



Bretherton Endowed CE Primary School

Operational Risk Assessment

Documents used in creating this working document :

LCC basic risk assessment template

EYFS

Final linked to return to school September 2021 document

Final premise is that this Risk Assessment minimises or reduces the risk of transmission of the disease in accordance with Government, LCC and PHE advice. This advice will be followed where PHE have designed as essential, however any other advice and the way that we interpret it will be tailored to our school and unique setting.

At all times, school will comply fully with existing Health and Safety Law. We aim to implement sensible and proportionate control measures which follow H & S hierarchy of controls to reduce the risk to the lowest reasonably practicable level.

COVID-19: Operational risk assessment for school reopening

Assessment conducted by:	A Moxham	Job title:	Head Teacher	Covered by this assessment	Staff, pupils, contractors, visitors, volunteers
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Date of assessment:	31 8 21 31/9/21 22/10/21 16/11/21 1/12/21 7/12/21	Review interval:	At least monthly	Date of next review:	Jan 2022
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Related documents	
Trust/Local Authority documents:	<p>Government guidance:</p> <p>All previous guidance</p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-local-restrictions-in-education-and-childcare-settings</p> <p>https://www.gov.uk/guidance/travel-to-england-from-another-country-during-coronavirus-covid-19</p>

Risk matrix

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

For the purpose of this Risk Assessment, I have applied a two tier system of controls. Part 1 is a guidance driven system of controls for returning to school in September and Part 2 is an acceleration should we experience a high number of cases in our community or school and/or meet the threshold.

The following prevention and response measures should be put in place. (taken from LCC guidance Aug 2021)

1. Clean hands thoroughly more often than usual
2. Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach
3. Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
4. Keep occupied spaces well ventilated.
5. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19

Schools should continue to remind parents, staff, students, pupils and children of the signs of symptoms of COVID-19 and the importance of isolating and getting tested as soon as possible.

Schools should also continue to encourage vaccination uptake for eligible staff, students and pupils.

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
1. Prevention					
1.1 Avoiding Covid in the premises					
Changes to official guidance and advice	M	<ul style="list-style-type: none"> HT refers staff and Gobs to relevant updates. All staff able to access via the portal as daily update on intranet. Cluster of school support in relation to big announcements or changes Local authority advisor regular contact – click sheet and contact number 	yes	<ul style="list-style-type: none"> Remind staff regularly to check and keep upto date Print off any cleaning documents to share with cleaning staff as limited access to computer 	L
Update to guidance 5 1 22		<ul style="list-style-type: none"> Reducing transmission We will continue with class bubbles, additional ventilation, hand hygiene and staff wearing masks in communal areas. Visitors will wear masks and will be limited in the short term. Social distancing will be applied in worship. Children attending The Hub and other After School Clubs will be in additional bubbles as we are unable to separate year groups in these sessions. Please do not send your child to school if they are unwell. If we can ask that you not send your child into school if they have any of the three main Covid symptoms or you feel their symptoms are new and could be Covid. Instead, seek out a PCR test to rule it out. This may mean self isolating until the results come back, but if negative, this means your child can return to school straight away. If positive, it has helped reduce the transmission in school. If any member of the household is showing Covid symptoms, a PCR should be booked as LFT tests are advised to be used to identify asymptomatic positive cases. We do have a limited number of postal covid tests available should you not be able to book one online and require one. Please continue to let us know if/when your child tests positive on an LFT and that you are seeking a PCR. To know early enables us to monitor whole school situations and plan additional measures if required. As children in primary schools can't socially distance from each other, school will advise parents of any children off school with a positive LFT as the Government have changed their rules regarding the need for a confirmatory PCR.and will follow the National and Local Guidance in the event of any increase in cases as we have done previously. 	yes	<ul style="list-style-type: none"> Communicated in letter at start of term 	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
		<ul style="list-style-type: none"> • If your child tests positive on a LFT test, to self isolate and take a PCR as soon as possible to get the confirmation of a positive result. If your result is positive on a PCR, you must self isolate for 10 days. However, under the new guidance, if you test negative on an LFT after the minimum of day 6 and again 24 hours later on day 7 or thereafter have 2 negative LFT 24 hours apart, they can return to school. To note though that by the Government’s own guidance, they have stated that if this is the case, they do not have to self isolate but the individuals should continue to test using LFT for the remaining days up to the original 10 days. • If your child has been a close contact of a positive case of Covid-19 or who lives in a household with someone who has tested positive for Covid-19 we would like to ask for the following: <ul style="list-style-type: none"> • • If you can keep your child/children at home during the self isolation period of the family member, thank you. We will provide online learning for them for their time at home. At the end of the isolation period of the family member, we would invite you to test using an LFT and then they return to school. • If this is not possible and we know there may be very many reasons why this may not be possible, we would like to ask you to follow the Government’s recommendations of testing using LFT tests before they come into school each day for 7 days. If they are negative and show no new symptoms, they can cease after 7 days. If they show any symptoms, they recommend a PCR. • • If you feel your child is vulnerable to Covid, please contact school with the information. • 			
<p>Someone bringing Covid 19 into the building</p>	<p>H</p>	<ul style="list-style-type: none"> • All adults, families and children will be reminded about the symptoms to watch out for and advised that they are unable to be admitted if displaying any symptoms. • Anyone is unable to attend the building if they have symptoms or who have been tested positive in the last 10 days • If anyone becomes unwell with symptoms of covid, they will be sent home and advised to get a test and follow the stay at home guidance. Although under 18’s have no requirement to self isolate, we will encourage parents to support this self isolation for the 10 days in line with the member in the household. 	<p>Y</p>	<ul style="list-style-type: none"> • No temperature testing as not within guidance as PHE state it is an unreliable method of identifying Covid-19 but a thermometer has been purchased in the event of challenge regarding symptoms • 	<p>L</p>

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
Returning from holiday abroad and bringing Covid into school	M	School will follow the Gov advice in relation to advice for Red list countries and self isolating awaiting PCR test 7/12 children are considered as fully vaccinated adults and require PCR test and to self isolate until result comes back negative.		•	
Spread of COVID 19 virus via germs on surfaces and furniture within the building	H	<ul style="list-style-type: none"> • All employees are required to follow guidelines re washing hands for 20 seconds upon arrival on site and/or use the hand sanitiser at the point of entry if available; • Additional hand washing stations have been commissioned for every classroom (except class 3 which has a hand sanitising station) • Sanitiser stations are available for adults at every entrance, although hand washing will be first priority. Staff will have access to sanitiser in each class and office. • Children will only be asked to use sanitiser if handwashing is not available and all staff are aware of health risks for children in relation to ingestion. • All employees to wash their hands frequently particularly before eating and drinking, applying first aid, and after using the toilet; • Posters are displayed throughout the building on general hand hygiene; • Employees should avoid touching their faces particularly with unwashed hands; • All classrooms have detergent spray and cloth in each room. • Employees will follow the "Catch it, Kill It, Bin it" guidance to catch coughs and sneezes in tissues and throw them in the bin immediately (hands to be washed immediately after disposal); • Areas of the building that are in use are subject to frequent cleaning by employees and/or a cleaning contractor; • Cleaning and disinfection of frequently used Facilities Management/cleaning team e.g. door and window handles, taps, desk/table tops, computer equipment if shared, kitchen and employee break out areas; however role on cycle of staff to do a regular intervals in day- spray provided in each classroom and cloth and gloves if required. • Good housekeeping is maintained at all times; 	YES	<ul style="list-style-type: none"> • REGULAR MONITORING REQUIRED TO ENSURE WORKING RISK ASSESSMENT WORKABLE AND MANAGABLE 	M

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
		<ul style="list-style-type: none"> Lidded bin in each classroom and emptied every day and lunch time if needed Children required to wash hands regularly as modelled by staff See ventilation guidance at the end of this risk assessment as provided by LCC 			
Cleaning schedule increased	H	<ul style="list-style-type: none"> Need to clean more frequently used areas and those areas used by different groups. Staff allocated to additional cleaning of toilets and internal doors and external children used doors at break times and lunch times Additional cleaning scheduled throughout the week of all classroom and communal areas Additional cleaning scheduled for hall floor Staff in classrooms responsible for cleaning frequently touched surfaces within classrooms throughout the day. At least break, lunch and afternoon. 	Y	<ul style="list-style-type: none"> Cleaning staff responsible for maintaining stock levels 	L
1.2 Organisation of teaching spaces					
Consideration of contact between individuals and initially maintain social distancing where it can be facilitated	H	<ul style="list-style-type: none"> Classes will routinely be taught within known groups. Although we won't have 'bubbles' we will reduce the times classes mix in the initial return to school except for planned gatherings such as worship and lunch when ventilation and some spacing can be facilitated. Children will be able to mix outside at lunch and playtimes. The guidance has stated that wider mixing is permissible. Within classrooms, there will be no social distancing between children and staff may be unable depending on the class and learning activities. The guidance has stated that we are able to allow wider mixing in wrap around care. 		<ul style="list-style-type: none"> 	
Measures within the classrooms	M	<ul style="list-style-type: none"> Staff may take some decisions on distancing depending on their vaccination history and medical or health needs. Ventilation will assist effective teaching strategies. Carbon dioxide monitors are in classroom spaces and in low ventilated areas eg photocopy room. These will be applied in places that school feels we have need for. 	Y	<ul style="list-style-type: none"> 	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
		The government plans to provide all state-funded schools with carbon dioxide monitors in the autumn term. The monitors can be used to take readings across the school setting and identify where ventilation needs to be improved. At present, this plan is still in its early stages and more details will be provided from the government as they become available. The ventilation self assessment will be completed before the start of term			
Measures around school	M	<ul style="list-style-type: none"> Worship will be planned for in Autumn term. Although virtual or class worships will resume depending on the guidance or any increased risk in school. Children will be able to eat in hall together although we will maintain class sitting together. There will be no restrictions in the corridor, toilets or outside play unless we feel we need to apply additional precautionary measures 	Y	•	L
1.3 Availability of staff and class sizes					
Staff capacity	H	<ul style="list-style-type: none"> Staff unable to work in school to be contacted weekly and work provided at home as much as possible. Health status of staff availability and health checked regularly Slt briefed on responsibilities in case of individual illness Roles reallocated to cover critical functions. Staff have appropriate competences and training to fulfil role 	Y	<ul style="list-style-type: none"> Use of risk assessments for any staff with barriers to returning to work or medical or health concerns although no guidance now on being critically vulnerable 	L
Staff previously in receipt of shielding letter	M	<ul style="list-style-type: none"> Any staff who previously had shielding letter will have individual risk assessment to review their risk and vaccination history. All clinically extremely vulnerable (CEV) staff, students, children and young people should attend their school unless they are one of the very small number of individuals under paediatric or other specialist care who have been advised by their clinician or other specialist not to attend 	Y	• Individual risk assessment	L
The number of staff who are available is lower than that required to teach classes in school and operate effective home learning	H	<ul style="list-style-type: none"> The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned. Risk assessments are undertaken for staff who are clinically vulnerable, or who have contextual factors related to age or ethnicity (Staff who are BAME or aged 55+ may be susceptible to risk of poor outcomes should they contract COVID-19). Full use is made of testing to inform staff deployment. 	YES	•	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
		<ul style="list-style-type: none"> Staff across all education settings should undertake twice weekly home lateral flow device tests whenever they are on site until the end of September, when this will also be reviewed. 			
Office considerations	L	<ul style="list-style-type: none"> Full clean each night Distance can be maintained through glass partition if concerns Parents will not be expected to wear face coverings but will be asked to use hand gel on entry and on exit. Staff are free to wear face coverings if are concerned Foyer cleaned each night 	YES	<ul style="list-style-type: none"> 	L
staff are not aware of policies and procedures prior to starting at the school when it reopens	H	<ul style="list-style-type: none"> Paper copies in school for regular viewing. Staff will feed into RA 	Y	<ul style="list-style-type: none"> WEEKLY UPDATES TO RISK ASSESSMENT WEEKLY DISCUSSIONS AND REMINDERS 	L
1.4 Pupils or families with additional needs					
Pupils with SEND may not be able to support distancing and cleaning routines	H	<ul style="list-style-type: none"> No children in school with EHCP and no children in school who have additional needs that would inhibit their ability to follow guidance. Any child on SEND register will be supported with additional modelling and scaffolding and staff will support to plan the routine. Pastoral support and social stories will be used when required. New JIGSAW PHSE resource will be utilised to support wellbeing and children's understanding of COVID19 	Y	<ul style="list-style-type: none"> 	L
1.5 The school day					
The start and end of the school day	H	<ul style="list-style-type: none"> A soft start time of 8.40 – 8.55 will continue for year 2-6 and 8.45 for class 1. Two different doors will remain as pre covid. All classes (class 2-4) will be released to playground. Consideration given to congestion in corridor as was good practice before Coat hooks have been moved to facilitate easier collection and less congestion 	YES	<ul style="list-style-type: none"> REVIEW WEEKLY IF NEEDED 	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
Pupils and parents congregate at exits and entrances,	M	<ul style="list-style-type: none"> There are no social distancing requirements for parents at collection or drop off although children released to playground offer more space. Parents are free to wear face coverings 	Y	•	L
Resources	H	<ul style="list-style-type: none"> There will be no allocation of class or individual resources although frequently shared resources will have an enhanced cleaning routine eg PE mats if used the same day. Outside equipment will not have the same cleaning expectation eg playtime toys. 	Y	•	M
1.6 Curriculum organisation					
Pupils will have fallen behind in their learning during school closures and achievement gaps will have widened	M	<ul style="list-style-type: none"> Gaps in learning are assessed and addressed in teachers' planning. Home and remote learning is continuing and is calibrated to complement in-school learning and address gaps identified. Plans for intervention are in place for those pupils who have fallen behind in their learning. We are offering a full curriculum The staff will teach and assess the children in order to meet any needs and we will work with parents through meet the teacher and parents evening to advise and guide the children's next steps. We commenced our catch up programme in 2021 2022 and continued teaching through lockdown weeks. So for any child not in school due to self isolating, directly due to a positive Covid result or being a close contact of a family member with Covid, we will upload their work to Google classroom before the end of the day we are informed. We aim to set English, Maths and Topic each day and is likely to include reading, spellings and phonics. If your child is well enough, we would like to ask you to support their completing the daily work and uploading it, however, we know that there are many factors that will affect your ability to do this and so we understand if this cannot happen. If we can help with anything if this happens, please do not hesitate to let us know. If you do not have your child's Google classroom login and password or you are concerned that they do not have device at home when you need one, please call us to resolve this. 	Y		L

Bretherton operational risk assessment for school reopening – rewritten August 2021

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
		<ul style="list-style-type: none"> We have a remote learning policy that allows for blended learning with some children in and some at home or full home learning. 			
Local lockdown risk to education provision	H	<ul style="list-style-type: none"> In the event of a local or national lockdown we will resume remote teaching through Google classrooms. All children will be reminded of accessing this and new classes or pupils advised early September. If a child is absent due to 	Y	•	L
Additional concerns regarding the teaching of music	H	<ul style="list-style-type: none"> Music and singing in the guidance has been permitted to continue. Local precautions will be put in place in agreement with school and our specialist teachers. Singing will resume in worship in well ventilated room. 	Y	•	M
Risks associated with PE	M	<ul style="list-style-type: none"> Pe lessons will be available inside and out. We will continue to take advice from the publications from Youth Sports Trust, ASPE and Sports England regarding the phased return of sport and PE Sports equipment will be cleaned thoroughly between groups if used the same day. Competitive sport out of school will commence slowly Internal sporting events and clubs will commence as soon as school returns. 	Y	•	L
Active activities that are reducing risk to health and increasing wellbeing	L	<ul style="list-style-type: none"> Use of daily mile activities at least 3 x a week for all classes Use of sports and games at lunch times – welfare staff to facilitate Active learning within the curriculum encouraged. 	Y	•	L
Resuming remote learning and associated online safety risks and quality of education	M	<ul style="list-style-type: none"> School will have the capacity to offer immediate remote education. We have reviewed our existing offer and through DFE funding have now a more robust offering that we will cascade to parents and staff. <p>In order to provide this, school will have consideration to the following:</p>	Y	•	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
		<ul style="list-style-type: none"> • use a curriculum sequence that allows access to high-quality online and offline resources and teaching videos, and that is linked to the school's curriculum expectations • give access to high quality remote education resources • select the online tools that will be consistently used across the school in order to allow interaction, assessment and feedback, and make sure staff are trained in their use • provide printed resources, such as textbooks and workbooks, for pupils who do not have suitable online access • recognise that younger pupils and some pupils with SEND may not be able to access remote education without adult support, and so schools should work with families to deliver a broad and ambitious curriculum. • When teaching pupils remotely, we expect to: <ul style="list-style-type: none"> set assignments so that pupils have meaningful and ambitious work each day in a number of different subjects • teach a planned and well-sequenced curriculum so that knowledge and skills are built incrementally, with a good level of clarity about what is intended to be taught and practised in each subject • provide frequent, clear explanations of new content, delivered by a teacher in the school or through high quality curriculum resources and/or videos • gauge how well pupils are progressing through the curriculum, using questions and other suitable tasks and set a clear expectation on how regularly teachers will check work • enable teachers to adjust the pace or difficulty of what is being taught in response to questions or assessments, including, where necessary, revising material or simplifying explanations to ensure pupils' understanding • plan a programme that is of equivalent length to the core teaching pupils would receive in school, ideally including daily contact with teachers • We will consider these expectations in relation to the pupils' age, stage of development and/or special educational needs, for example where this would place significant demands on parents' help or support. We expect schools to avoid an over-reliance on long-term projects or internet research activities. 			

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
Uniform	L	<ul style="list-style-type: none"> Children will be encouraged to resume school in September wearing uniform. Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal. 	Y	•	L
EVC	H	<ul style="list-style-type: none"> In the autumn term, schools can resume domestic educational visits, however as a school we have opted to review residential overnight visits for after October half term. We will make use of outdoor spaces in the local area to support delivery of the curriculum. And these will be risk assessed to ensure that they can be done safely. As part of this risk assessment, we will need to consider what control measures need to be used and ensure they are aware of wider advice on visiting indoor and outdoor venues. 	Y	•	M
1.7 Managing the school lifecycle					
Resuming all school planned events	M	<ul style="list-style-type: none"> School calendar for the year has been planned although changes will be made in the event of increased cases in our community and or school. Teachers will feed into school events to ensure their concerns are considered. All events will be risk assessed according to details of cases in school or community and all additional measures will be put in place and communicated to staff, parents and gobs 	Y	•	L
Risk in relation to PTFA gatherings/events	H	<ul style="list-style-type: none"> All Proposed PTFA events will be risk assessed by school and PTFA leads to ensure they meet the guidance and moral responsibility for our school community. We will slowly increase the events on offer and prioritise pupil events initially. The final decision will lie with school leadership regarding the safety of an event. All Gov guidance will be reviewed for each individual event. Outside aspects will be prioritised. 	Y	•	L
1.8 Attendance					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
Parents may chose that their children will not to attend	L	<ul style="list-style-type: none"> • All children are expected (if well) to attend school • Parents will be advised by school and reminded regularly and individually if necessary of their duty to bring their child to school • We will use our existing attendance policy and monitoring systems to follow up on any absences • Any families who are anxious will be offered support. • We will use catch up funding to support high attendance and engagement in learning if necessary • Parents/ children will not be penalised for supporting the additional measures that school puts in place if there are cases in school such as keeping children off school for remote learning if a member of the household has a positive PCR or when awaiting PCR result. • You can advise school of a child's absence for any reason, by telephoning school on 01772 600431 in school office hours 8.15 – 4.15 Monday – Friday or by emailing bursar@bretherton.lancs.sch.uk. • The school office can support you with a Google classroom password issue /reset or pass messages onto your child's class teacher. • Your child's class teacher or if unavailable, another member of staff can be contacted through the google classroom work set. However, as they are teaching during the day, the response may not be instant, but they will get back to your child to support them with any questions or concerns as soon as they can. • 	Y	•	L
1.9 Governance and policy					
Governors are not fully informed or involved in making key decisions	L	<ul style="list-style-type: none"> • Online/ face to face meetings are held regularly with governors. • Governing bodies are involved in key decisions on all aspects of school including Covid 19 • Governors are briefed regularly on the latest government guidance and its implications for the school. • Government policy will be used to update our risk assessment as soon as possible 	YES	• Included in all govs correspondance	L
1.10 Policy review					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
Existing policies on safeguarding, health and safety, fire evacuation, medical, behaviour, attendance and other policies are no longer fit for purpose in the current circumstances	L	<ul style="list-style-type: none"> All relevant policies will be viewed in light of the changes on guidance ongoing throughout the year. Staff, pupils, parents and governors have been briefed accordingly. A H & S walk through is completed termly as before covid and acted upon 	YES	•	L
1.11 Communication strategy					
Key stakeholders are not fully informed about changes to policies and procedures due to COVID-19, resulting in risks to health	L	<ul style="list-style-type: none"> Communications strategies for the following groups are in place: <ul style="list-style-type: none"> Staff Pupils Parents Governors/Trustees Local authority Regional Schools Commissioner Professional associations Other partners 	YES	<ul style="list-style-type: none"> Inclusion in newsletters and additional parent letters on our return 	L
1.12 Risk assessments					
Risks are not comprehensively assessed in every area of the school in light of COVID-19,	M	<ul style="list-style-type: none"> The two part risk assessments will be reviewed at least monthly and changed in light of Government or LCC guidance 	YES	•	L
1.13 School transport					
USE OF PUBLIC TRANSPORT	H	<p>No families are attending by public transport but will review if anyone communicates they are doing</p> <p>Use of coach for swimming will continue with same format as 2020 2021. Staff are able to wear a face covering should they wish to.</p>	YES	•	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
2. Response to limit the spread of COVID-19					
2.1 track and trace					
Engage with track and trace	H	<p>All senior staff are familiar with the track and trace system and how to contact PHE. Lancashire guidance is laminated and in HT and school office.</p> <p>School are no longer responsible for track and trace – only central Government will monitor the contacting of close contacts.</p> <p>However, school will fulfil its moral obligation to advise families where school is aware of significant contact with a positive PCR test result.</p> <p>School will comply with any requests for support from PHE or the Track and trace team.</p> <p>Staff will be encouraged to test twice weekly or more frequently in the event of positive cases if identified as a need.</p> <p>Parents and staff will be advised of the current guidance</p> <p>There is no requirement for a child under 18 to self isolate unless they have confirmed Covid 19.</p> <p>School has committed to regular contact with parents through emails and texts</p>	Y	•	L
2.2 Cleaning					
Cleaning capacity is reduced so that an initial deep-clean and ongoing cleaning of surfaces are not undertaken to the standards required	H	<ul style="list-style-type: none"> All surfaces, handles, toilets and shared equipment will be cleaned throughout the day in regular interval with high grade products and disposable cloths Additional cleaning hours may be requested depending on number of classrooms 	YES	•	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
Spread of COVID-19 virus via air borne particles	H	<ul style="list-style-type: none"> • Staff will be briefed on the Governments advice of ‘ well ventilated. • Class layouts/desks should be adjusted to allow to meet the guidance. There is no requirement for spaced desks but guidance on direction of children is important in older children. • Children to be outside where the curriculum allows • Windows open to allow for air • Transitions within corridors fleeting and reduced by 1 child at toilet and hand washing facilities in school classrooms used <ul style="list-style-type: none"> • Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. <p>Carbon dioxide monitors were received 15/11/21 and have been positioned in teaching classrooms and photocopy room as per ventilation checklist</p> <p>These positions will be reviewed weekly according to the needs of school.</p>	YES	•	M
2.3 Hygiene and handwashing					
Spread of Covid due to poor handwashing	H	<ul style="list-style-type: none"> • Handwashing techniques taught to all pupils • Where necessary modelled and supervised • Regular checking of sanitiser and soap and towels equipment • Sinks in majority of classrooms available with lidded bin for towels • Hand sanitisers at all external entrances, • Workbooks are collected by children rather than distributed and each child individually receives it. • Only limited equipment comes in from home (coat, sun hat, lunchbox and water bottle) • Pupils informed not to bring things into school or take them home. • Materials from different bubbles must not be mixed • Staff do not mark work on paper 	YES	•	M

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
Inadequate supplies of soap and hand sanitiser mean that pupils and staff do not wash their hands with sufficient frequency	H	<ul style="list-style-type: none"> An audit of handwashing facilities and sanitiser dispensers is undertaken before the school reopens and additional supplies have been purchased. Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day. Included in checklist for cleaning staff daily 	YES	•	L
Pupils forget to wash their hands regularly and frequently	H	<ul style="list-style-type: none"> Staff training includes the need to remind pupils of the need to wash their hands regularly and frequently. Modelled by staff. Posters and verbal prompts reinforce the need to wash hands regularly and frequently. School leaders monitor the extent to which handwashing is taking place on a regular and frequent basis. 	YES	•	M
2.4 Clothing/fabric					
Not wearing clean clothes each day may increase the risk of the virus spreading	M	<ul style="list-style-type: none"> September we will resume wearing uniform with trainers to increase opportunities to be active. Staff able to continue wearing smart casual wear to facilitate regular cleaning and active activities along with children. Expectations to wash clothes each day communicated Expectations and guidance are communicated to parents. 	YES	•	L
The use of fabric chairs may increase the risk of the virus spreading	M	<ul style="list-style-type: none"> Teachers take additional care if using fabric chairs Where that is not possible then ensure chairs are limited to single person use. 	YES	•	L
Part 2 thresholds to be met					
Increased number of positive cases means transmission is likely to be high	H	If child tests positive on a PCR. Staff in the class who feel they have been a close contact, can seek a precautionary PCR but are able to continue in work unless they display any symptoms and when a negative result is received can revert to daily LFT by consent. If multiple cases, class teacher to be invited to seek a PCR and wait at home until the result. If positive, self isolate for remainder of 10 days. If negative return to work and where possible lft each day.	YES	•	M

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
		<p>If staff member has symptoms, to seek PCR test and stay at home until result and follow procedure above.</p> <p>Parents will be informed of a positive PCR test result and asked to be alert to symptoms and seek PCR if displaying symptoms or by consent left to try and reduce the spread.</p> <p>Thresholds that should trigger the setting to undertake an additional assessment and seek advice as necessary include:</p> <ul style="list-style-type: none"> ▪ 5 cases or 10% (whichever is reached first) test-confirmed cases of COVID-19 (either PCR testing or LFD testing with follow-up PCR) within 10 days, among students or staff clustered in a consistent group or cohort. <p>Dates should be calculated based on illness on-set, or date of positive PCR test if asymptomatic</p> <p>Evidence of severe illness e.g. students or staff members admitted to hospital or a death as a result of a COVID-19 infection (PCR or LFD with follow up PCR) as the setting may require advice on risk assessment and communication</p> <p>If risk assessment by a public health professional indicates an outbreak and transmission is occurring further control measures may be advised, including the following:</p> <ul style="list-style-type: none"> ▪ Reintroduction of face coverings ▪ Additional asymptomatic LFD testing, including reinstating onsite testing ▪ Advice to anyone (staff or pupil) who is known to be at increased risk of severe infection ▪ Other proportionate measures such as reducing crowding through temporarily suspending assemblies or other events that bring large groups together 			

Bretherton operational risk assessment for school reopening – rewritten August 2021

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
Infection transmission within school due to staff/pupils (or members of their household) displaying symptoms	H	<ul style="list-style-type: none"> Robust collection and monitoring of absence data, including tracking return to school dates, is in place. Procedures are in place to deal with any pupil or staff displaying symptoms at school. This includes the use of testing for both staff and pupils and appropriate action, in line with government guidance, should the tests prove positive or negative. A record of any COVID-19 symptoms/cases in staff or pupils is reported to the trust or local authority. 	YES	•	L
Procedure for closure of school at short notice	H	<ul style="list-style-type: none"> If staff levels fall and cannot be replaced; if symptoms in multiple bubbles; if PHE advises school to close for a deep clean parents will receive a text message and if require them to collect children early will be a phone call follow up. Where possible classes could be merged into the hall – socially distanced and taught in style of keyworker club in lockdown (KS2) however this may not be possible due to staffing or cases Due to the changes in covid 19 guidance in August, it is unlikely that this will result in a school closure. 	YES	•	L
Employee displaying signs of COVID-19	H	<ul style="list-style-type: none"> Employees are aware of the virus symptoms via government and LCC information (Intranet) and are vigilant in reporting all concerns to their Line Manager/Supervisor who will reference PHE Guidance on COVID-19: for advice on dealing with the situation; Any employee displaying symptoms must make arrangements to leave the building immediately and notify their Line Manager/Supervisor whilst being mindful not to come into contact with other staff; Any employee who has assisted someone who has taken unwell with COVID-19 symptoms must wash their hands with hand soap and warm water for 20 seconds. They do not need to go home unless they display symptoms themselves It would be expected for a staff member to take a PCR test if any symptoms and remain at home until the result was known Support will be given to staff in the event of positive test. Support provided to family should they need external support. 	YES	•	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
Communication with parents					
Parents and carers are not fully informed of the health and safety requirements for the reopening of the school	M	<ul style="list-style-type: none"> RISK ASSESSMENT ADDED TO WEBSITE OPEN DOOR POLICY TO PARENTS TO ASK Welcome back letter outlining new guidance Regular inclusion and update in newsletters 	YES	•	L
Parents and carers may not fully understand their responsibilities should a child show symptoms of COVID-19	M	<ul style="list-style-type: none"> Key messages in line with government guidance are reinforced on a weekly basis via email, text and the school's website. Parents advised of any new symptoms identified from our children/ parents Parents able to contact school for our policy or application of this risk assessment although children/ families or individual circumstances will not be discussed 	YES	•	L
Personal Protective Equipment (PPE)					
Provision of PPE for staff where required is not in line with government guidelines	H	<ul style="list-style-type: none"> Employees are aware of the need to use the appropriate PPE when completing specific tasks e.g. cleaning; working in very close contact to person showing symptoms. Supplies will be available should staff require this. However, new guidance indicates that it is unlikely for a staff member to need to wear PPE • Face visors or shields should not be worn as an alternative to face coverings. They may protect against droplet spread in specific circumstances but are unlikely to be effective in reducing aerosol transmission when used without an additional face covering. They should only be used after carrying out a risk assessment for the specific situation and should always be decontaminated after each use following manufacturer's guidance if reusable or disposed of correctly if single use. 	YES	•	L
Managing confirmed cases of Covid-19 in school community	H	<ul style="list-style-type: none"> School will take swift action when they become aware that someone who has attended has tested positive. 		•	

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
		<ul style="list-style-type: none"> We will contact the local health protection team. They will contact us if they are aware of anyone who has tested positive has attended school. (Test and trace) School will follow instructions of the health protection team after a rapid risk assessment of the situation and instruct us to take certain action. School will follow the actions required from test and trace service 			
Following an outbreak	H	<ul style="list-style-type: none"> See the details below taken from the LCC PHE document dated Dec 2021 Additional measures will be put back in place an additional precautions resumed as per previous risk assessments. LCC and PHE will be advised once we've reached thresholds. Parents informed as we approach the threshold. Additional precautions may be enforced before we reach the thresholds for the safety of staff , pupils and families as required. School Advisor will be advised along with school governors. 	Y	•	M
3. Additional areas of focus on return					
3.1 Lunch times					
Pupils will be gathering at lunch time	H	<ul style="list-style-type: none"> Pupils wash their hands before and after eating. Pupils are eating in classes at the start of term moving to mixing classes as soon as feel able Eating areas are cleaned after lunch. Children will be able to play together at lunch time , however zoned areas will be explained to children so they can maximise enjoyment Classes will line up in their classes 	YES	•	M
3.2 Toilets					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
using toilets and poor hygiene resulting in direct and indirect transmission of the virus	H	<ul style="list-style-type: none"> • Extra Signs in toilet re washing hands • Hand gel dispenser at all entrances outside of all classrooms • Handwashing PHSE lessons, songs and rhymes • Extra soap dispensers and re-fills in each classroom –m cleaners check daily and spare for lunch time top up if required. Staff made aware of refill location. • Children handwash definitely and/or hand gel on entry to school, before break, after break, before lunch, after lunch, leaving school, using the toilet and any time they cough or sneeze • Frequently used places inc toilet handles cleaned more often – welfare staff 	YES	<ul style="list-style-type: none"> • Paper towel dispenser in boys ks2 toilets • Alcohol gel in position at all external doors 	M
4. Continuing enhanced protection for children and staff with underlying health conditions					
4.1 staff with underlying health issues					
Staff with underlying health issues or those who are shielding are not identified and so measures have not been put in place to protect them	H	<ul style="list-style-type: none"> • Staff identified as clinically extremely vulnerable ad have received a letter can return to work from 1st Aug 2020 although as school staff , this will be from 1st September 2020. • School will be flexible in approach from staff within this category and seek to identify individual risks for each staff member using an individual risk assessment to outline risk minimisation. 	YES	<ul style="list-style-type: none"> • 	L
5. Enhancing mental health support for pupils and staff					
5.1 Mental health concerns – pupils					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
Pupils' mental health has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general	M	<ul style="list-style-type: none"> • There are sufficient numbers of trained staff available to support pupils with mental health issues. • There is access to Margaret Barratt/ HT for all pupils who wish to talk to someone about wellbeing/mental health. • Wellbeing/mental health is discussed regularly in PSHE/virtual assemblies/pupil briefings (stories/toy characters are used for younger pupils to help talk about feelings). • Resources/websites to support the mental health of pupils are provided • Staff have had the DFE training of childhood mental health before the end of the summer term. • HT attended mental health first aider course • Staff meetings on wellbeing will be planned along with regular updates when further children welcomed • Appropriate work plans will be agreed and support provided where necessary • Inclusion of increased opportunities to : Support rebuilding relationships and social engagement Support and equip children in relation to understanding of Covid19 Increased focus on pastoral support where needs are identified Teachers have accessed MINDed learning platform for professionals to include staff resilience hub with materials on peer support and stress, trauma and fear School to work with the school nurse as needed • Key worker children to have opportunity discuss fears and worries – parents working etc, • Parents to advise if child had any loss • All staff sensitive to children- observe for behaviour changes or safeguarding disclosures 	YES	<ul style="list-style-type: none"> • TREATING EACH CHILD AS AN INDIVIDUAL AND EACH FAMILY 	L
5.2 Mental health concerns – staff					
The mental health of staff has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general	M	<ul style="list-style-type: none"> • Staff are encouraged to focus on their wellbeing. • Support through schoolssafeguarding supervision sessions been offered and undertaken for staff • Workload balance has been considered with an additional addendum being added to wellbeing action plan. • Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload. • Staff briefings and training have included content on wellbeing. • Staff briefings/training on wellbeing are provided. 	YES	<ul style="list-style-type: none"> • ONGOING SUPERVISION CHATS WITH HT 	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
		<ul style="list-style-type: none"> Staff have been signposted to useful websites and resources throughout covid -19 period of lockdown Inclusion in risk assessment process – input into hazard identification and control measures Online coaching for any staff who requests it – SAS Education support partnership provides free helpline for school staff for supporting mental wellbeing and mental health Staff are managed as individuals and supported accordingly Sharing of support helplines – Unions and others Staff have resources and trained staff to support in the event of bereavement Workload regularly checked 			
5.3 Bereavement support					
Pupils and staff are grieving because of loss of friends or family	H	<ul style="list-style-type: none"> The school has access to trained staff who can deliver bereavement counselling and support. Suite of books and resources to be able to share as well as face to face support Support is requested from other organisations when necessary. 	YES	•	M
6. Operational issues					
6.1 Review of fire procedures					
Existing policies on safeguarding, health and safety, fire evacuation, medical, behaviour, attendance and other policies are no longer fit for purpose in the current circumstances	H	<ul style="list-style-type: none"> All relevant policies have been revised to take account of government guidance on social distancing and COVID-19 and its implications for the school. Staff, pupils, parents and governors have been briefed accordingly. H & S GOVS ADVISED OF COMPLIANCE 	YES	•	L
Statutory compliance has not been completed due to the availability of contractors during lockdown	L	<ul style="list-style-type: none"> All statutory compliance is up to date. Where water systems have not been maintained throughout lockdown, chlorination, flushing and certification by a specialist contractor has been arranged. 	YES	•	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
6.2 Contractors working on the school site					
Contractors on-site whilst school is in operation may pose a risk to social distancing and infection control	M	<ul style="list-style-type: none"> • Visitors to the premises/office are limited to essential persons only; • Visitors asked if in good health and symptom free • All visitors will follow the Government's guidance and the premises strict hygiene rules e.g. hand washing/sanitisation upon entry; Hand washing on entry and alcohol gel when accessing different areas. • Contractors must obtain permission before attending site; 	YES	•	L
7. Finance					
7.1 Costs of the school's response to COVID-19					
The costs of additional measures and enhanced services to address COVID-19 when reopening places the school in financial difficulties	M	<ul style="list-style-type: none"> • Additional cost pressures due to COVID-19 identified and an end-of-year forecast which factors them in will be produced and shared in summer Full Govs • Additional COVID-19 related costs are under monitoring and options for reducing costs over time and as guidance changes are under review. • The school's projected financial position will be shared with governors and LA 	YES	<ul style="list-style-type: none"> • Additional costs for internal sink improvements • PPE equipment • Additional cleaning costs • Additional cleaning supplies • LOSS OF INCOME LETTINGS 	L
8. Governance					
8.1 Oversight of the governing body					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
Lack of governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements.	M	<ul style="list-style-type: none"> The governing body continues to meet regularly via online platforms. The governing body agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation. The HT's report to governors includes content and updates on how the school is continuing to meet its statutory obligations in addition to covering the school's response to COVID-19. A new one will be created Regular dialogue with the Chair of Governors and those governors with designated responsibilities is in place. Minutes of governing body meetings are reviewed to ensure that they accurately record governors' oversight and holding leaders to account for areas of statutory responsibility. 	YES	•	L
Governors are not fully informed or involved in making key decisions		<ul style="list-style-type: none"> Online meetings are held regularly with governors. Governing bodies are involved in key decisions on reopening. Governors are briefed regularly on the latest government guidance and its implications for the school. 		•	

Achieving Good Ventilation in Buildings

One of the key measures to reducing the spread of Coronavirus is ensuring there is an adequate supply of fresh air or adequate ventilation in buildings.

"Dilute"

Draw in fresh air by opening windows and external doors.

Is your building poorly ventilated? Avoid using stuffy or stagnant rooms.

Look after your Ventilation or Air Conditioning Plant – have your plant serviced regularly and set to provide you with full fresh air.

Use your Ventilation plant for longer. Increasing operating times will increase dilution rates.

To avoid the chill, dress appropriately for the weather and time of year.

Everyone has a part to play.

Dilution is the solution

Simple Steps for Good Ventilation

Despite Coronavirus restrictions easing, one of the key control measures remains to ensure an adequate supply of fresh air enters all occupied rooms and workplaces. Good ventilation helps to reduce the risk of spreading coronavirus, by diluting the amount of air borne pathogens.

Here are some simple steps to improve ventilation in the workplace:-

- **Check all areas of your workplace to identify areas of poor ventilation.**

Any rooms that feel stuffy or uncomfortable are probably not well ventilated.

We exhale carbon dioxide (CO₂) when we breathe out. Periodically checking levels of CO₂ can also help to identify poorly ventilated areas.

As a general rule, if the means of ventilation isn't obvious, then potentially the room is poorly ventilated.

- **Maximise fresh air in the workplace.**

Natural ventilation: Open windows and doors to maximise air flow into the building, where this is safe and practical, be aware of the potential for collision in respect of low level windows to anyone outside and the security risk of windows and doors left open in unoccupied parts of the building. In extreme cold or wet weather, even partial opening is better than not opening at all.

Mechanical ventilation: Have your maintenance contractor adjust any ventilation or air conditioning system that normally runs with a recirculation mode, to run on full fresh, outside air wherever possible.

Extend system operation times to increase dilution of the air in the building.

Even if the building is shut, e.g. overnight or at the weekend, consider leaving systems running, at lower fan speeds, to avoid stagnation.

Systems that recirculate air between spaces or rooms occupied by different groups of people should be isolated.

- **Adjust temperature controls and operating times.** As we enter the cooler months, adjusting heating controls to extend operating times will help maintain comfortable internal temperatures. Alternatively advising occupants to add an extra layer of clothing, to account for the weather, will have the same effect.
- **Continue to use natural ventilation.** During cooler months, windows could be partially opened, but remember to open windows and external doors fully prior to, or between periods of occupation, e.g. at either end of the working day, at meal breaks, etc., to enable fresh air to be drawn in, refreshing the workplace prior to reoccupation.
- **Stay Secure.** Ensure rooms are secured by closing windows and doors when unsupervised and at the end of the working day.
- **Review your arrangements.** Employers have a duty of care to provide a safe working environment. It is recommended that use of the workspace, in relation to ventilation, maximum numbers of staff, circulation of staff and the systems and procedures for maintaining good hygiene, are reviewed on a regular basis including during changes in seasons and weather. Employers are encouraged to seek professional advice on key topics, where such knowledge isn't available within the organisation.
The duty of care also extends to Employees, who have a responsibility to help ensure their workplace and surroundings are safe, which includes ensuring they are adequately ventilated and complying with their employer's instructions.

CO₂ Monitoring

In response to recent HSE guidance, CO₂ monitoring equipment will be available for purchase via Design and Construction Service Providers, as the advice is to check for poorly ventilated areas. Positioning CO₂ monitors in areas of perceived poor ventilation should prompt Premises Managers to open windows when internal air quality becomes compromised.

CO₂ monitoring should not be used to justify the premature closure of windows in cold weather, as the risk of transmission in poorly ventilated areas would remain. Staff, pupils and other building users should be encouraged to dress appropriately for the weather and season.

Advice and Support

Premises Managers can seek assistance from the Building Services Engineers, duty.engineer@lancashire.gov.uk regarding the range of measures available and are advised not to attempt to override complex control systems, such as BMS or TREND, as other plant maybe interlocked i.e. gas safety or boiler safety lockouts, etc.

As Duty Holders, those School Management Teams choosing not to purchase a LCC Design & Construction Property Maintenance service level agreement or membership of the PROp Scheme, retain the statutory responsibility to appoint suitably skilled, trained, qualified and insured Responsible Persons and are advised to seek their professional advice.

Free guidance can be obtained from the HSE

[Ventilation and air conditioning during the coronavirus \(COVID-19\) pandemic \(hse.gov.uk\)](#)

A [HSE YouTube video](#) on using ventilation to tackle COVID-19 gives basic advice on how you can use ventilation to help reduce the risk of COVID-19 transmission in the workplace.

LCC guidance on dealing with positive cases staff and children (taken from LCC document)

1. Management of a suspected case

4.1 What to do if a child or staff member is absent because they have COVID-19 symptoms

COVID-19 symptoms that would permit exclusion from school:

- new continuous cough and/or
- fever (temperature of 37.8°C or higher)
- loss of or change in, normal sense of taste or smell (anosmia)

Anyone who develops symptoms of COVID-19 should immediately self-isolate. They should not attend school and should follow the steps below:

- Parent/Carer or staff member should notify the school of their absence by phone
- School should record and keep relevant information (see suggested template in Appendix 1): Reason for absence, date of onset of symptoms, symptoms, class etc.
- Advise that the child/staff member should get tested via NHS UK or by contacting NHS 119 via telephone if they do not have internet access
- **There is no further action required by the school at this time, and no need to notify the Local Authority or Health Protection Team.**

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4.2 What to do if someone falls ill while at school

If anyone becomes unwell with a new continuous cough, a high temperature or a loss of or change in their normal sense of taste or smell they must be sent home as soon as possible

- If a child is awaiting collection, they should be moved to a room on their own, if possible depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. Any rooms they use should be cleaned after they have left. **(HT Office will be used at Bretherton)**
- If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else. **(Disabled bathroom will be used at Bretherton)**
- PPE should be worn by staff caring for the child while they await collection ONLY if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). See box on below for further details on how to dispose of PPE.
- If a 2 metre distance cannot be maintained, then the following PPE should be worn by the supervising staff member:
 - Fluid-resistant surgical face mask
- If direct contact with the child is necessary, and there is significant risk of contact with bodily fluids, then the following PPE should be worn by the supervising staff member
 - Disposable gloves
 - Disposable plastic apron
 - Fluid-resistant surgical face mask
 - Eye protection (goggles, visor) should be worn ONLY if a risk assessment determines that there is a risk of fluids entering the eye from, for example, coughing, spitting or vomiting

- The school should record and keep the details of the incident in case it is needed for future case or outbreak management (see suggested template Appendix 2)
- **There is no need to notify the Local Authority or the Health Protection Team of the incident**

Disposing of PPE and waste after an individual with symptoms of, or confirmed, COVID-19 has left the setting or area

Personal waste from individuals with symptoms of COVID-19 and waste from cleaning of areas where they have been (including PPE, disposable cloths and used tissues):

1. Should be put in a plastic rubbish bag and tied when full
2. The plastic bag should then be placed in a second bin bag and tied
3. This should be put in a suitable and secure place and marked for storage until the individual's test results are known

This waste should be stored safely and kept away from children. It should not be placed in communal waste areas until negative test results are known, or the waste has been stored for at least 72 hours.

If the individual tests negative, this can be disposed of immediately with the normal waste.

If COVID-19 is confirmed this waste should be stored for at least 72 hours before disposal with normal waste.

For further details, please refer to [COVID-19: cleaning in non-healthcare settings outside the home.](#)

2. Management of a single confirmed case

Please call the following DfE Helpline Number: 0800 046 8687 for support in managing a single case. Select option for requiring help managing a positive case. Line is open Monday to Friday 8am to 6pm and Saturday to Sunday 10am to 6pm.

5.1 Recording absence due to confirmed COVID-19

When a parent or carer notifies the school a child is absent due to them having confirmed COVID-19, schools are advised to record these cases in order to detect increases in COVID cases in the setting.

The headteacher or appropriate member of the leadership team should gather the following information.

- The cases's date of onset of their illness, the date on which they were tested, and their attendance record at school
- The case's year group

Refer to APPENDIX 1 for a template chart to record necessary details about confirmed cases of COVID-19 in children, pupils, students and staff.

5.2 Self isolation period

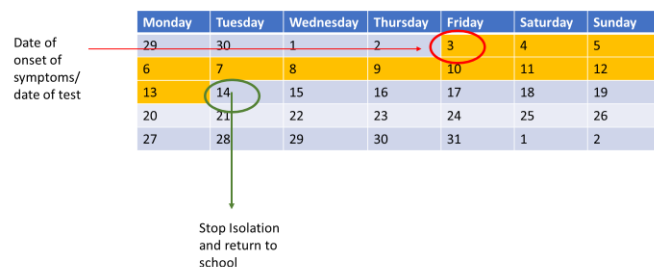
The confirmed case should be advised to self-isolate until the latest of:

- 10 days after the onset of their symptoms
- or
- 10 days after their test day if they are asymptomatic

5.3 How is the self-isolation period calculated?

- If a child or staff member is a confirmed case, they must not leave home for **10** days after the onset of symptoms or the date of test if they have no symptoms. The isolation period includes the day their symptoms started (or the day their test was taken if they do not have symptoms), and the next 10 full days. This means that if, for example, their symptoms started at any time on the 15th of the month (or if they did not have symptoms but their first positive COVID-19 test was taken on the 15th), their isolation period ends at 23:59 hrs on the 25th.

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5.4 What does self-isolation mean?

Self-isolation means the child/staff member should

- Not go to school, work or public places
- Not attend any other out of school activities or go around to a friends house
- Not use public transport or taxis
- Not go out to shop – order shopping online or ask a friend to bring it to your home

- Not have visitors in your home except for people providing essential care
- Not go out to exercise – exercise at home or in your garden, if you have one
- Inform GP practice or hospital or other healthcare setting that they are self-isolating if they must attend in person

5.5 Management of a staff member with confirmed COVID-19

When notified of a staff member with confirmed COVID-19, schools should refer to following workplace guidance [NHS Test and Trace in the workplace - GOV.UK \(www.gov.uk\)](#).

On notification of confirmed COVID-19 in a staff member, the following steps should be taken:

- The staff member should be advised to self-isolate until the latest of:
 - 10 days after the onset of their symptoms, or
 - 10 days after their test day if they are asymptomatic
- Employers should call the Self-Isolation Service Hub on 020 3743 6715 as soon as they are made aware that any of their workers have tested positive so employees can access financial and contact tracing support if required.

5.6 Management of contacts

Schools are no longer required to conduct their own contact tracing for single confirmed cases of COVID-19. NHS Test and Trace will continue to work with confirmed cases/or their parent to identify close contacts. Contacts from a school setting will only be traced by NHS Test and Trace where the positive case and/or their parent specifically identifies the individual as being a close contact.

Individuals will no longer be required to isolate if they live in the same household or are a close contact of someone with COVID-19 and any of the following apply:

- they are **fully vaccinated***
- they are **below the age of 18 years and 6 months**
- they taking part in or are currently part of an approved COVID-19 vaccine trial
- they who are not able to get vaccinated for medical reasons

*Fully vaccinated means that they have been vaccinated in the UK, and at least 14 days have passed since they received the recommended doses of that vaccine.

Instead, individuals listed above will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test. We would encourage all individuals to take a PCR test if advised to do so. **Children aged under 5 years old will only be advised to take a PCR test if they are a household contact of a positive case.**

Children, pupils and students aged under 18 years 6 months who usually attend school, and have been identified as a close contact, should continue to attend school as normal. They do not need to wear a face covering within the school, but it is expected and recommended that these are worn when travelling on public or dedicated transport.

18-year-olds will be treated in the same way as children until 6 months after their 18th birthday, to allow them the opportunity to get fully vaccinated. At which point, they will be subject to the same rules as adults and so as long as get fully vaccinated, they will not need to self-isolate if identified

Schools may be contacted in exceptional cases to help with identifying close contacts, as currently happens in managing other infectious diseases

3. Management of multiple confirmed cases and possible outbreaks

- **For support with queries**, please contact COVID19Educationquestions@lancashire.gov.uk -
- School Advisors may be in contact with the school, if necessary.

For support with reaching thresholds and outbreak management as detailed in Section 6, please contact COVID19-HealthProtection@lancashire.gov.uk for support from the Lancashire Public Health Education Outbreak Management team.

6.1 Thresholds for seeking further public health advice

When parents notify the school their child is absent it is important to record whether this is due to COVID-19 confirmed by a PCR test. If when monitoring absences, any of the following thresholds are met, schools are advised to seek public health advice and work with their local authority contacts to identify any additional measures that need to be put in place.

- 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; or
- 10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period; or
- If a pupil, student, child or staff member is admitted to hospital with COVID-19

For special schools, residential settings, and settings that operate with 20 or fewer children, pupils, students and staff at any one time:

- 2 children, pupils, students and staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period*

***Special schools and boarding schools should contact their local HPT directly if the above thresholds are met.**

6.2 Identifying groups that have ‘mixed closely’

Identifying a group that is likely to have mixed closely will be different for each setting. The table below gives examples for each sector, but a group will rarely mean a whole setting or year group.

Setting	Examples of close mixing
Early years	<ul style="list-style-type: none"> • a childminder minding children, including their own • childminders working together on the same site • a nursery class • a friendship group who have played together staff and children taking part in the same activity session together.
Schools	<ul style="list-style-type: none"> • a form group or subject class • a friendship group mixing at breaktimes • a sports team • a group in an after-school activity
Further education	<ul style="list-style-type: none"> • students and teachers on practical courses that require close hands-on teaching, such as hairdressing and barbering • students who have played on sports teams together • students and teachers who have mixed in the same classroom.

<p>Wraparound childcare or out-of-school settings</p>	<ul style="list-style-type: none"> • a private tutor or coach offering one-to-one tuition to a child, or to multiple children at the same time • staff and children taking part in the same class or activity session together • children who have slept in the same room or dormitory together.
<p>Boarding schools</p>	<ul style="list-style-type: none"> • staff and children taking part in the same class or activity session together • children who share the same common space in a boarding house • children who have slept in the same room or dormitory together.

6.3 Identifying staff contacts if threshold is met

If cases amongst staff mean a school meets the threshold described above, employers will need to call the Self Isolation Service Hub on 020 3743 6715 and **provide the 8-digit NHS Test and Trace Account ID** (sometimes referred to as a CTAS number) of the person who tested positive, alongside the names of co-workers identified as close contacts. This will ensure that all workplace contacts are registered with NHS Test and Trace and can receive the necessary public health advice, including the support available to help people self-isolate if necessary.

NHS Test and Trace will provide an 8-digit NHS Test and Trace Account ID (CTAS number) to anyone who tests positive for COVID-19 or is a contact of someone who has tested positive as part of their contact tracing follow up.

6.4 What should we do if we think we have an outbreak?

If the number of positive cases are increasing substantially, this could mean transmission of COVID-19 is happening in the school and extra action may need to be taken. If the thresholds above are met and an outbreak is identified, schools should contact the Lancashire Public Health Education Outbreak Management team, via the mailbox:

COVID19-HealthProtection@lancashire.gov.uk

If there are more confirmed cases linked to the school the local authority will investigate and will advise the school on any other actions that may be required.

There is no need to notify multiple cases or a possible outbreak directly to the Health Protection Team. The local authority will liaise with the local Health Protection Team as appropriate.

6.5 Being prepared for a COVID-19 outbreak

All schools are advised to have contingency plans (sometimes called outbreak management plans) describing what they would do if children, pupils, students or staff test positive for COVID-19 and how they would operate if measures to reduce the spread of COVID-19 were advised.

A good contingency plan should cover:

- roles and responsibilities
- when and how to seek public health advice
- details on how you would reintroduce control measures such as additional testing, face covers, shielding and restricting attendance

For further details on contingency plans and what they should include, please refer to [Contingency framework: education and childcare settings, August 2021](#)