Huntington CP School Covid 19 Recovery Plan and Risk Assessment: (January 2022)



Introductory Statement

This plan has been prepared in line with the latest DfE guidance, including Schools COVID-19 operational guidance.

Advice has also been issued by the GMB/NEU/Unison/Unite, in the form of <u>Joint union safety checklist for schools and other settings: Measures to slow the spread in schools and other education settings, Spring Term 2022</u>. While this advice has been considered in drawing up this plan, where it departs from the DfE guidance the latter has taken precedence.

This plan will be reviewed on an ongoing basis, and its implementation may be affected by local and national circumstances.

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PREMISES CONTROLS

Premises checks

Overarching Guidance for all staff

Preventing the spread of coronavirus involves dealing with direct transmission (for instance, when in close contact with those infected, via sneezing, coughing, talking) and indirect transmission (via touching contaminated surfaces). A range of approaches and actions should be employed to do this. DfE guidance states that these must include the following:

Prevention

- 1) all staff are encouraged to book a vaccine appointment if they are not yet fully vaccinated.
- 2) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (Covid-19) symptoms do not attend school.
- 3) clean hands thoroughly more often than usual
- 4) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- 5) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents
- 6) where necessary, wear appropriate personal protective equipment (PPE)

Response to any infection

- 7) engage with the NHS Test and Trace process
- 8) manage confirmed cases of coronavirus (COVID-19) amongst the school community
- 9) contain any outbreak by following local health protection team advice

Staff Principles

- 1. **Vaccination against Covid-19** is strongly encouraged, including the booster.
- 2. **If you have coronavirus symptoms** do not come to work, or if in work go home as soon as these develop (after informing the headteacher) access a PCR test as soon as possible (via https://www.gov.uk/get-coronavirus-test).
- 3. **If a member of your household has Covid-19**, or symptoms of the disease, you may continue to come to work as long as you are fully vaccinated (you have received both initial doses). You should, however, take a daily LFD test for 7 days. If you are not fully vaccinated, you should self-isolate for ten days.
- 4. Participation in the **staff asymptomatic testing programme** is strongly encouraged.
- 5. If you test positive using an LFD test, but do not have symptoms, self-isolate for ten days, or 5 days if you test negative on days 5 and 6.
- 6. Facial coverings should be worn in all communal areas within the building. You may wear a face covering in other areas if you wish.
- 7. **Maintain some social distancing** from other adults when indoors, especially when engaged in face-to-face conversation.
- 8. **Keep your classroom windows open** for air flow (and doors when the classroom is unoccupied).
- 9. **Check your desk-mounted CO2 monitor regularly** open more windows/doors, and activate *Vent Boost* on air circulation system, if levels become of concern, and inform the Headteacher if this does not prove effective.
- 10. Clean frequently touched surfaces often using standard products, such as detergents including your teacher laptop.
- 11. Clean your hands and wrists more often than usual with warm running water and soap, drying them thoroughly, or use hand sanitiser, ensuring that all parts of the hands are covered.
- 12. Use the 'catch it, bin it, kill it' approach when using tissues.
- 13. Help your class to follow the rules on hand cleaning, not touching their faces, 'catch it, bin it, kill it' etc. including by updating your classrooms displays.
- 14. Make sure you have read the school's updated Behaviour Policy and know your role within it.

	STAFF & P	UPIL CONTROLS		
Aspect	Measures to Implement	DfE Guidance	Notes	Risk
Staff wellbeing	 Red/amber/green RA to be carried out regularly with staff to ensure their wellbeing is taken into account, and any concerns passed on to SLT. Regular training updates, with focus on recent changes. Staff made aware of additional support (via, for example, the free helpline of the <u>Education Support Partnership</u>). 	The Education Staff Wellbeing Charter sets out the actions that government and other organisations, including Ofsted, will take to improve the wellbeing of staff in schools and colleges.	CWAPH have provided a training link for staff wellbeing support.	M
Staff contacts	 Staff should continue to maintain some social distancing from other adults when indoors, especially when engaged in face-to- face conversation. 			М
Staff absence	In case of staff absence, one of the school's contracted supply teachers will be employed to cover the absence in the first instance (to ensure familiarity with the school's procedures).			L
Vulnerable Staff (including pregnant staff)	 DfE guidance indicates that clinically extremely vulnerable staff, and those who live with clinically extremely vulnerable people, can attend the workplace – they should follow, as a minimum, the same guidance as everyone else (see link at right). Pregnant staff are also classed as clinically vulnerable, and are advised to follow the same advice. Additionally, The Royal College of Obstetrics and Gynaecology (RCOG) has published occupational health advice for employers and pregnant women. This document includes advice for women from 28 weeks gestation or with underlying health conditions who may be at greater risk. Pregnant women should follow this advice and continue to monitor for future updates to it. 	Clinically extremely vulnerable (CEV) people are advised, as a minimum, to follow the same guidance as everyone else. It is important that everyone adheres to this guidance, but CEV people may wish to think particularly carefully about the additional precautions they can continue to take. Further information can be found in the guidance on protecting people who are CEV from COVID-19. Social distancing measures have now ended in the workplace and it is no longer necessary for the government to instruct people to work from home. The Health and Safety Executive (HSE) has published guidance on protecting vulnerable workers, including advice for employers and employees on how to talk about reducing risks in the workplace.		M
PPE	 While the Omicron variant is circulating, face coverings should be worn by adults in all communal areas. PPE is not generally needed except in a small number of cases (see DfE guidance at right). Unless a child is showing Covid-19 symptoms, continence issues and soiling should be dealt with by staff following normal hygiene procedures (e.g. use of aprons & gloves, appropriate positioning). Staff to receive training about safe storage, application and removal of facial coverings and other equipment (e.g. facial visors). 	Most staff in schools will not require PPE beyond what they would normally need for their work. The guidance on the use of PPE in education, childcare and children's social care settings provides more information on the use of PPE for COVID-19. If a child, young person, or student already has routine intimate care needs that involve the use of PPE, the same PPE should continue to be used. Additional PPE for COVID-19 is only required in a very limited number of scenarios: if an individual child, young person or student becomes ill with COVID-19 symptoms and only then if close contact is necessary when performing aerosol generating procedures (AGPs)		Н

Pupils		scheduled, when they should come to school in their PE kit	School attendance is mandatory for all pupils of compulsory school age and it is a priority to ensure that as many children as possible regularly attend school.	M
Pupils formerly shielding	•	remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school (usually at their next planned clinical appointment).	All clinically extremely vulnerable (CEV) children and young people should attend their education setting unless hey are one of the very small number of children and young people under paediatric or other specialist care who have been advised by their clinician or other specialist not o attend.	М
Actions				
Behaviour Policy Actions		Behaviour policy appendix adjusted to outline revised expectations (as identified within this plan and informed by DfE guidance – see right). Children who do not follow the revised school rules in line with DfE guidance will be given two warnings. If they continue to disobey these rules (e.g. deliberate refusal to follow infection control guidance) then the leadership team may contact their parents/carers. Children should bring minimal personal belongings into school.		L
Communica	tion	Existing communication methods (email, text) will continue		l M
to staff	itiOii	 Existing communication methods (email, text) will continue for dissemination of key messages. Staff meetings will be held online – no face-to-face meetings involving more than 3 members of staff should take place. Regular staff feedback opportunities to be provided, online (e.g. regular wellbeing survey). 		
Communica to children	ation			M
Communica to and from parents		 Essential correspondence, including guidance relating to revised arrangements, sent out via text link to website-hosted content (including letter pdfs and webpage text). If possible, forms or messages from parents should be emailed to the school office to avoid congestion at the front of school. Paper correspondence can be placed in the external letterbox – any such mail needs to be handled carefully, washing hands thoroughly after contact. 	Pupils, staff and other adults should follow public health acon when to self-isolate and what to do. They should not co into school if they have symptoms, have had a positive tes result or other reasons requiring them to stay at home due the risk of them passing on COVID-19 (for example, they a required to quarantine).	me t to

	SPATIAL	_ CONTROLS		
Aspect	Measures to Implement	DfE Guidance	Notes	Risk
Social Distancing	 Staff should continue to maintain some social distancing from other adults when indoors, especially when engaged in face- to-face conversation. 			L
Pupil Bubbles discontinued	 Use of pupil bubbles has been discontinued – hence lunchtime provision will revert to normal operation, and S4YC will no longer be required to operate a bubble bay system. Assemblies will recommence when it is felt safe to do so. 	We no longer recommend that it is necessary to keep children in consistent groups ('bubbles'). This means that bubbles will not need to be used in schools from the autumn term. As well as enabling flexibility in curriculum delivery, this means that assemblies can resume, and you no longer need to make alternative arrangements to avoid mixing at lunch.		L

Physical	INTERNAL SPACES		M
Building	 Classrooms Ventilation – open windows and activate mechanical air ventilation regularly to maintain air flow (each classroom is independently ventilated). See also Premises Controls section. Internal classroom doors should be opened during breaks and when unoccupied. Regularly check the classroom CO2 monitors – report consistently high readings that cannot be reduced by increasing ventilation. 	When your school is in operation, it is important to ensure it is well ventilated and that a comfortable teaching environment is maintained.	
	Corridors Fire Doors to be kept open (wifi release mechanism will operate if alarm sounds).		
	 Photocopier Room/Area All photocopying to ideally be done before the school day, with sanitiser and cleaning wipes at hand (and machine controls wiped regularly). Staff to use photocopier on their allocated floor of the building. Upstairs reprographics room – door to be wedged open. 		
	 Main Foyer Pupils to be isolated in main foyer. Plastic chair & Learnpad provided for use by pupil while waiting for collection (easily cleaned – no books). 		
	Hall The kitchen servery will maintain the perspex screen installed between the		

catering staff and the children being served.		
 Staff Areas Staffroom – the room should not be used to congregate, only to retrieve lunches from the large fridge and obtain a drink (this will be reviewed). Staff Workroom – only 3 staff should use at the same time, maintaining some social distancing. The keyboard and screen of any laptops within the room should be wiped before and after use, and hands sanitised before and after use. Group Rooms – only 1 adult should use at a time. 		
EXTERNAL SPACES		
 The Adventure Play Areas will be cleaned regularly (especially plastic components). 		
SIGNAGE		
 Classroom and staircase external doors, used for entry/exit, have a parent/carer waiting point marked out 2m from the door, directly on the playground, to indicate the closest that parents/carers should ideally stand. 		

Actions

	TIMING/MOVEMENT CONTROLS					
Aspect	Measures to Implement	DfE Guidance	Notes	Risk		
Movement: Staff	 Staff should continue to maintain some social distancing from other adults when indoors, especially when engaged in face-to-face conversation. Communal facilities: see Physical Building (Staffroom, Staff Workroom, Group Rooms, Photocopier Room/Area). 			М		
Movement: Parents	 Guidance will be provided for parents about drop-off/pick-up. Parents/carers can only enter the building at the main foyer, one family at a time (office staff shielded behind the glass partition) unless in an emergency. An external letterbox has been provided for mail. 			M		
Movement: Visitors	 Ongoing discussions with S4YC (childcare), Nirvana (cleaning) and Edsential (catering) staff will take place to ensure the control measures in place are understood and adhered to. The school sign-in system should be operational at all times. 	You should ensure that key contractors are aware of the school's control measures and ways of working.		L		

	PROCEDURA	AL CONTROLS		
Aspect	Measures to Implement	DfE Guidance	Notes	Risk
Teaching, Learning & Curriculum	 Curriculum planning will follow the school's normal processes, while paying attention to the needs of individuals/groups who require educational recovery support. Lesson delivery – teachers in all year groups will return to normal methods of lesson delivery, with pupil tables arranged to facilitate group and independent working, as appropriate. Remote Learning - Google Classroom (Y1-6) and Tapestry (EYFS) will be used to support individual pupils who are self-isolating, for some homework, and in case of local or national lockdowns – see separate Remote Learning policy. 	Where appropriate, you should support those who need to self-isolate because they have tested positive to work or learn from home if they are well enough to do so. Schools subject to the remote education temporary continuity direction are required to provide remote education to pupils covered by the direction where their attendance would be contrary to government guidance or legislation around COVID-19. You should maintain your capacity to deliver high-quality remote education for the next academic year, including for pupils who are abroad, and facing challenges to return due to COVID-19 travel restrictions, for the period they are abroad. The remote education provided should be equivalent in length to the core teaching pupils would receive in school. You should work collaboratively with families and put in place reasonable adjustments so that pupils with special educational needs and disabilities (SEND) can successfully access remote education.		M
Actions				
Toileting	 Electric hand dryers will be brought back into operation. Junior children will be encouraged to close the toilet lid before flushing – through advice and signage (in each cubicle). SMO/cleaners to check regularly that soap supply is adequate. 			M
Hand Hygiene	 Pupils will wash/sanitise their hands on entry to the school, before and after break times, and before and after lunchtimes. Parents will be requested to ensure that pupils wash their hands before coming to school, and when arriving at home. 	Frequent and thorough hand cleaning should now be regular practice. You should continue to ensure that pupils clean their hands regularly. This can be done with soap and water or hand sanitiser.		M
Actions				

Cleaning	 Toilets Contact points in pupil toilet areas on ground floor (taps, soap dispenser push buttons, toilet flush buttons) should be cleaned throughout the day (on-site cleaner). All toilets will be sprayed immediately after the lunch period and after break with suitable cleaning detergent (on-site cleaner). Toilets will be deep cleaned at the end of each day (Nirvana) Communal Areas Contact points in communal areas must be cleaned regularly: door handles & push plates, door release buttons, light switches, bannisters (on-site cleaner). Bins must be emptied before they are full and at least once daily (SMO). 	You should put in place and maintain an appropriate cleaning schedule. This should include regular cleaning of areas and equipment (for example, twice per day), with a particular focus on frequently touched surfaces.	COSHH rules regarding bleach	M
	 Classrooms Contact points in classrooms (light switches & door handles) should be cleaned twice a day (on-site cleaner). Small shared equipment (e.g. Learnpads) should be wiped with detergent solution at the end of the day (TA/class teacher). Computer Room The Computer Room will be brought back into use. Pupils using the room should wash/sanitise their hands before and after such usage. The on-site cleaner will clean the keyboards and mice in the room at the end of each day. 			
	Cleaning Staff Guidance On-site cleaner to wear long gloves.			
	 EYFS Resources for activities such as small world play, indoor and outdoor construction activities should be cleaned at the end of each day (e.g. in Milton) (TAs) Larger resources (e.g. bikes) should be wiped with detergent at the end of each day. Children should be taught to wash and sanitise their hands frequently, but particularly after using wheeled bikes, trikes and other large, movable toys. Children should be encouraged where possible not to touch their faces or to put objects in their mouths. 			

First Aid	 PPE is not advised when dealing with a pupil First Aid incident, unless the pupil exhibits Covid-19 symptoms. Pupils should attend the MI room to receive First Aid if necessary. Vomit must be cleaned up as soon after an incident as possible (PPE may be worn). Children waiting for collection after an incident should do so within the main foyer. The First Aider attending a head bump incident should inform the office after 	Children, young people or students who require first aid should continue to receive care in the same way. No additional PPE is needed because of COVID-19 for anyone who does not have COVID-19 symptoms.		M
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Asymptomatic Testing	 the incident, and office staff will then contact the parents to inform them by telephone. Staff requiring first aid should wear a facial covering if possible, as should the First Aider treating them. All staff, and regular visitors to the site, are strongly encouraged to participate in the school's asymptomatic testing programme. Test kits will also be offered to Edsential catering staff and S4YC staff. Testing should take place on Sunday and Wednesday evening, with the results reported to both the school (via the dedicated email address) and to NHS Test & Trace. Positive tests should be reported immediately to the headteacher, to facilitate the organisation of supply cover and to inform other staff. Staff members who test positive should immediately self-isolate and follow the current guidance regarding when isolation should end. 	Staff should undertake twice weekly home tests whenever they are on site. Staff and pupils with a positive LFD test result should self-isolate in line with the stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection.	M
Suspected Covid 19: care, isolation & confirmed cases	 Children who develop symptoms will be taken by a member of staff* to the Main Foyer and asked to sit on a plastic chair provided, near the lift – 2m distancing should be strictly observed during pupil movement. (*if concern is noted in class, a TA should escort the child to the Main Foyer – if no TA is available, the headteacher (or senior member of staff on site) should be contacted immediately to facilitate the isolation). If not already aware, the headteacher (or senior member of staff on site) should be informed of the pupil's isolation. If a second child develops symptoms simultaneously, they will be taken to another available space, with 2m distancing maintained at all times. Parents of children showing symptoms will be called and children sent home as soon as possible – they should then access a PCR test, and until the results are obtained will need to isolate for 10 days after the day that symptoms developed. The seat on which the child has been waiting must be cleaned with bleach once they have left, and the supervising member of staff must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser. Any Staff who display symptoms should leave the site immediately and access a PCR test. If a child or staff member tests negative, they can return to their setting and end the self-isolation of any household members required to do so. If any children or staff are sent home with symptoms, others do not need to self-isolate unless requested to do so by NHS Test and Trace. Temperature checks will not be used at the school on entry, on the advice of PHE. However, an infrared forehead thermometer is available to provide additional information if symptoms become apparent. 	If anyone in your school develops COVID-19 symptoms, however mild, you should send them home and they should follow public health advice. The main symptoms of COVID-19 are:	M

Contingency
Plan and
Local
outbreak

- The school has developed a <u>Contingency Plan</u> which outlines its response in the case of increased levels of Covid-19 in the school community.
- The Council has published its <u>Coronavirus Outbreak Prevention</u>, <u>Management and Support Plan</u> which aims to prevent the spread of the virus and outlines how the Council will protect the community if local outbreaks occur in the borough.

The plan explains how the Council's new COVID-19 Management Hub will:

- advise how the community can prevent outbreaks
- identify and declare a local outbreak
- manage a local outbreak
- declare the end of an outbreak
- support clinically vulnerable people who have tested positive and are self-isolating

You should have contingency plans (sometimes called outbreak management plans) outlining what you would do if children, pupils, students or staff test positive for COVID-19, or how you would operate if you were advised to take extra measures to help break chains of transmission. Given the detrimental impact that restrictions on education can have on children and young people, any measures in schools should only ever be considered as a last resort, kept to the minimum number of schools or groups possible, and for the shortest amount of time possible.

М

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 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.

Actions

	PREMISES CONTROLS				
Aspect	Measures to Implement	DfE Guidance	Notes	Risk	
Actions	Ventilation The school's mechanical ventilation is a full fresh air system. Additional natural ventilation via windows should be used, with windows in occupied room left open. In cooler weather, windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space. In colder weather, high level windows should be opened in preference to low level windows (where available) to reduce draughts. Internal classroom doors should be left open during breaks, lunchtime and when a room is unused (e.g. during PE). Internal corridor doors should be left open during the day (but closed overnight). Desk-mounted CO2 monitors should be regularly checked - if levels become of concern, staff should open more windows/doors, and activate Vent Boost on air circulation system - inform the Headteacher if this does not prove effective. Cleaning See separate section on Cleaning Ensure the flushing of the toilets occurs with the lids down (where these are in place — signage installed to remind users) and toilet ventilation systems are operational. Continue with: all regular cleaning enhanced practices appropriate for the coronavirus outbreak maintenance testing and statutory compliance activities	Wentilation When your school is in operation, it is important to ensure it is well ventilated and that a comfortable teaching environment is maintained. You should identify any poorly ventilated spaces as part of your risk assessment and take steps to improve fresh air flow in these areas, giving particular consideration when holding events where visitors such as parents are on site, for example, school plays. Mechanical ventilation should be adjusted to increase the ventilation rate wherever possible and checked to confirm that normal operation meets current guidance and that only fresh outside air is circulated. If possible, systems should be adjusted to full fresh air or, if this is not possible, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply. Where mechanical ventilation systems exist, you should ensure that they are maintained in accordance with the manufacturers' recommendations. Opening external windows can improve natural ventilation, and in addition, opening internal doors can also assist with creating a throughput of air. If necessary, external opening doors may also be used (if they are not fire doors and where safe to do so). You should balance the need for increased ventilation while maintaining a comfortable temperature. The Health and Safety Executive guidance on air conditioning and ventilation during the COVID-19 pandemic and CIBSE COVID-19 advice provides more information. CO2 monitors will also be provided to all state-funded education settings from September, so staff can quickly identify where ventilation needs to be improved. Further information will be issued as monitors are rolled out. Cleaning You should put in place and maintain an appropriate cleaning schedule. This should include regular cleaning of areas and equipment (for example, twice per day), with a particular focus on frequently touched surfaces. PHE has published guidance on the cleaning of non-healthcare settings.	Schools coronavirus (COVID-19) operational guidance	M	