

COVID19: Risk Assessment and Action Plan from January 2022

SCHOOL NAME: Watergate School

DATE: September 2021



Purpose of this document:

This COVID19: Risk Assessment and Action Plan document sets out the decisions taken and measures put in place following the end of restrictions in July 2021 and changes to self-isolation protocols in August 2021, to ensure the school continues to operate in a safe way and has outbreak contingency plans in place.

Existing policies and guidance continue to apply alongside the actions within this document, including but not limited to:

- Health and Safety Policy
- First Aid Policy
- Child Protection Policy
- CYP Response Plan
- DFE Guidance relating to COVID19
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- The Health Protection (Notification) Regulations 2010
- Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'

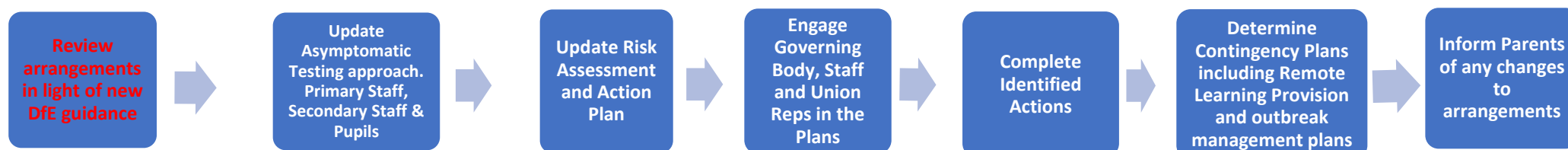
Schools must keep up to date with DfE and other relevant guidance:

- [Actions for schools during the coronavirus outbreak](#)
- [Guidance for special schools and other specialist settings](#)
- [Actions for FE colleges and providers during the coronavirus outbreak](#)
- [Actions for early years and childcare providers during the coronavirus outbreak](#)
- [Use of PPE in education, childcare and children's social care](#)
- [Health protection in schools and other childcare facilities](#)
- [NHS: when to self-isolate and what to do](#)

The following principles underpin all planning and actions:

- Children’s needs are paramount.
- Staff physical and emotional well-being must be considered at all stages of planning and implementation.
- Risk assessment and planning should be undertaken in consultation with staff, Health and Safety/ Union representatives, governors and parents.

Risk Assessment for Full Re-opening:



The table has been updated to remove any control measures which are no longer required by the DFE guidance following the ending of restrictions in July and changes to self-isolation protocols from August. Examples have been amended (*in blue italics*) to align to the latest practices. These examples should be considered within the individual school context and are not exhaustive

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

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
Engagement in Risk Assessment and Planning	Risk assessments and outbreak management planning process fully engages staff, governing body and union representatives. Prevention measures and outbreak management plan shared and communicated with stakeholders.	Staff / Governors are not aware of the processes in situ. All staff are given reminders of where to read the risk assessment	M	Covid guidelines are discussed at Monday briefings. Governors have Covid as an agenda item for all meetings.	September 2021	L
	Consideration given to premises lettings and approach in place.	Lack or insufficient guidance.	M	All lettings are currently suspended	September 2021	L

Arrangements Site	Consideration given to the arrangements for any deliveries.	Parcels are dropped at the front office and distributed by premises staff	M	Staff and premises team reminded of the procedure	September 2021	
	Dedicated testing site organised, signage up and cleaning processes in place (see full guidance available).	All testing will be carried out at home. If an individual needs to test in school they will be responsible for disposing test in a designated clinical waste bin	L	Staff reminded to test twice weekly and dispose of tests appropriately in school.	September 2021	L
Emergency Evacuations	Evacuation routes are confirmed, and signage accurately reflects these. Consideration given to PEEP – buddies are assigned or reassigned according to available persons. Arrangements in place to support individuals with reduced mobility including cover arrangements in the case of reduced numbers of staff.	Staff will not evacuate via the correct route. Staff are unaware of PEEPS.	M	School evacuation routes remain the same. All staff reminded of this at briefings. All staff will be reminded of evacuation routes or PEEPs for certain pupils.	September 2021	L
School-specific arrangements	On 19 July, social distancing requirements were removed. Arrangements to reduce crowding at entrances, in communal areas and circulation spaces can still be considered. Schools may consider maintaining arrangements that	Staff fail to follow measure already in place.	M	<ul style="list-style-type: none"> Parents bringing pupils into school will continue to follow the school procedure of no more than 4 parents/carers and pupils in the foyer and 3 in the entrance hall. 	September 2021 Updated January 2022	L

	<p>have worked well and do not impact adversely on school day/ curriculum delivery</p>			<ul style="list-style-type: none"> • Two members of staff will continue to work alongside the office to maintain the appropriate flow of parents • Taxis bring pupils into school will park in the allotted bays in the car park. • Staff in each Key stage will continue to enter the school in the same manner. Reception/KS1 staff enter via the rear of the school and KS2 staff via the front of the school. • Celebration assemblies will be held outside undercover. Each key stage will have its own assembly and these will be no longer than 15 minutes. • Playtimes will continue to be one KS at a time. • Face coverings should be worn in communal areas by staff and visitors, unless they are exempt- 		
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				<p>monitoring may be stepped up</p> <ul style="list-style-type: none">• Music therapy to be restricted to 15 minutes and in well ventilated areas.• Music sessions to be held outside, weather permitted or in well ventilated areas. Pupils will not take part across bubbles.• SLT will call staff will be called to collect pupils in rotation, Longhorn corridor and Lacey corridor separately• Any staff doing personal care will be strongly advised to wear a mask.• Staff who do not usually meet will be advised to maintain physical distance.• Groups and classes kept as consistent as possible and any cross over will be minimised.• Classes encouraged not to visit one another.• Meetings will continue to be small groups in		
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				<p>the dining hall or virtually.</p> <ul style="list-style-type: none"> • A log of any cover will continue to be recorded. • Lists of pupils on buses or in groups will be maintained. <p>Some measures will be reviewed weekly</p>		
Hand washing	<p>Clear hand washing procedures outlined for all and hot water and liquid soap readily available. Hand washing routine outlined for all staff to include:</p> <ul style="list-style-type: none"> • on arrival and leaving school. • before entering and leaving class during the day. • before and after eating. <p>Hand sanitiser available where necessary.</p>	<p>Pupils do not understand the need for hand hygiene and require extra assistance to carry out hand washing.</p> <p>Not enough resources available.</p>	M	<p>Hand towels and hand wash are to be checked and replaced as needed by Ian French and Jason Aquilina.</p> <p>Staff to be regularly reminded and wet wipes provided where necessary.</p>	September 2021	L
Respiratory hygiene	<p>The 'catch it, bin it, kill it' approach continues to be very important and we continue to encourage our pupils and staff to follow this advice.</p>		M	<p>Staff reminded, bins already in place. Cleaning fluid and sanitiser available in all toilets.</p> <p>Tissues & hand sanitiser stations in all classrooms/shared spaces</p>	September 2021	L

				Lidded bins in all classrooms/ staff spaces/ hall/ toilets		
Cleaning and waste disposal	Enhanced cleaning regime is in place in line with COVID19: Cleaning in non-healthcare settings guidance. High-touch area cleaning is to be continued.	Enhanced cleaning remains a necessary control measure. On-going cleaning to regular touch points in place, with extra cleaners purchased.	M	Enhanced cleaning schedule implemented throughout the site, ensuring that contact points, work surfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly. Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush. Staff reminded to continue cleaning touch points.	September 2021	L
	Cleaning staff capacity is adequate to enable enhanced cleaning regime.	Staff unavailable.	M	Staff redeployed from PFI or from agency staff. Premises staff will do this on behalf of the school.	September 2021	L
	Adequate cleaning supplies and facilities around the school are in place. Arrangements for longer-term continual supplies are also in place.	No hand sanitiser for visitors to reception. Classrooms do not have tissues.	M	Hand sanitiser available at the school entrance Lidded bins in classrooms		L

		Low supply of soap.		Disposable tissues in each classroom to implement the 'catch it, bin it, kill it' approach Stock check and ordering schedule reviewed and order made.		
	Sufficient time is available for the enhanced cleaning regime to take place.	Staff absence Not enough time available.	M	All staff advised to only enter the site the site by 7.30 am time in order for cleaning to be undertaken. If sickness alternative staff are willing to cover stock duties.	September 2021	L
	Waste disposal process in place for potentially contaminated waste.	Staff Consider testing waste is no longer considered hazardous and can be disposed of in the usual waste.	M	Staff to double bag any waste products from pupils self-isolating in the family room waiting to be collected by parents/carers. Premises to arrange for the disposal of clinical waste bags to be disposed of and the room is deep cleaned. Waste collections made when the minimum number of persons are on site (i.e. after normal opening hours).	September 2021	L

				Hazardous waste in clinical waste bags and collections organised.		
	Process in place for safe removal and/or disposal of face masks.	Face coverings should be worn in communal areas in all settings by staff and visitors, unless they are exempt. Face coverings are required on public transport. Students/ staff know how to dispose of/store them appropriately.	M	Staff are reminded to dispose masks appropriately in lidded waste bins provided	September 2021 Updated January 2022	L
Ventilation	Plan in place to ensure all areas of the school are well ventilated through use of CO2 monitors where available, whilst maintaining a comfortable teaching environment, this includes opening internal and external doors where appropriate. Poorly ventilated areas identified and steps in place to improve fresh air flow in these areas. HSE guidance on ventilation & air conditioning	Poorly ventilated areas need to be identified by use of CO2 monitors where available Premises team not opening windows. Staff closing windows	M	Training for key staff on use of CO2 monitors Schedule for CO2 monitoring in place Premises team have a routine of opening windows open before school. Doors and windows left open in all areas around the school throughout the day. Staff to wear masks in changing areas, which have restricted ventilation.	September 2021 Updated January 2022	L

				<p>Signs on windows to remind staff to keep them open.</p> <p>Staff are reminded at briefings of the need to keep areas well ventilated at all times.</p>		
Staffing	Approach to staff absence reporting and recording in place. All staff aware.	Staff unaware	M	All staff reminded of usual procedure for reporting absence to include reason for isolation.		L
	<p>Risk assessments in place for those staff who are clinically extremely vulnerable, and appropriate arrangements for mitigating risk are identified.</p> <p>Communication arrangements are in place with those staff and their role in continuing to support the working of the school is clear.</p>	Shielding is no longer in place. Clinically extremely vulnerable and vulnerable staff and/ or pupils have risk assessments which identify any specific adjustments to allow them to attend on site.	M	Staff informed of CEV Regulations and RA's undertaken for any additional arrangements to be made	September 2021	L
	Staffing roles and responsibilities with regards to the contingency remote provision alongside in-school provision agreed and communicated.	Staff are unaware of their role in the continued contingency plans regarding remote education, should the plan be enacted.	M	Staff reminded on contingency plans for remote learning at briefings and staff meetings	September 2021	L
	Approach to support wellbeing, mental health and resilience in place, including bereavement support.	Staff unaware	M	Staff are aware of available support and advice for schools and pupils available	September 2021	L

	How staff are supported to follow this within their own situations and that of pupils and colleagues is clear.					
	Arrangements for accessing and reporting regular LFD testing are in place and communicated.	Staff fail to continue LFD testing at home.	M	Staff receive regular reminders to collect lateral flow test from the office at briefings and are strongly advised to test twice weekly. Staff are to contact the Headteacher to report any positive LFDs.	September 2021 Updated January 2022	L
	Arrangements in place for any visitors/ contractors on site, protocols and expectations shared. NB: Their employer may require them to wear PPE. This should be documented as part of the risk assessment carried out by the Contractor.	Visitors unaware	M	Check with the contractor any requirements their employer has specified before visit. Share/ update school protocols. All visitors on site when pupils are in will be asked to wear a mask. Visitors to school during the school day will be kept to a minimum.	September 2021	L
	Arrangements in place for any externally employed adults delivering learning in school e.g. sports coaches, music tutors, forest school leaders. Protocols and expectations shared.	Visiting professionals refuse to take LFD tests or unaware of protocols and expectations	M	Visiting professionals asked to take LFD tests and follow protocols. Music therapy sessions to be maintained in regular groups.	September 2021	L

				Share amended procedures, obtain their assessments outlining controls, e.g. only offering limited activities which maintain distancing, all equipment stringently cleaned.		
Catering	Arrangements for the continued provision of FSMs for eligible children not attending school due to self-isolation are in place.	Only applicable for under 18s who have tested positive for COVID19 and required to isolate, who are eligible for FSMs.	M	Protocol in place for the administration of vouchers.	September 2021	L
PPE	PPE requirements understood and appropriate supplies in place.	<i>Some PPE required for onsite testing and any specific arrangements i.e. AGPs.</i>	M	School has a regular supply of masks and these are replaced regularly. Staff can request additional masks where necessary	September 2021	L
	Appropriate PPE - Although no longer a requirement, we follow good practice to have PPE available in the event of a symptomatic person or outbreak.	Emergency PPE available & publicised RAs for pupils requiring physical care include PPE requirements	L	All staff have access to PPE and know that member of SLT can get this for them. Procedures in place for pupils with symptoms.	September 2021	L
Response to suspected/ confirmed case of COVID19 in school	Approach to suspected COVID19 cases in place: during school day <ul style="list-style-type: none"> SLT staff members should be informed/ take action Available room established to be used 	If a pupil begins to display symptoms of COVID19 during the day, they are isolated and parent is called immediately. Classes wait to be collected in the allocated room on the ground floor, overseen by	M	Ensure all staff are aware of the protocols, reminders at briefings	September 2021	M

	<p>if an individual is displaying symptoms during the school day and needs to be isolated</p> <ul style="list-style-type: none"> • Cleaning procedure in place • Arrangements for informing parent community in place 	<p>SLT.</p> <p>Any staff member who begins to display symptoms of COVID19 during the day, immediately informs SLT and leaves the site as soon as possible.</p>				
	<p>Approach to confirmed COVID19 cases in place: during school hours</p> <ul style="list-style-type: none"> • Cleaning procedure in place • Arrangements for informing parent/carer community in place 	<p>Close contacts are now identified by NHS test and trace following a confirmed case.</p> <p>Those who have been double vaccinated or under 18 do not need to isolate but are asked to take a PCR instead.</p> <p>Pupils who are unable to take a PCR test will be assessed individual with the support of PHL team.</p> <p>Contact Lewisham on call service/ PHL team for advice.</p>	M	<p>All staff informed</p> <p>SLT to call, text and write to parents</p> <p><i><u>NHS: when to self-isolate and what to do</u> is shared and followed</i></p>	<p>September 2021</p> <p>Updated January 2022</p>	L
	<p>Approach to confirmed COVID19 cases in place: outside of school hours</p> <ul style="list-style-type: none"> • Cleaning procedure in place 	<p>Close contacts are now identified by NHS test and trace following a confirmed case.</p> <p>Those who have been</p>	M	<p>SLT are all aware of protocols/procedures</p>	<p>September 2021</p>	L

	Arrangements for informing parent community in place	double vaccinated or under 18 do not need to isolate but asked to take a PCR instead. Pupils who are unable to take a PCR test will be assessed individual with the support of PHL team. Can contact Lewisham on call service/ PHL team for advice.				
Remote Education Plan	Contingency plan for remote learning developed should self-isolation or restricted attendance be required.		M	SLT in conjunction with curriculum leads and class teachers will lead on home learning for any self-isolation.	September 2021	L
	Technology support in place. DFE laptop allocation ordered, for contingency purposes.		M	Deku will support the school with IT needs.	September 2021	L
Safeguarding	Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.	Staff not notifying SLT of their concerns.	M	SLT will lead on support to pupils such as welfare calls and online links. Staff know who the SLT link is. All staff have CPOMs log-ins for recording Staff refresher training session on processes and procedures and the revised wellbeing material.	October 2021	L

	Updated Child Protection Policy in place.	Safeguarding policy not being followed	M	Adopted most recent Child Protection Policy, all staff have received safeguarding training on INSET day.	September 2021	L
	Where appropriate, work with other agencies, such as social care, has been undertaken to support vulnerable CYP and families to complete risk assessments and planning.		M	DSL/SLT will link with CWCN to inform of any pupils isolating. SLT to undertake Risk Assessments for those at home.	September 2021	L
	Where physical contact is required in the context of managing behaviour.	Staff will get close to pupils in crisis.	M	The school maintains a low arousal approach to behaviour. Staff to follow relational support plans.	September 2021	L
Curriculum / learning environment	Current learning plans, revised expectations and required adjustments have been considered.		M	Staff are all aware of curriculum requirements. A hybrid recovery curriculum to be in place. Curriculum lead has briefed all staff.	September 2021	L
	Whole school approach to adapting curriculum (S/M/L term), including: <ul style="list-style-type: none"> Wellbeing curriculum recognising 'non-curriculum' learning that is being done at home capturing pupil achievements/ outcomes 	Curriculum plans are in place.	M	As above.	September 2021	L

	<ul style="list-style-type: none"> utilising the DFE 'catch-up' funding and programmes contingency remote learning plan 					
	Pupil behaviour policy and principles are reviewed and amended where necessary to reflect the current circumstances.	Amendments needed if necessary	M	SLT to consider and change to Behaviour policy and principles and communicate to all staff.	September 2021	L
	Arrangements for teaching pupils how to keep themselves safe online are in place and aligned to the contingency remote learning plan.	Staff stop direct teaching of safety measures to pupils.	M	Staff reminded to continue to teach safety measures and pupils reminded in assembly and by Learning mentors.	September 2021	L
Attendance	Approach to promoting and supporting attendance for all pupils determined, including those who may be anxious.	Some very vulnerable pupils may not attend.	M	Medical advice in writing will be sought for any pupils not attending.	September 2021	L
	Approach to support for parents where rates of persistent absence were high before closure.	Attendance officer to support deputy headteacher responsible for attendance and SLT in managing attendance.	M	All staff and medical team to reassure any parents and support them back to full attendance.	October 2021	L
Communication	Information shared with staff around the updated plan, including returning to some pre COVID arrangements and some new arrangements – as appropriate.	Staff miss out on information.	M	All staff given aide memoire via email and on noticeboard. All updates regularly shared at briefing.	September 2021	L
	Union representatives informed of updated plans.		M	SLT will do this.	October 2021	L

	Updated Risk Assessment published on website.				October 2021	
	Symptoms and self-isolation Pupils, staff and other adults should follow public health advice on <u>when to self-isolate and what to do</u> . 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).	Staff, parents/carers and visitors not following public health advice.	M	Briefings, letters, newsletters and texts will be used to keep whole school community regularly updated.	September 2021	L
	Communications with parents on the: <ul style="list-style-type: none"> Revised plans, any control measures that remain in place and any that have ceased Contingency plans Outbreak management plans Wellbeing/ pastoral support 		M	As above	September 2021	L
	On-going regular communication plans determined to ensure parents are kept well-informed		M	Letters, website updates, texts	September 2021	L
Governors/ Governance	Governors have oversight of plans and risk assessments.		L	On-going agenda item updating parents on Covid measures or email if necessary.	September 2021	L

	Approach to communication between Leaders and governors is clear and understood.					
	Governors have oversight of all staff wellbeing and appropriate arrangements in place to support Headteacher and SLT.		L	Updates to Finance, Resources and FGB committees.		L
Finance	Additional costs incurred due to COVID19 are understood and clearly documented.		M	Report to F&R committee.	October 2021	L
	Claims submitted for reimbursement for example, increased premises related costs; additional cleaning; increased support for FSM vouchers COVID-19 workforce fund		L	School cannot submit claims due to budget context.	December 2021	L
	Any loss of income understood, including the impact of lettings and the financial implications of possibly not restarting.		L	Report to F&R Committee.	December 2021	L
Testing	Test kits are securely stored and distributed to staff.		L	Protocol in place. Tests are very securely stored.	September 2021	L
	Staff are aware of how to safely take and process the test. Shared the following: <ul style="list-style-type: none"> NHS instruction leaflet 		M	New staff briefed by SLT if necessary. All staff and pupil tests are administered at home.	September 2021	L

	<ul style="list-style-type: none"> • Training video and online resources on the document sharing platform • Contact details if queries • Process for reporting incidents 					
	Arrangements in place to ask parents and other attendees to take a lateral flow device (LFD) test before attending a school or college event and visitors to test before visiting		M	Parents and visitors informed of the process via letter, email or verbal communication. All visitors will be screened before entering	January 2022	M
	Staff are aware of how to report their test results to school and to NHS Test and Trace.		L	Process in place.	September 2021	L
	Staff are aware of how to report any incidents both clinical and non-clinical.		L	Process in place.	September 2021	L
	Process in place to monitor and replenish test supplies		L	Monitored by SLT. Process in place.	September 2021	L
Educational visits	<p>Full and thorough risk assessments in relation to all educational visits and ensure that any public health advice, such as hygiene and ventilation requirements, is included as part of that risk assessment.</p> <p>H&S on educational visits OEAP</p>		M	Educational Visits coordinator to support staff with information. Risk assessments will be obtained from venues prior to any visits. Vulnerable pupils will be	October 2021	L

				<p>identified and individually risk assessed.</p> <p>Advice sought to ensure adequate insurance cover (including cancellation).</p>		
<p>Outbreak Management Plan</p>	<p>Outbreak management plan developed to cover arrangements should children, pupils, pupils or staff test positive for COVID19, and how the school shall operate if advised to take extra measures to help break chains of transmission.</p> <p>Settings will continue to have a role in working with health protection teams in the case of a local outbreak. If there is a substantial increase in the number of positive cases in a setting (<u>Stepping measures up and down</u>) or if central government offers the area an enhanced response package, a director of public health might advise a setting to temporarily reintroduce some control measures.</p>	<p>Outbreak Management plan covering re-introduction of some measures including reduced mixing, face coverings, remote education is developed, and all staff are aware of their role. Communicated with parents and pupils regarding when this would come into place and how they would be informed if required.</p>	<p>M</p>	<p>Outbreak Management Plan shared with all staff during whole school virtual briefing and available on school website.</p>	<p>September 2021</p>	<p>L</p>

Appendix A- Outbreak Management Plan

1. Outbreak Management

1.1. Any outbreak management measures in which Watergate School will only be considered with advice from Public Health, kept to the minimum number of pupils/staff or groups possible, and for the shortest amount of time possible. The re-introduction of some additional protective measures may be a necessary response to a potential outbreak in school. In all cases, any educational drawbacks should be balanced with the benefits of managing transmission.

1.2. The school, with advice from Public Health may consider taking extra actions if the number of positive cases substantially increases. The DFE guidance states:

Action may be required for most education and childcare settings, whichever of these thresholds is reached first:

- 5 children, pupils, pupils or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period: or
- 10% of children, pupils, pupils or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period
- For special schools, residential settings, and settings that operate with 20 or fewer children, pupils, pupils and staff at any one time: 2 children, pupils, pupils and staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period

1.3. Contacts -Identifying a group that is likely to have mixed closely together might be:

- A form / subject class
- A friendship group mixing at break times
- Staff / children taking part in the same activity session together
- Wrap around care
- Sports teams
- Tutor offering one-to-one support to a child or multiple children at the same time (music lessons etc)

1.4. This plan will focus on the following main themes in the school's response to a COVID outbreak

- a) Prevention: put in place control measures (further details in section 2 above)
- b) Identification and management: work with NHS test and trace, the London Borough of Lewisham, and the London Coronavirus Response Cell (LCRC) to support the identification of emerging outbreaks; control and risk mitigation to reduce spread of COVID-19.
- c) Isolation of cases at home, and virtual learning
- d) Testing: ongoing lateral flow device (LFD) testing in staff and secondary aged pupils **and daily testing for eligible identified contacts**
- e) Contact tracing: supporting NHS test and trace when further, detailed information is needed
- f) Data collection: accurately record on the registers when pupils and staff are isolating
- g) Engagement and communication: keep staff, pupils and their families informed with current situations.

1.5. The following scenarios are considered below, mapped to the themes above. For definitions of confirmed and possible COVID-19, and of being identified as a contact, see Glossary.

- A. When a confirmed diagnosis of COVID-19 has been at Watergate (see Glossary for 'case-definition')
- B. Multiple people diagnosed with COVID-19 (2 or more linked diagnoses within 14 days) are reported within Watergate school
- C. When there is substantial community transmission, involving an outbreak within the wider local community.
- D. What to advise when someone is unwell with COVID symptoms in the school setting

2. Scenario A – Single Confirmed COVID Case

- 2.1. Pupils, staff and other adults should follow public health advice about when to self-isolate. 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 e.g. they are required to quarantine.
- 2.2. Prevention – control measures will be in place across the school (see section 2 above)
- 2.3. Identification and management - School will be notified of the case/absence and will record the absence on the school register
- 2.4. Isolation of cases – cases will requested to provide their end of isolation date and this will be recorded on the school system
- 2.5. Testing – Staff and secondary aged pupils will be encouraged to continue testing on LFD twice a week (from the start of the autumn term until review due end of September 2021) **Agree arrangements for reporting of daily LFD testing for eligible identified contacts**
- 2.6. Contact tracing - School will encourage the case to engage with NHS test and trace
- 2.7. Data collection – school will keep accurate records of absences and end of isolation dates
- 2.8. Engagement and communication – instructions on virtual learning for those self-isolating will be clearly communicated with the school community

3. Scenario B - Multiple people within the school setting diagnosed with COVID-19: an outbreak

- 3.1. Prevention – control measures will be in place across the school (see section above) including consideration of exclusion of non-essential visitors to the site during the outbreak. **Face coverings should be worn in communal areas in all settings by staff and visitors, unless they are exempt. Monitoring the use of face coverings may be introduced/increased.** Social distancing is no longer a requirement but may be reinstated in the event of an outbreak.
- 3.2. Identification and management - School will be notified of the cases/absence and will record the absence on the school register. Bubbles no longer exist. However, should an outbreak occur, bubbles may be reintroduced after consideration of its impact on the wider school community and taking account of the detrimental impact they can have on the delivery of education in our school.
- 3.3. Isolation of cases – cases will be requested to provide their end of isolation date and this will be recorded on the school system
- 3.4. Testing – Staff and secondary aged pupils will be encouraged to continue testing on LFD twice a week (from the start of the autumn term until review due end of **the Spring term 2022**). **Agree arrangements for reporting of daily LFD testing for eligible identified contacts.**
- 3.5. Contact tracing - School will encourage the case to engage with NHS test and trace. Schools are no longer required to contact trace pupil or staff cases. However, in special circumstances, they may be required to assist NHS test and trace with contact tracing. The school will respond in a timely way to any direct approaches from NHS test and trace or public health England.

- 3.6. Data collection – school will keep accurate records of absences and end of isolation dates. Schools will share seating plans with NHS test and trace if required to do so.
- 3.7. Engagement and communication – instructions on virtual learning for those self-isolating will be clearly communicated with the school community. The school will liaise with NHS test and trace and their local authority to communicate the situation to the wider school community. DfE will be notified of any decisions that impact on the teaching within the school.
- 3.8. In some situations it may be necessary to set up an Incident Management Team (IMT) meeting to bring together all relevant partners. An IMT will usually, but not always, be called by Public Health England, or the local authority public health team. A draft agenda for the IMT is included at appendix A.
- 3.9. The purpose of the IMT is to agree and coordinate the activities of the key stakeholders involved to manage the investigation and control of an individual outbreak situation. This includes assessing the risk to the public's health and ensure control measures are implemented as soon as possible.
- 3.10. Notification of an incident or outbreak will come via various sources and this will trigger data flow. IMT meetings may be convened when there are:
 - 3 or more cases in a complex setting / 3 or more bubbles affected/self-isolating in an educational setting
 - Where there is concern/very high potential for ongoing transmission at the setting
 - Where there is high potential for additional interventions in relation to a large outbreak
 - Any COVID-19 related deaths associated with a complex setting
 - Concern about stakeholder communications for an outbreak in a complex setting

4. Scenario C - When there is substantial community transmission, involving an outbreak within the wider local community.

- 4.1. Prevention – control measures will be in place across the school (see section above) including consideration of exclusion of non-essential visitors to the site during the period of increased transmission. **Face coverings should be worn in communal areas in all settings by staff and visitors, unless they are exempt. Monitoring the use of face coverings may be introduced/increased.**
- 4.2. Identification and management - School will be informed of the increase in cases via the local authority. They will take advice from the local Director of public health and their team and NHS test and trace.
- 4.3. Isolation of cases – cases will be requested to provide their end of isolation date and this will be recorded on the school system
- 4.4. Testing – Staff and secondary aged pupils will be encouraged to continue testing on LFD twice a week (from the start of the autumn term until review due end of **the Spring term 2022**). **Agree arrangements for reporting of daily LFD testing for eligible identified contacts.**
- 4.5. Contact tracing – Schools are no longer required to contact trace pupil or staff cases. However, in special circumstances, they may be required to assist NHS test and trace with contact tracing. The school will respond in a timely way to any direct approaches from NHS test and trace or public health England.
- 4.6. Data collection – school will keep accurate records of absences and end of isolation dates. Schools will share seating plans with NHS test and trace if required to do so.
- 4.7. Engagement and communication – The school will liaise with NHS test and trace and their local authority to communicate the situation to the wider school community. DfE will be notified of any decisions that impact on the teaching within the school.

5. Scenario D - What to advise when someone is unwell with COVID symptoms in the school setting

- 5.1. Pupils, staff and other adults should follow public health advice about when to self-isolate. They should not come into school if they have symptoms. If anyone develops symptoms whilst in the setting, they should be sent home and told to follow public health advice.
- 5.2. An isolation room must be identified for any persons suspected of having Covid. Access to PPE for this room is a must. The isolation room should not be used to house any person indefinitely, but for a brief period until transport has been arranged to deliver the person into suitable custody of an adult or home if a member of staff. Self-isolation rules apply. The room must also be adequately ventilated.
- 5.3. Anyone with symptoms should avoid using public transport and, if necessary, be collected by a member of their family or household.
- 5.4. Prevention – control measures will be in place across the school (see section above)
- 5.5. Identification and management - If a pupil or staff member is unwell, they should be escorted to the isolation room. They should be left in a room on their own if possible and safe to do so. A window should be opened for fresh air ventilation if possible. Appropriate PPE should also be used if close contact is necessary. Any rooms they use should be cleaned after they have left.
- 5.6. Isolation of cases – cases will be requested to isolate from the date of the symptoms start date if they go on to test positive. Their end of isolation date will be recorded on the school system
- 5.7. Testing – Staff and secondary aged pupils will be encouraged to continue testing on LFD twice a week (from the start of the autumn term until review due end of September 2021)
- 5.8. Contact tracing – the school will encourage the case to engage with NHS test and trace. Schools are no longer required to contact trace pupil or staff cases. However, in special circumstances, they may be required to assist NHS test and trace with contact tracing. The school will respond in a timely way to any direct approaches from NHS test and trace or public health England.
- 5.9. Data collection – school will keep accurate records of absences and end of isolation dates. Schools will share seating plans with NHS test and trace if required to do so.
- 5.10. Engagement and communication – instructions on virtual learning for those self-isolating will be clearly communicated with the school community.

6. If the whole school has to move to virtual learning

- 6.1. In exceptional circumstances, schools may need to move to virtual learning and close their physical setting. The following will be considered:
 - 6.1.1. If some attendance restrictions are needed, all vulnerable children, children of critical workers, and any other identified pupils should still be allowed to attend. If, by exception, attendance is restricted further, vulnerable children and children of critical workers should still be allowed to attend.
 - 6.1.2. Safeguarding: • It is expected that all schools have a DSL on site, if this is not possible a senior leader will take on the responsibility for coordinating safeguarding
 - 6.1.3. Wellbeing calls will be made regularly (in line with individual pupil risk assessments) to ensure that pupils are safe and well at home.
 - 6.1.4. Meals will continue to be provided for those on site, those in receipt of free school meals who are not on site will either be provided with vouchers or food for the time the pupil is isolating, or the school is restricting attendance.
 - 6.1.5. IT Access: As part of the school remote learning plan, details will be held of who requires a device to be provided. These will be available to be collected from school or, if there is prior warning, they will be distributed prior to class/school closures. Part of the wellbeing calls will be to monitor this provision and pupil access to the remote learning so that support can be given as required



Watergate School

Incident Management Team (IMT) Meeting

Insert date

Insert time

AGENDA

Agenda Items:

1. Introductions – Chair
2. Purpose of the meeting
3. Review of situation
 - a. Cases / Contacts
 - b. Exposure
 - c. Test results
4. Public Health England (PHE) / London Coronavirus Response Cell (LCRC) advice – LCRC representative
5. Current Risk Assessment
6. Control Measures
7. Decision making
 - a. Self-isolation
 - b. School closure
 - c. Testing
8. Communications required
 - a. Staff / Pupils
 - b. Media
 - c. Healthcare providers
 - d. Others
9. Agreed Actions
10. AOB
11. Date for next meeting

Appendix C

Actions taken to contain an outbreak

Impacted year group:		Impacted staff:		Date:	
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Guidance	Action taken	Date commenced	Date of Review	Review Outcome
Self-isolation of close contacts <i>In some cases, health protection teams may recommend that a number of other pupils self-isolate at home as a precautionary measure. This could be the class or year group.</i>	<i>Advice sought from Public Health Lewisham. X pupils isolating from X to X.</i>	15/09/21	27/09/21	<i>Self-isolation period ended, X further cases within group tested positive and isolating with household.</i>
Supporting/monitoring use of Face Coverings <i>Monitoring use of face coverings for pupils, students or staff may be advised for a temporary period in response to particular localised outbreaks, including variants of concern.</i>	<i>Face coverings use for adults and students in corridors and crowded areas monitored</i>	15/09/21	20/09/21	<i>Compliance is high. Plan to continue arrangements for another week.</i>
Asymptomatic Testing <i>Additional testing may be recommended to pick up any asymptomatic testing in the school community.</i>	<i>Letter to parents re home testing.</i>	15/09/21	17/09/21	<i>Home testing uptake not increased. Onsite testing considered.</i>
Increased monitoring of ventilation <i>The Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak and CIBSE COVID-19 advice provides more information.</i>	<i>Increased monitoring of ventilation by use of CO2 monitors.</i> <i>Additional reminders to keep windows opened as much as possible. Investigating options for improving mechanical ventilation system.</i>	15/09/21	27/09/21	
Increased cleaning	<i>Reinforced importance of cleaning in between groups.</i>	15/09/21		

	<i>Enhanced cleaning schedules & recording sheets in (list places)</i>			
Reduce mixing of pupils	<i>Reviewed start and end times, lunch and break arrangements and re-instated small groups for PE etc.</i>	15/09/21		
Communications to staff	<i>All staff advised of potential outbreak and mitigating actions.</i>	15/09/21		
Communications to pupils	<i>All pupils advised of potential outbreak and mitigating actions.</i>	15/09/21		
Communications to parents/ carers	<i>Letter to parents/carers advised of potential outbreak and mitigating actions.</i>	15/09/21		
Remote Education	<i>Remote education provided to those pupils who need to self-isolate. Devices distributed to identified pupils</i>	15/09/21		
Free School Meals	<i>Catering company providing vouchers for FSM children who are at home</i>	15/09/21		

Appendix D- Use of Carbon Dioxide (CO2) Monitors

Use of Carbon Dioxide (CO2) Monitors

As part of COVID risk assessment, poorly ventilated areas need to be identified and CO2 monitors can help do this. CO2 monitors cannot measure levels of coronavirus but as people breathe out CO2, a build-up of CO2 in an area may indicate that ventilation needs improving.

The amount of CO2 in the air is measured in parts per million (ppm). A consistent CO2 value below 800ppm is likely to indicate that an indoor space is well ventilated.

CO2 levels consistently higher than 1500ppm in an occupied room indicate poor ventilation and action should be taken.

CO2 levels below 800ppm are recommended for areas with continuous talking, singing or high levels of physical activity such as sport or dancing so a CO2 level above 800ppm should be closely monitored as it may indicate that the area is not well ventilated. Subject to local risk assessment, additional control measures may be needed such as having smaller classes in more problematic rooms and vacating rooms with high CO2 levels as frequently as possible to allow for ventilation.

Action should be taken for CO2 levels consistently above 1500ppm. In the short term this could include consideration of the use of the area including regular breaks and purge ventilation by opening windows or adjusting the existing mechanical ventilation system. Subject to risk assessment, longer term air cleaning solutions may need to be considered.

CO2 measurements are only a broad guide to ventilation rather than demonstrating 'safe levels', but can help active management of existing ventilation arrangements. Ventilation is only one of several COVID risk controls including hygiene and distancing, that need to be in place at the same time to reduce the potential of transmission.

For queries about coronavirus (COVID-19) in schools, the DfE coronavirus helpline can be contacted on 0800 046 8687.

This advice MUST be read in conjunction with [HSE advice: coronavirus/equipment and machinery/air conditioning and ventilation](#)