are many practical steps which can be taken during this phase.

The next part of this document is a comprehensive risk assessment which applies to a pandemic, but at the earlier stages is also appropriate to any type of sickness which might affect schools. There are lessons to be learned from the COVID crisis, particularly in relation to basic hygiene, (eg hand-washing, disposal of tissues etc) and isolation. It became apparent dealing with the COVID pandemic that hand washing amongst the children was not as rigorous as it should be, and this should be addressed as a post COVID priority.

Staff Responsible:

Amanda Frost

Date:

June 2020

Update and Review

Schools remained open throughout the lockdown period for the children of Key Workers. This included opening over the Easter and May holiday times.

New guidance effective from 1 June 2020 saw schools asked to bring back children from EYFS, Year 1 and Year 6. Connect Schools did this following the risk assessment written for that eventuality. Schools returned different year groups on different dates as they were able to comply with all aspects of the risk assessment.

On 2 July 2020, new guidance for the 2020/21 academic year was issued which included the following changes from the previous guidance:

- No in class social distancing
- Teachers to stay at the front of the class, 2m away from pupils and away from colleagues
- No routine temperature tests
- Compulsory engagement with the test and trace system – whole classes or year groups to be sent home if a pupil tests positive
- No face coverings for teachers or pupils
- Children to be seated facing forwards – no circular tables
- Normal uniform and regular hand washing
- Teachers advised to spend no more than 15 minutes at any one time closer than 1m to anyone
- Non attendance fines reinstated
- “Robust” efforts to engage with hard to reach families
- Schools not to introduce rotas or distancing which would mean not all children could return
- Contingency plans for local lockdown and a return to remote learning
- No requirement for deep cleaning
- Return for all children to be full time

Update and Review – November 2020: Further lockdown announced w.e.f. 5 November 2020

The Government has announced that, with effect from 00.01 a.m. on Thursday 5 November until Wednesday 2 December, there will be a further national lockdown, and that it is taking the following action:

1. Requiring people to stay at home, except for specific purposes.
2. Preventing gathering with people you do not live with, except for specific purposes.
3. Closing certain businesses and venues.

Schools are to remain open, but this will require revisiting the risk assessment to ensure it remains fit for purpose, and that it effectively covers any new requirements during the lockdown. Changes made as a result of this review are set out on page

Risk Procedures and Risk Assessment

There were four stages identified during the COVID crisis used in the period prior to school closures, and these remain valid when considering the re-opening of the schools.

| Response Stage | Trigger | Key Actions | Who | Notes |
|----------------------------|---|--|-----------------------------|-------|
| STAGE 1: General | None (everyday hygiene and procedures) | <ul style="list-style-type: none"> - General reminders for hygiene - Effective handwashing facilities and soap available - Follow usual absence periods for sickness - Enforce 48hr after symptoms have stopped for all sickness, diarrhoea etc. | HT Site Manager Admin | |
| STAGE 2: Prevention | <p><u>Where an increased risk is present</u></p> <ul style="list-style-type: none"> - Increased absence rates of pupils or staff - Local increases in sickness e.g. flu, gastric, coronavirus - Public health alerts - Suspected cases of specific illness in school or within the community (eg. coronavirus / gastric) | <ul style="list-style-type: none"> - Increase reminders for hygiene procedure - Communication with key people including key information (staff, pupils and families, visitors to the site) - Specific hygiene lessons in class - Increased encouragement of handwashing before eating of food - Enforce 48hr after symptoms have stopped for all sickness, diarrhoea etc. - Consider the types of trips/visits and events and make changes as necessary (e.g. those where lots of close contact / touch points) - Daily review of the situation | HT SLT Admin Staff | |

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| <p>STAGE 3: Mitigate/ Delay</p> | <p><u>Where a significant risk is present</u></p> <ul style="list-style-type: none"> - direct case or increased likelihood of cases - Public health advice for restrictions | <p>Consider reducing contact situations:</p> <ul style="list-style-type: none"> - Assemblies - Carpet time - School events - Trips/Visits/Visitors <p>Consider:</p> <ul style="list-style-type: none"> - Any screening measures e.g. use of a thermometer in school. - Increasing time of exclusion from school for those with symptoms (beyond 48hrs to the recommended timescale given by Public Health) - Sending home any children with <u>any</u> symptoms - Additional Cleaning including deeper cleans | <p>HT SLT Site Manager Cleaning Service</p> | |
| <p>STAGE 4: Containment</p> | <p><u>Where specific and/or significant changes or restrictions need to be in place.</u></p> <ul style="list-style-type: none"> - High levels of sickness - High rates of absence - Significance of danger of disease or illness | <ul style="list-style-type: none"> - Part / full closures of site / classes - Deep cleans - Closure of lettings and building use - Reduction or exclusion of visitors | <p>HT Chair of Governors</p> | |
| <p>STAGE 5 Resumption</p> | <p><u>Where restrictions remain in place, but start to be relaxed</u></p> <p>Public health advice for restrictions</p> <p>Possible high levels of sickness</p> <p>Significant, but reduced danger of illness</p> | <p>Maintain Stage 3 key actions and consider ways to:</p> <ul style="list-style-type: none"> - Maintain social distancing - Reduce numbers in classrooms - Teach outside - Distance staff working in admin offices | <p>HT SLT Site Manager Staff</p> | |

RISK ASSESSMENT

MATRIX: tables below for guidance on risk rating scores.

| LEGEND | |
|-------------------------|---|
| I | Impact |
| P | Probability |
| Impact or Consequence (| |
| Description | Indicators |
| 5 (Major) | The risk has a major impact if realised |
| 4 (Significant) | The risk has a significant impact if realised |
| 3 (Moderate) | The risk has a moderate impact if realised |
| 2 (Minor) | The risk has a minor impact if realised |
| 1 (No consequence) | The risk has no consequence impact if realised |

| Probability (or Likelihood) | |
|-----------------------------|---------------------------------------|
| Description | Indicators |
| 5 (Very Likely) | The risk will emerge |
| 4 (Likely) | The risk should emerge |
| 3 (Unlikely) | The risk could emerge |
| 2 (Very Unlikely) | The risk is unlikely to emerge |
| 1 (Impossible) | The risk will not emerge |

| Score | Risk Description | Action Required |
|-------------|------------------|--|
| 25 | Extreme Risk | ☒ Immediate escalation to Headteacher for risk control activities |
| 20 - 15 | High Risk | ☒ Risk to be actively managed with appropriate risk control activities |
| 12 - 6 | Medium Risk | ☒ Take appropriate action to manage the risk |
| 5 and below | Low Risk | ☒ Risk to be removed from register with monitoring activity to assess changes in risk rating |

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| Trust Name | | Decide who may be harmed (insert ✓): | | | |
| CONNECT SCHOOLS ACADEMY TRUST | | Student | ✓ | Contractors | ✓ |
| VERSION NUMBER | | Staff | ✓ | Vulnerable People | ✓ |
| V11 | | | | Volunteers | ✓ |

| | Risk Description | I | P | Risk Rating | Risk Control(s) | Residual Rating | Additional Controls Required (if any) | Lead for Risk Control Activities |
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| 1. | Contaminants being brought into school | 5 | 4 | 20 | <ul style="list-style-type: none"> ▪ Clear communications with parents prior to re-opening about expectations. ▪ Parents should take their children's temperatures each day before school, and they must not come to school if they have a temperature. ▪ Parents will be requested to wear face coverings to drop off and pick up. ▪ Classrooms to be accessed only from the outside where this is possible. ▪ All staff and pupils to wash hands on arrival, before and after lunch and regularly throughout the day. ▪ Where children wear face coverings to school, these should be disposed of in a lidded bin, or where re-useable, placed in a plastic bag to be used going home. Hands must then be washed again. ▪ Children to be reminded that they must not touch the front of their face covering during use and removal. ▪ Children to use only their own equipment which they bring in with them – no sharing. ▪ Children to keep their belongings with them | 15 | <p>Children to wear clean uniform to school each day.</p> <p>Children to get ready to go home in small groups</p> <p>Staff will wear clean clothes every day.</p> <p>PPE will Be available for staff to use. School will provide face coverings, visors, gloves, aprons for certain identified activities.</p> <p>Staff manning gates at school opening and closing will wear face coverings.</p> <p>Following notification of the second lockdown, staff can wear visors if they choose to do so, but as these are not for an identified risk, must provide their own. Face coverings cannot be worn when teaching.</p> <p>Teacher equipment will be wiped daily</p> <p>Signage around school</p> <p>Water fountains in the playgrounds will be disconnected.</p> | <p>Class teachers</p> <p>Site staff</p> <p>Staff</p> |

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| | | | | | <ul style="list-style-type: none"> Children who bring to school their own packed lunch should keep them under the desk. Coats to be hung on back of chairs . PE Kits should not be left in school. <p>Children should wear PE kits to school on days when they will be doing PE.</p> <ul style="list-style-type: none"> Soap dispensers available, full and working – checked twice daily Hand sanitiser available at receptions and signage to visitors to wash hands on arrival Where possible, perspex screens to be installed in reception areas. Schools will introduce enhanced cleaning arrangements in partnership with their cleaning contractors. | | <p>Parents have been advised that they should not come into school, or engage with teachers at drop off and pick up times.</p> <p>At pinch points, for example when all the children are coming into school or at other points when entire classes need to clean their hands, consider the use of hand sanitiser, supervised by an adult, to speed through the cleaning time and reduce congestion. (Hand washing is generally the preferred option).</p> <p>If classrooms become too crowded due to the number of coats in school, cloakrooms can be used for some coats, although these should be spaced out and children should be allowed to get them in small groups.</p> <p>Although face coverings are not required in school, parental requests for children to wear face coverings should be carefully considered on a case by case basis. Where face coverings are allowed, schools should ensure that the children are competent in their safe use and removal.</p> | |
| 2. | Infection may spread through resources used in school | 5 | 4 | 20 | <ul style="list-style-type: none"> All soft toys and difficult to clean toys and items to be removed from classrooms. Non-fitted carpets/mats to be removed from classrooms. Used tissues to be placed immediately in lidded bins which will be double bagged and emptied regularly throughout the day. Contact points, such as door handles will be cleaned throughout the day. Hand driers to be disconnected where possible and practical, as these spread | 15 | <p>Outside play equipment can now be used provided it is cleaned in accordance with Government guidance, and use will have to be on a rota. https://www.gov.uk/government/publications/covid-19-guidance-for-managing-playgrounds-and-outdoor-gyms/covid-19-guidance-for-managing-playgrounds-and-outdoor-gyms</p> <p>Different groups should not use the outdoor equipment on the same day.</p> | <p>Site team</p> <p>Class teachers</p> <p>Staff</p> |

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| | | | | <p>contaminants. Paper towels to be provided instead. The increased risk of transmission is the result of poorly washed hands, so the importance of scrupulous hand hygiene should be reinforced.</p> <ul style="list-style-type: none"> ▪ Where Ipads are used, these will be cleaned after every use. ▪ Children’s own resources to be kept in named tray on (or within) desk. ▪ Disinfectant wipes to be available at touch screens in reception areas, and photocopiers. ▪ Disinfectant wipes to be available in all high use areas – for example kitchens/drink-making facilities/microwaves. ▪ Teachers should wash their hands thoroughly before and after handling pupil’s books. | | <p>Staff to reinforce the “bin it, bag it, kill it” message</p> <p>Tissues available in all classrooms. This will be checked daily and can be replenished during the day.</p> <p>Gloves and disinfectant (Milton) will be available in all classrooms in case of spillage/contamination.</p> <p>Toilets to be cleaned regularly throughout the day</p> <p>Shared rooms should be cleaned between different groups using them.</p> <p>All staff must be aware of the need to additional cleaning, and although the majority of this will be undertaken by site teams and contract cleaners, staff should be prepared to “clean as they go” using the available resources (wipes/Milton etc)</p> | | |
| 3. | Infection may spread due to the numbers in school | 5 | 4 | 20 | <ul style="list-style-type: none"> ▪ Clear communication with parents prior to re-opening about expectations ▪ Prior to re-opening, paths and traffic routes to be marked at appropriate social distances ▪ Signage around school and perimeter ▪ Staff should arrive at school no longer than an hour before children’s start time and will go straight to their classrooms (possible agreed entrance and exit) ▪ Only one parent to bring child to school and collect at the end of the day. ▪ Parents will be directed through the school grounds following a marked one-way system. ▪ Start and finish times to be staggered to reduce congestion. | 15 | <p>Classrooms will be kept well-ventilated; Windows and doors (not fire doors) will be kept open where possible.</p> <p>As weather become colder, the cold temperatures lower the effectiveness of the immune system and so the benefits of opening doors and windows are reduced. Where possible, rooms should be ventilated using the following measures:</p> <ul style="list-style-type: none"> • opening high level windows in preference to low level to reduce draughts • increasing the ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused) • providing flexibility to allow additional, suitable indoor clothing. | <p>Site team</p> <p>Class teachers</p> <p>Staff</p> <p>Cleaning contractors</p> |

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| | | | | <ul style="list-style-type: none"> ▪ Break and lunchtimes to be staggered. ▪ Designated entrances for different classes to be communicated to parents prior to re-opening ▪ Parents to be regularly reminded of the need to follow social distancing advice in the area around school. ▪ On arrival, children to go straight to their classrooms ▪ Children to line up at the classroom door when coming in from break and lunch in desk order from front to back of class to ease congestion getting to seats. ▪ Children will be taught in their usual classes, which will not mix with classes in other year groups. ▪ Pupils to be seated facing forwards, and circular tables will not be used. ▪ For carpet time, children should sit on surfaces which can easily be cleaned where possible – for example on gym mats on the floor or on PE benches. ▪ Classrooms to have an area at the front of the class marked out in tape as a “safe zone”. Children not to enter that zone. Leaders and other members of staff can enter classroom for a short time into that zone. ▪ A further area to be marked out within the safe zone and away from the classroom door where leaders can stand to observe class. ▪ Teachers to stay 2m from pupils at the front of the class, and away from colleagues as much as possible. | | <ul style="list-style-type: none"> • rearranging furniture where possible to avoid direct drafts <p>Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces.</p> <p>Individual risk assessments to be undertaken if a child might be considered a flight risk.</p> <p>Children to be reminded of behaviour expectations, and not to move around the classroom.</p> <p>Additional cleaning regime agreed with cleaning contractors</p> <p>As well as the teaching bubbles, all staff will work in identified bubbles; for example administration staff will not move between schools, site staff will operate as a bubble together.</p> <p>Children attending intervention to take their own resources with them, and area to be cleaned between groups.</p> <p>Schools to draft appendix to behaviour policies to clarify the expectations for children</p> <p>There will be no large group activities such as assemblies or visits from outside companies, such as theatre groups.</p> <p>Movement around the school site will be kept to a minimum.</p> | |
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| | | | | | <ul style="list-style-type: none"> ▪ Teachers to spend no longer than 15 minutes at any one time closer than 1m to anyone else. ▪ Intervention teachers to work within year groups in designated area where this is possible. Intervention areas to be set up so that staff and children are socially distanced. ▪ Children to be collected from designated area at the end of each day ▪ Staff to regularly remind children of the need for social distancing and what that means for them. ▪ Staff will go home no longer than an hour after the children. ▪ Staff can take books home, but should avoid unnecessary sharing of resources. ▪ Shared resources such as sports, art and science equipment should be cleaned frequently and in particular when shared between class groups. ▪ Where there are insufficient books for a group to have its own set, these can be shared across a year group ▪ If resources cannot be cleaned they should be rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles. | | <p>Pupils will be supervised at all times to ensure that they do not mix between groups, and will be reminded of this.</p> <p>Where possible, children will only be allowed to use the toilets separately during lesson time. Toilets will be monitored at break times to try to ensure no over-crowding.</p> | |
| 4. | Infection may spread through the use of sports coaches/peripatetic music teachers | 5 | 4 | 20 | <ul style="list-style-type: none"> ▪ All visitors working in school to be made aware of risk assessment and agree to work to this standard. ▪ All visiting teachers and contractors should provide a copy of their own COVID safe risk assessment. ▪ All visiting teachers will be reminded to minimise contact and maintain as much | 15 | <p>No contact sports</p> <p>If using a confined space, sporting activity should not be one which will cause heavy breathing.</p> <p>Indoor spaces used for PE must be adequately ventilated.</p> | <p>Head Teacher</p> <p>External providers</p> |

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| | | | | | <p>distance as possible from other staff, and of the need for rigorous hand and respiratory hygiene.</p> <ul style="list-style-type: none"> ▪ Singing lessons can take place provided: <ul style="list-style-type: none"> • singing in groups should take place outdoors wherever possible • If indoors, use a room with as much space as possible, ensuring good ventilation. • Singing should not take place in larger groups such as choirs and ensembles • Pupils should be positioned back-to-back or side-to-side • Use microphones where possible or encourage singing quietly. ▪ Wind instrument lessons can take place in groups of no more than 15, outside where possible, but if inside in a well-ventilated space, with suitable social distancing – for example back to back, side by side or behind a screen. <ul style="list-style-type: none"> ▪ No instruments to be shared. ▪ PE to take place outside wherever possible ▪ Where outdoor PE is not possible, a large indoor space should be used. | | <p>Sports equipment to be cleaned frequently or rotated so that they are left unused for 48 hours (72 for plastics) between groups.</p> | |
| 5. | Maintaining social distancing at break and lunch times | 5 | 4 | 20 | <ul style="list-style-type: none"> ▪ Break and lunchtimes will be staggered. ▪ Class groups to eat together ▪ Separate indoor and outdoor areas to be identified for eating lunch <ul style="list-style-type: none"> ▪ Groups to be supervised by staff in school ▪ School kitchens can reopen, and hot meals can be provided. Children should eat in their groups, and tables should be cleaned between sittings. | 15 | <p>Teachers to have staggered lunch breaks</p> <p>Staffrooms should be measured to determine maximum safe number of staff in the room at any time.</p> <p>Identify any other spaces suitable for use as desk temporary staffroom areas.</p> <p>Staff rooms to be rearranged and chairs removed</p> | <p>Site team</p> <p>Class teachers</p> |

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| | | | | | <ul style="list-style-type: none"> Where it is not possible to provide a hot meal, a “grab bag” alternative can be offered and eaten in the classrooms. Staff to have lunch only with members of their group | | <p>Staff to bring in their own lunches</p> <p>Staffroom fridges and microwaves to be wiped daily</p> <p>ALL used utensils to be placed in dishwasher</p> | |
| 6. | Too many staff in school | 4 | 3 | 12 | <ul style="list-style-type: none"> Admin and finance functions to continue to work from home where possible Staff on PPA should work from home unless it is possible to identify a space that can be used in school where it is possible to socially distance, and that will not be used by any other staff. | 8 | | Head teacher |
| 7. | Fire or fire alarm in school | 4 | 3 | 12 | <ul style="list-style-type: none"> Normal registration procedures to be followed Designated areas to be used for fire evacuation | 8 | | Site team Office staff Class teachers |
| 8. | Dealing with First Aid | 5 | 3 | 15 | <ul style="list-style-type: none"> PPE to be available for first aiders Designated first aid area Teachers to notify first aiders if a child feels unwell First aiders will take daily medication to child PPE to be available for staff if they have to clear bodily fluids/vomit/for diabetic testing and injecting (requirement recently from Bromley healthcare) | 12 | <p>Staff needing to use PPE to be provided with online training for its safe use: https://www.youtube.com/watch?v=-GncQ_ed-9w&feature=youtu.be</p> <p>PPE signage to be displayed.</p> <p>Children who are unwell with any form of illness should not be in school.</p> <p>Adults who are unwell in any way should not be -in school.</p> <p>First aid kits will be available n classrooms for minor cuts and scratches etc.</p> | Head Teacher First aiders Staff |

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| 9. | Staff or children display COVID symptoms at school | 5 | 4 | 20 | <ul style="list-style-type: none"> ▪ Pupil to be taken to a specified separate area ▪ Parent to be called to collect from school and self-isolation guidelines explained. ▪ If child needs to use the toilet whilst waiting, this must be cleaned after use. ▪ The area around a person with COVID symptoms must be cleaned with normal household disinfectant. ▪ Any staff who have supervised unwell child or adult to wash hands thoroughly after unwell person has gone home. ▪ Unwell staff member to go home ▪ Any child or staff member who shows symptom should be tested as soon as possible and remain at home until negative test results received. (Schools cannot insist on seeing a negative test result) ▪ If unwell staff or children are unable to access a test, they must follow the self-isolation rules and cannot return to school for 10 days. ▪ Any contaminated items (tissues, face masks etc) must be double-bagged and retained for 72 hours before disposal. See decontamination guidance https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings ▪ Children and staff may have to self-isolate for 14 days if a member of their household displays symptoms. They will be able to return if the household member receives a negative test result. | 15 | <p>Isolation area to be cleaned after child is collected.</p> <p>Compulsory engagement with the NHS Test and Trace system.</p> <p>When a school becomes aware that a school member has tested positive for coronavirus, the school will contact the <u>local health protection team</u>. The team will carry out a rapid risk assessment to confirm who's been in close contact with the person, and these people will be asked to self-isolate.</p> <p>To help with this, records will be kept of:</p> <ul style="list-style-type: none"> • The pupils and staff in each group • Any close contact that takes place between children and staff in different groups <p>Close contact means:</p> <ul style="list-style-type: none"> • Direct close contact – face-to-face contact with an infected person for any length of time, within 1 metre, including: <ul style="list-style-type: none"> ○ Being coughed on, ○ A face-to-face conversation, or ○ Unprotected physical contact (skin-to-skin) • Proximity contacts – extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected person • Travelling in a small car with an infected person <p>If there are 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus is suspected, the school will work with the local health protection team to decide if</p> | <p>Head Teacher</p> <p>First aiders</p> <p>Site staff</p> <p>Cleaning contractors</p> |
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| | | | | | | | additional action is needed. Any advice given by the team will be followed. Regular reminders to parents and staff that no one should come into school if they have been told to self-isolate. | |
| 10 | Parent unwilling to engage in testing process | 3 | 3 | 9 | <ul style="list-style-type: none"> Parents to be advised of the need for engagement in Test and Trace in communications sent out from schools. Anyone with symptoms who is not tested cannot return to school until they have completed 10 days self-isolation period. Siblings of the child with symptoms must self-isolate for 14 days. | 6 | <p>Child's group to be advised that a member showed symptoms, but will not engage in testing</p> <p>Schools are to be provided with a small number of home testing kits. Consideration to be given to giving these to families who might not otherwise engage in testing.</p> | Head Teacher |
| 11 | Children not returning to school | 4 | 4 | 16 | <ul style="list-style-type: none"> Parents to be reminded of their duty to ensure regular school attendance. Usual registration policy and procedures to apply in school. Accelerated intervention where children do not attend or are poor attendees | 9 | Consideration to be given to children's (and parental) concerns about returning to school. | Head teacher # Attendance officer Inclusion Manager |
| 12 | Staff or child tests positive for COVID-19 | 5 | 5 | 25 | <ul style="list-style-type: none"> All children and staff in the affected bubble to be advised. Bubble to be prevented from coming to school if possible. If confirmation of result is received when bubble is in school, parents to be contacted to collect children immediately, and staff to go home. Everyone who has been in close contact to be sent home to self-isolate for 14 days, Classroom to be closed for deep clean Child or staff member to self-isolate for 10 days from onset of symptoms, and return | 20 | <p>Notification will be received from Test and Trace system, and whole bubble liable to be sent home.</p> <p>School to contact local health protection team.</p> <p>Latest advice from PHE for Bromley schools: Any pupils / staff reporting flu like illness or COVID symptoms contact (for Bromley only):</p> <p>Team Lead COVID-19 Response Team E: COVID_19@bromley.gov.uk T: 020 8313 4433</p> | Head Teacher Site Staff Cleaning staff Admin staff |

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| | | | | | only if they have no symptoms other than a cough or loss of sense of taste or smell. | | If pupils or staff have confirmed COVID, school should contact the London Coronavirus Response Team on 0300 303 0450 DfE Coronavirus Helpline: 0800 046 8687 and select option 1 Staff and parents to be advised of confirmed case in school. | |
| 13 | School or bubble closure | 5 | 4 | 20 | <ul style="list-style-type: none"> ▪ Parents to be advised in advance of the remote learning which will be made available. (See also section 16) ▪ Staff to be allocated roles in home learning offering to include cover roles in the event of illness amongst staff | 15 | If closure is due to confirmed case(s) in school, affected classrooms should be deep cleaned or fogged. | Head teacher Cleaning contractor |
| 14 | Extended care impacted by safe numbers | 4 | 3 | 12 | <ul style="list-style-type: none"> ▪ Determine requirement for BASC ▪ Determine number of staff needed ▪ Bubbles should be of no more than 15 where possible with a minimum of one member of staff. ▪ Two bubbles can use the same space with suitable distancing. ▪ Children to remain in their year groups where space and staffing allow this. ▪ Where it is not possible, or it is impractical to group children in the same bubbles as they are in during the school day - may need to group children with others from outside their school day bubble. ▪ Where bubbles in school cannot be maintained in BASC, then small, consistent bubbles with the same children each time can be used. ▪ No contact sports included in BASC activities | 8 | <p>Parents to be advised to limit the number of wrap around care providers they use</p> <p>To avoid cross contamination between groups which are maintained in school, no extra-curricular clubs other than the schools BASC will operate.</p> <p>Where BASC staff work in different areas of the school, or at other settings, scrupulous hand hygiene must be observed as well as social distancing where possible.</p> | Head Teacher BASC Manager |

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| 15 | Educational Visits; including financial liability | 5 | 3 | 15 | <ul style="list-style-type: none"> No overnight domestic visits, nor overseas visits to be arranged. Non-residential domestic visits can be considered. | 5 | <p>Visits to be confined to local area – no visits to be undertaken using public transport.</p> <p>TfL School Travel Party scheme has been suspended.</p> | <p>Head teacher</p> <p>EVC</p> <p>Admin and finance staff</p> |
| 16 | A school or schools in the Trust having to close either because of cases in school or a local lockdown. | 4 | 4 | 16 | <ul style="list-style-type: none"> Staff to be trained in delivery of remote lessons using Teams. Nominated staff to be responsible for the provision of home learning, potentially at short notice | 12 | Children who did not engage with home learning to be identified to determine whether technology issues are a barrier to learning. | <p>Head Teacher</p> <p>Inclusion Manager</p> <p>Teachers</p> |
| 17 | Reputation | 5 | 3 | 15 | <ul style="list-style-type: none"> Ensure active high quality communication with parents Evidence measures being taken including cleaning and social distancing | 5 | <p>Liaison with cleaning contractors</p> <p>Ongoing review of social distancing measures and inclusion of recommendations from outside agencies.</p> | <p>Head teacher</p> <p>Site team</p> <p>Admin staff</p> |
| 18 | Wellbeing of children and staff | 5 | 4 | 20 | <ul style="list-style-type: none"> Support for children who show changes in behaviour or emotional state Support for staff who find the return to school difficult, particularly those who were deemed extremely clinically vulnerable. Agencies (Living On) requested to support children and families outside of school to reduce visitors on site LA advice and training links forwarded to staff on Childhood Bereavement https://www.winstonswish.org/bereavement-training-courses-schools/ | | <p>Signage around schools with details of the Health Assured EAP for staff</p> <p>Children & Families referred to Nursing Team, Bromley Y, Living On and BCP by Inclusion Manger</p> <p>Liaison for advice from trained staff : LQ – Adult Mental Health First Aid Trained KM, SH & NA – Youth Mental Health First Aid Trained</p> <p>Communication with parents on transition and supporting agencies.</p> | <p>Head Teacher</p> <p>Admin Staff</p> <p>AHT Inclusion</p> |

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| 19 | Travel to school | 4 | 3 | 12 | <ul style="list-style-type: none"> Parents to be advised not to use public transport at busy times Check with staff about travel arrangements; should not use public transport or car share. | 12 | <p>Staff and parents to be encouraged to walk or cycle to school where possible</p> <p>Face coverings mandatory on public transport</p> <p>Anyone who needs to take public transport will be referred to <u>government guidance</u>.</p> | Head teacher |
| 20 | Senior staff become unwell; insufficient leaders to provide strategic role of the Trust, or insufficient leaders within individual school to allow school to open. | 5 | 4 | 20 | <ul style="list-style-type: none"> Where senior staff are able to work from home, they should do so. Senior executive and Trust Leaders must limit visits to Trust sites, and where possible should not visit more than one Trust site per day. Teachers should not travel between sites; any training requirement will be delivered virtually. Staff should not travel to other sites on school business. SLT in school to be attached to separate groups. | 12 | <p>Trust Leadership to timetable regular e-mail/telephone/virtual meetings with head teachers at Trust schools.</p> <p>Where face to face meetings are necessary, these will be held in a suitable space with no other members of staff present and where social distancing can be achieved.</p> <p>Visits to different schools to be scheduled for different days.</p> <p>Learning walks will be undertaken by one person.</p> <p>If SLT are called to a classroom, for example for a behaviour issues, one person should attend and they should enter the room but remain in the marked safe area. If visit is extended, SLT member should remain in differentiated area within Safe markings.</p> | CEO EHT Head Teachers SLT |
| 21 | Consideration for vulnerable groups within the workforce, and pupils, e.g. clinically vulnerable, BAME and those with | 4 | 4 | 16 | <ul style="list-style-type: none"> Extremely clinically vulnerable and clinically vulnerable groups to be identified. New definitions are given for the November lockdown, and there is no requirement to shield. All vulnerable groups to be dealt with sympathetically; line manager to discuss | 12 | <p>Where staff can work from home, e.g. admin and finance staff, they can continue to do so.</p> <p>Any restrictions on returning to work stipulated by GP will be considered and reasonable adjustments made, e.g. working with older year groups/roles outside the classroom.</p> | Head Teacher SLT Line Managers |

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| | particular concerns about returning to work. | | | | options – working outside classroom/unpaid leave. | | Where member of staff does not wish to return to reasonable alternative position, consideration given to a period of unpaid leave. | |
| 22 | Lack of confidence in safety measures put in place by a school in the Trust | 4 | 4 | 16 | <ul style="list-style-type: none"> Risk assessment has been independently verified by H&S consultants RA is regularly updated and published to the Trust website Staff to be made aware of updates to the RA | 12 | All staff aware of the Whistle-blowing policy which is published to the Trust website at: https://www.connectschoolsacademytrust.com/trust-policies | Head Teacher |
| 23 | Risk of infection spreading at meetings. | 5 | 4 | 20 | <ul style="list-style-type: none"> Where possible, all meetings will be held remotely. If a meeting has to be held on site, seating should be socially distanced. Staff should not share resources, e.g. pens, whiteboard markers etc | 16 | <p>Meetings should be held outside where this is possible. If this is not possible, then an inside area should be identified where it will be possible for the meeting to go ahead with participants socially distanced.</p> <p>Staff should only travel to other sites for meetings necessary and cannot be held remotely.</p> | Head Teacher Staff |
| 24 | Risk of infection being brought into school by deliveries | 5 | 4 | 20 | <ul style="list-style-type: none"> Delivery drivers to be directed to site team. Delivery to be offloaded by driver to area designated by site team. Only the site team should accept deliveries. When moving deliveries, site team to use gloves at all times. | 16 | <p>Not possible to schedule deliveries for general orders to school.</p> <p>Regular deliveries, for example for the kitchen, should be scheduled outside school hours where possible</p> | Site Team |
| 25 | Ongoing contact with staff and pupils in the event of partial closure or local lockdown. | 5 | 4 | 20 | <ul style="list-style-type: none"> In the event of local lockdown or the shutting of a group in school, teachers to maintain regular contact with pupils through home learning. Attendance to be closely monitored for those children with poor engagement during lockdown. | 15 | <p>Appendix has been added to the Safeguarding Policy dealing with contact, mental health and e-safety</p> <p>Staff to be reminded of Health Assured EAP and their services.</p> | Head Teacher Teachers Staff |
| 26 | Staff or pupils unable to return to school due to | 5 | 4 | 20 | <ul style="list-style-type: none"> If staff become aware that they will have to quarantine, school to be advised as soon as possible. | 15 | Parents to advise school that family are in quarantine, and date of return to school. (New attendance code X to be used for this situation) | Head Teacher |

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| | need to quarantine on return from abroad. | | | | <ul style="list-style-type: none"> Cover to be arranged for class(es) using school staff where possible. | | Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, access must be offered to remote education. | Staff Parents |
| 26 | Schools in the Trust affected by local outbreaks | 5 | 4 | 20 | <ul style="list-style-type: none"> At present, at all local alert levels, the expectation is that education and childcare provision should continue as normal. | 12 | Trust to maintain awareness of all amendments to guidance. | Compliance Officer |
| 27 | Admin/Finance staff bubble has confirmed COVID case and has to close | 5 | 4 | 20 | <ul style="list-style-type: none"> Staff to prepare a short, but comprehensive list of tasks which have to be completed during the day so another member of staff could take this over Offices in Trust schools to be prepared to assist other offices where necessary | 15 | Continued vigilance over keeping admin staff bubbles separate | Staff |

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| Date of Assessment: | 23.10.2020 | Carried out by: | Amanda Frost | Signature: | |
| Date of next review: | Ongoing and continual review | Carried out by: | Amanda Frost | Date Review Completed: | |

VERSION CONTROL

| Version Number | Date | Change |
|-----------------------|-------------|---|
| 1 | 01.07.2020 | Revised RA for the return to school in September |
| 2 | 13.07.2020 | Amended to incorporate HT comments |
| 3 | 30/07/2020 | Amended to reflect that self-isolation period with symptoms increased from 7 to 10 days |
| 4 | 17/08/2020 | Amended to incorporate up to date advice, including quarantine and clarification of what will be needed for Track and Trace. |
| 5 | 20/08/2020 | Minor amendments |
| 6 | 24/09/2020 | Amendments re cloakrooms, staff rooms, general clarifications regarding social distancing |
| 7 | 05/10/2020 | Addition of section 21 regarding Whistleblowing |
| 8 | 16/10/2020 | Section 3 updated regarding ventilation during cold weather |
| 9 | 19/10/2020 | Section 2 updated regarding the use of hand driers |
| 10 | 23/10/2020 | Amendments following update to guidance on 21 October. Clarification around ventilation, singing lessons and bubbles in BASC |
| 11 | 02/11/2020 | Amendments following announcement of new lockdown. Parents to be requested to wear face coverings Staff to be advised they can wear a visor which they provide themselves for non identified risks Section 21 – clarification that there are new definitions for ECV Section 27 – New section re admin/finance bubbles. |

CORONAVIRUS KEY ACTIONS

| Specific Issue | Actions including messages | Who | Notes |
|---|---|---|-------|
| Suspected case in school (staff or pupil) | <ul style="list-style-type: none"> Contact relevant agencies e.g. LA / Public Health England Deep clean core areas Inform staff Core reminders of hygiene Communicate with parents/carers general information about sickness etc. Engagement with NHS Test and Trace | <ul style="list-style-type: none"> HT Office Staff Site Manager | |
| Confirmed case in school | <ul style="list-style-type: none"> Deep clean Inform staff Core reminders of hygiene Communicate with parents/carers: general information about sickness etc. and the key next steps e.g. closure of a class / school/ or other recommendations from Public Health | <ul style="list-style-type: none"> HT Office Staff Site Manager | |
| Confirmed or suspected case in a family | <ul style="list-style-type: none"> Children in the family to remain at home for a fixed period of time (currently 14 days, but subject to changing guidance) Deep clean of the classroom and school Child can only return to school if a negative test is returned, or having completed self-isolation period | <ul style="list-style-type: none"> Families HT Staff Site Staff | |
| Teacher shortage | <ul style="list-style-type: none"> Splitting classes / SLT Cover/HLTA Cover Where too many staff absent: partial closure for certain classes or part time / AM / PM classes Reduce or stop PPA | <ul style="list-style-type: none"> HT SLT Staff | |

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| Support staff shortage | - Supply / Prioritise most needy children / classes with remaining staff | Inclusion Manager SLT | |
| Protection for most vulnerable children | - Identify who these children are vulnerable e.g. underlying health conditions that may be affected by the current threat - Discuss with parents the initial steps and agree key actions re. isolation/seclusion | Inclusion Manager HT DSL | |
| Staff with underlying health issues | - Ask them to contact their consultants to seek advice on their condition - Consider working from home | HT Staff HR | |
| Staff with symptoms | - Stay at home; follow NHS 111 advice; discuss with HT | HT | |
| Pregnant staff | - Ask them to contact their midwife to seek advice; Consider working from home | SLT HR | |
| Kitchen shut down | - Parents to provide packed lunches - Provision for FSM to be made by School Staff / Chartwells - (Packed Lunch / Jacket Potato) | Families HT Support Staff Office Staff | |
| Site team shortage | - Discuss additional cleaning with contract cleaners - Consider cover between Trust schools | Site Manager Office Staff | |
| Leadership shortage | - Access via phone /e-mail/skype etc | SLT; Staff | |

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| Admin shortage | <ul style="list-style-type: none"> - Cover with TAs / SLT - Inform parents not to phone unless emergency - Consider staff cover between Trust schools | HT Office Staff Support Staff | |
| Other school users (e.g. lettings) | <ul style="list-style-type: none"> - Inform of control measures, including the possibility that a suspension or usage may occur. | Office Staff HT | |
| Long period shut down | <ul style="list-style-type: none"> - Provide home learning via websites/online resources/video learning (dependent upon length of closure - Schools may be used to continue education for key workers/vulnerable children | HT Staff | |

CORE CONTROL MEASURES

| Control Measure | Control Stage | Notes / Action | Who | Review |
|--|---------------|--|-----------------------------|--------|
| Tissues for Each Class | 1 | <ul style="list-style-type: none"> - Ensure adequate stock levels of tissues for each class / office - Replenish as needed - Staff to also self-replenish from stock | HT Staff Site Manager | |
| Hand washing/Alcohol based gel (not to be used for children) | 1 | <ul style="list-style-type: none"> - Gel available for visitors in main reception - Signage in reception inviting visitors to wash hands if entering school - Ensure soap dispensers are full and working from the start of each day - Children to be encouraged to wash hands regularly, esp before eating - Ensure adequate stock levels and availability to replenish during the day | HT Staff Site Manager | |
| Other users of the building | 2, 3 | <p>Contact every user and inform them of usage expectations:</p> <ul style="list-style-type: none"> - Clean hands or use gel before using facilities - Restrictions or suspensions of use | Admin Staff | |
| Monitoring daily any child or staff absence | 2 | <ul style="list-style-type: none"> - Daily reporting of the number of absences and symptoms - Weekly summary data for each class to HT | Admin Staff HT | |

| Control Measure | Control Stage | Notes / Action | Who | Review |
|---|--|--|---------------------|--------|
| Finding out about travel arrangements now and in the future of staff and pupils | 3 (where specific threats are evident aboard) | <p>Newsletter:</p> <ul style="list-style-type: none"> - Ask parents to advise the school of any close family member who has returned from abroad within the last month - Staff members to inform HT/Admin of any travel arrangements to high-risk areas including those of any close friends or family they have been in contact with. | Admin Staff HT | |
| Reducing contact point activities | 2 | <p>Ensuring extremely high hygiene for any</p> <ul style="list-style-type: none"> - Food making / tasting <p>Avoid any activity where you are passing items around a class</p> <ul style="list-style-type: none"> - Circle time objects - Artefact sharing - Touching activities: PE / Gymnastics <p>Other</p> <ul style="list-style-type: none"> - Cease hand shaking of children and visitors - Stop salad bar in school and any other “self-Service” items at lunch | Staff Chartwells | |

| Control Measure | Control Stage | Notes / Action | Who | Review |
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| Good Personal Hygiene | 2 | <ul style="list-style-type: none"> - Inform parents of hygiene expectations and to discuss with children; - All children to be encouraged to wash their hands before coming to school, before going home and when they get home. - Classes to teach children hand washing techniques - Children to wash hands before snack (classroom / toilets) and before eating dinner (classrooms/ toilets / hand sanitiser) Information: - Distribute key information posters | HT Staff | |
| Review of cleaning | 2, 3 | <ul style="list-style-type: none"> - Meet with cleaning staff to review cleaning arrangement and make any necessary changes - Increase focus cleaning on touch points and tables (redirect from vacuuming etc. if needed) or increase hours - Daily cleaning of classrooms (already in place) - Preparations for deep cleans if necessary | Site Manager Cleaning Staff | |
| Additional touch point cleaning daily | 2, 3 | <ul style="list-style-type: none"> - Handles and rails to be cleaned at mid points during the day | Site Manager Staff | |
| School visitors and site users | 2, 3 | <ul style="list-style-type: none"> - Compulsory handwashing / use of gel before entering school; - Inform them of new requirements and risk of suspension of use - Signage advising visitors not to enter the building if they have any symptoms | Admin Office Staff Site | |

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| | | - Lettings to advise school if they have symptoms/are unwell | Manager | |
| Control Measure | Control Stage | Notes / Action | Who | Review |
| Absence policy | 2, 3 | - Review time period of absence for ill children or staff and increase if necessary but at least to the minimum standard (e.g. 48 hrs clear of sickness / diarrhoea) | SLT | |
| Support for families affected | 2, 3 | - Communicate to parents and staff to contact school if they require support; - Regular contact with affected families and staff: wellbeing checks. | HT Office Staff Admin SLT | |
| Taking temperature of anyone in school who may begin to feel unwell | 2, 3 | - Use of hand held non-contact thermometer. | Healthcare assistants Trained first aiders | |