



West Norfolk
Academies Trust

CORONAVIRUS POLICY

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Contents

- 1.0 Introduction
 - 2.0 Risk Assessments
 - 3.0 Stepping measures up and down
 - 1.1 Threshold guidance
 - 1.2 Additional testing
 - 1.3 Reintroduction of face masks
 - 1.4 Improved ventilation
 - 1.5 Improved hygiene / cleaning
 - 1.6 Attendance restrictions / Site closures
 - 1.7 Educational visit restrictions
 - 4.0 Testing, Tracing, and Isolation
 - 5.0 Hygiene requirements
 - 6.0 Cleaning requirements
 - 6.1 General cleaning
 - 6.2 Water coolers and drinking water requirements
 - 6.3 Play equipment, toys, and books requirements
 - 6.4 Wooden desks and surfaces requirements
 - 6.5 Lunchtime requirements
 - 6.6 After break requirements
 - 6.7 Waste requirements
 - 7.0 Ventilation
 - 8.0 Remote education
 - 9.0 School workforce
 - 9.1 Clinically Extremely Vulnerable (CEV)
 - 9.2 Pregnant employees
 - 10.0 Educational visits
 - 11.0 Visitors
 - 11.1 Meetings
 - 11.2 Events
 - 11.2.1 Parents Evenings
 - 11.2.2 Transition, taster, and open days
 - 11.3 Contractors
 - 12.0 Additional sources of information
-
- Appendix A – Baseline risk assessment
 - Appendix B – Outbreak plan

1.0 Introduction

Covid -19 has been an ongoing issue since March 2020. It saw unprecedented control measures issues by HM government and altered the way we worked, socialised and lived. There was dramatic impact across all sectors of business and one of the key areas affected was education. Throughout the pandemic there were numerous lockdowns and amendments to guidance and risk assessments as new evidence came to light and a vaccination program was rolled out.

As of February 2022, HM government announced the next phase in dealing with Coronavirus in the UK. Learning to live with Covid-19 is aimed at moving forward and accepting the virus as part of everyday life. However, one of the main aims of the new phase is to limit the disruption to children and young people's education. The evidence is clear that being out of education causes significant harm to educational attainment, life chances and mental and physical health.

As part of this new phase of 'learning to live with Covid-19' it is imperative that West Norfolk Academies Trust, WNAT continues to focus on the wellbeing of staff, students, and visitors to ensure the aim of minimal disruption to education is maintained.

During this time, WNAT aims to:

- Encourage staff, students, and visitors to continue as normal, if well
- Take precautions to protect them from exposure to infection
- Implement additional precautions as required
- Keep core business, activities and services operating as normal where practical to do so,
- Operate within standard policies, procedures, and guidance
- Recognise the requirement to be flexible to normal policies and procedures to assist in the management of Covid-19

The following control measures remain extant moving into the new phase

1. Ensure good Hygiene for everyone
2. Maintain appropriate cleaning regimes
3. Maintain adequate ventilation
4. Follow the UK Health Security Agency, UKHSA guidance on testing and isolation

2.0 Risk Assessments

From 1 April, the Government will remove the health and safety requirement for every employer to explicitly consider COVID-19 in their risk assessments.

This policy does not remove the legal requirement to put in place and record appropriate control measures until this date. As such Risk assessments must remain in place and should be regularly reviewed and updated as circumstances in schools change or Public Health advice is updated. It is the responsibility of each site to ensure that the baseline Risk assessment is complete, up to date with current guidance and available for review on their respective websites until the requirement is officially removed.

Following the removal of the Risk assessment requirement this policy will become the main document for Covid-19 guidance across WNAT

A baseline Risk assessment template is provided at appendix A to this policy

3.0 Stepping measures up and down

The ability to adapt is a key requirement in ensuring minimal impact to education as we move into the 'learning to live with Covid-19' phase. It is therefore a necessity to have a contingency plan available should control measures need to be adapted. The WANT 'outbreak plan can be found at Appendix B. It should be noted however that any restrictions above normal could have detrimental impacts to education and restrictions should be considered only as a last resort and imposed for the minimal time required.

3.1 Threshold guidance

Schools should monitor the number of positive cases identified as this will provide an indication of the level of transmission within the setting. The thresholds below can be used as a guide as to when advice should be sought.

- 5 staff or students, who are likely to have mixed closely, test positive within a 10-day period
- 10% of staff or students, who are likely to have mixed closely, test positive within a 10-day period

If thresholds are reached this is an indication that the setting should look to review the current control measures in place and, where required or instructed to do so the following additional measures above the baseline requirements may be implemented.

3.2 Additional testing

As of the 21st February 2022 the recommendation for regular testing by staff and students who do not show symptoms was removed. However, should there be an increase in positive cases it is likely that testing could be reintroduced.

3.3 Reintroduction of face masks

Face coverings are a simple measure to reintroduce at any site to reduce the risk of transmission. However, their use can be restrictive in some settings and do not suit all requirements. Primary school students should not be required to wear face coverings at any time.

All employers have a duty to comply with the Equality Act 2010 which includes making reasonable adjustments for disabled staff. There is also a duty to make reasonable adjustments for disabled children and students to support them to access education successfully. Where appropriate, you should discuss with students and parents the types of reasonable adjustments that are being considered to support an individual.

No pupil or student should be denied education on the grounds of whether they are, or are not, wearing a face covering.

3.4 Improved ventilation

The Government has issued carbon dioxide (CO₂) monitors to all school sites. These monitors allow staff to identify areas where ventilation is sufficient or where it may need improving and the monitoring of the readings should now be part of normal routine. Reading's guidance is as follows

- If the monitor records a consistent value under 800ppm (parts per million), it does not require any action and implies that the space is particularly well ventilated. A consistent value of over 800ppm should be seen as an early indicator to improve ventilation in the area.

- A consistent value of 1500ppm in an occupied space is an indicator of poor ventilation. This will also be indicated by a red light on the CO2 monitor supplied by the DfE. Schools should take action to improve ventilation where CO2 readings are consistently higher than 1500ppm, although there is no need to stop utilising the area.

Simple measures such as the opening of doors and windows can assist in providing better ventilation. However, consideration must be given to the following requirements and an assessment of the greater need should be considered

Fire regulations - Fire doors and exits should NOT be propped or wedged open. Fire evacuation plans state that doors and windows should be closed, where possible, upon evacuation from the building.

Safeguarding / site security - External doors and windows that open onto public highways/ pathways should always remain closed.

Energy consumption – During winter months it is inevitable that heating systems will be required to work constantly to maintain an adequate temperature. Conversely during the summer, the ACU units will endeavour to maintain a cooler temperature. Consideration should be given to best to minimise the energy usage, For example. In winter months can additional clothing be worn. In summer months is the ACU required with windows and doors open?

Where it is not possible to improve the ventilation within an area consideration should be given to reducing the number of staff and students utilising the area or alternative provision should be sought.

3.5 Improved hygiene control / Cleaning

All sites should continue to display hygiene posters in prominent locations. It may be necessary for staff to reiterate the importance of simple hygiene following an increase in positive cases. A review of cleaning and hygiene provision should be carried out initially to ensure that surfaces and regularly used areas are adequately wiped down and that suitable quantities of sanitisation equipment are available.

3.6 Attendance restrictions/ site closures

Attendance restrictions should only be considered as a short term, last resort measure due to the impact on education. In all circumstances, priority should continue to be given to vulnerable children and young people to attend to their normal timetables where possible.

Communication in the event of a partial or full site closure is paramount and parents, staff and students should be made aware of why the increased restrictions have been implemented and a timeline should be provided as to when the restriction is likely to be lifted.

Attendance restrictions also impact the operational capability of the school as there would be a requirement to introduce distance learning for students. Additionally, staff may be required to work from home.

3.7 Educational visit restrictions

Any attendance restrictions should be reflected in the visits risk assessment and setting leaders should consider carefully if the educational visit is still appropriate and safe. Only students who are attending the setting should go on an educational visit. Education settings should consult the health and safety guidance on educational visits when considering visits.

4.0 Testing, Tracing, and isolation requirements

As of the 24th February 2022 the legal requirement to self-isolate following a positive test result was removed along with the requirement for individuals to inform their employers. Staff and students who do test positive are still advised to stay at home for 5 days and they may choose to take two lateral flow tests on consecutive days. If two negative results are given, and the individual does not have a temperature, they can safely return to their normal routine.

Additionally, the requirement for fully vaccinated close contacts and those under the age of 18 to test daily for 7 days was removed along with the legal requirement for close contacts who are not fully vaccinated to self-isolate. Routine contact tracing ceased at this point

As immunity levels are high, testing and isolation will play a less important role in preventing serious illness. Some changes to testing have already begun. As of the 21st February 2022, the Government removed the guidance for staff and students in most education and childcare settings to undertake twice weekly asymptomatic testing.

From 1 April, the Government will no longer provide free universal symptomatic and asymptomatic testing for the general public in England.

5.0 Hygiene Requirements

Hygiene control remains the most effective way of reducing the risk of transmission of Covid-19. Moving into the 'learning to live with covid-19' phase the hygiene requirements will not change. Regular hand washing and access to hand sanitiser products is normal across all WNAT sites. As part of the regular site upkeep, it is essential that products required for hygiene use are maintained at suitable levels.

Staff and students should be regularly reminded of the importance of hygiene through verbal encouragement or the use of posters displaying the requirement in prominent locations.

Catch it, Bin it, Kill it remains an important message moving forwards

6.0 Cleaning requirements

Maintaining a suitable cleaning regime is one of the main control measures identified and should become common practice within educational settings irrespective of Covid-19 requirements

All WNAT sites have put in place and maintained an appropriate cleaning schedule. This includes regular cleaning of areas and equipment with a particular focus on frequently touched surfaces.

Cleaning of the school is now not simply required to ensure the school site remains clean and tidy. The cleaning role has now developed and is an integral part in the reduction of the risk of transmission throughout the sites. It should be emphasised upon the cleaning staff of the role they now play, and regular

checks should be carried out to confirm the standard remains high especially regarding high use/ touch areas.

There is no longer a requirement to limit the sharing of equipment in school settings and an increased emphasis on personal hygiene should be maintained and encouraged across all age groups.

6.1 General cleaning requirements

1. If a surface is visibly dirty it is always cleaned prior to disinfection. Even if using a combined disinfectant/ cleaning product
2. Different cleaning equipment is provided for kitchens, toilets, classrooms, and office areas.
3. The school will need to identify the specific cleaning methods for the items that require cleaning where needed such as soft furnishings etc.
4. The school will continue with their enhanced cleaning and disinfection arrangements that have already been put in place.
5. Teaching staff are provided with cleaning materials to enable them to clean contact points in their classrooms between groups/classes to assist in reducing the load of the cleaning staff.
6. Staff who undertake cleaning follow the instructions for cleaning products and disinfectants to ensure it is effective
7. Ensure that applied disinfectant has been allowed the correct contact time before wiping dry.
8. Where the same space or equipment is used by different groups or cohorts of children cleaning takes place between each group's occupation or use where possible.
9. Disinfectant wipes are more generally available for staff to use where they wish to.
10. All touch points that are fixed to the premises (inside and out) have been identified and are disinfected on a twice daily basis (more frequently for Early Years settings) (for example: door handles, handrails, gate latches),
11. More frequent cleaning requirements have been identified and implemented where appropriate, for example, where pupils may find it difficult to maintain personal hygiene, toilet facilities and frequently touch shared items on the premises
12. Learning equipment such as computers and tablets are cleaned with a disinfectant wipe prior to use.
13. Where staff handle pupils' books, they disinfect the surfaces that they are using before and after as well as undertaking hand hygiene.
14. Handheld and frequently touched sports/PE equipment is disinfected prior to use
15. Staff and pupil shared workstations are cleaned with a disinfectant wipe prior to use
16. Touch point cleaning will be carried out between each group for activities using equipment such as outdoor play and PE.

6.2 Water coolers and drinking water requirements

Where water coolers and drinking water is provided from a shared source, hand sanitizer should be provided nearby, and users should be encouraged to sanitise before and after use. The handle or button used to operate the device should be included as part of the cleaning and disinfection regime several times a day

6.3 Play equipment, toys & books requirements

1. Toys that are put into children's mouths are cleaned between use and hygiene requirements are encouraged
2. Books are issued to pupils on a rotational basis
3. Where teachers handle pupils' books, they disinfect the surfaces that they are using both before and afterwards as well as undertaking hand hygiene.

4. Books and posters checked for visible soiling and disposed of where necessary

6.4 Wooden desks and surfaces requirements

The following process is followed:

1. Apply disinfectant and leave for the appropriate contact time applied
2. Re-apply disinfectant and leave to dry naturally

6.5 Lunchtime requirements

Trays, tables, and chair touch points are disinfected after use

6.6 After breaks requirements

Outdoor play equipment is cleaned after use

6.7 Waste requirements

1. Bins are provided in classrooms and other key locations such as dining areas for pupils and staff to dispose of used tissues and are emptied regularly throughout the day
2. Bins and tissues are provided in the same place.
3. Waste bags for tissues are double bagged for disposal.

7.0 Ventilation requirements

Adequate ventilation remains one of the key control methods to limit the risk of transmission. To provide an indication of the level of ventilation across the WNAT sites the government provided carbon dioxide (CO₂) monitors for use in communal areas. The monitors provide an indication of the level of CO₂ within a space and therefore allow the room ventilation to be adjusted to suit.

Monitors should continue to be used and ventilation should be adjusted accordingly in line with the following readings guidance

- < 800 ppm Ventilation adequate
- 800 - 1500 ppm Ventilation improvement required
- >1500 ppm Ventilation poor. If unable to increase ventilation, then the number of staff, students using the room should be reduced. Consider relocating to another area

Using the monitors effectively will assist in creating a more suitable teaching environment as windows and doors can be closed during cooler weather. It is likely that ventilation will become less of an issue as the outdoor temperature increases.

Note: Consideration should be given to the following with regards to room ventilation

- Fire safety - Fire doors and exits should not be propped open. If this is a requirement then all doors and windows should be closed, where safe to do so, in the event of an evacuation from the building
- Safeguarding/ security - exits and windows that open directly onto public highways/ pathways should always remain secure
- Energy consumption - During cooler months it is inevitable that heat loss will occur through open windows and doors. However, during summer months with windows and doors open there may be no requirement to operate air conditioning units as this would be inefficient.

8.0 Remote education

As of the 24th February the government removed the legal requirement to self-isolate following a positive test. However, adults and children who produce a positive test are advised to stay at home and avoid contact with others for a period of 5 days until two consecutive negative tests are produced.

WNAT will maintain a capacity to deliver high-quality remote education, 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 will be equivalent in length to the core teaching pupils would receive in school. WNAT will 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.

9.0 School workforce

As of the 24th February 2022 the legal obligation for individuals to inform their employers when they are required to self-isolate was removed.

9.1 Clinically Extremely Vulnerable (CEV)

At the start of the pandemic very little was known about risk factors from COVID-19 and vaccines were unavailable, so the Government took a precautionary approach and advised 'clinically extremely vulnerable' groups to follow shielding advice. These measures were extremely restrictive and often had a significant impact on individuals' lives and their mental and physical wellbeing, meaning people and their families made considerable sacrifices to stay safe.

The Government prioritised those at highest risk from COVID-19 for vaccination by following the Joint Committee on Vaccine and Immunisation (JCVI) advice and using the COVID-19 Population Risk Assessment. Vaccination has proved to be the most effective way to protect those at increased risk from COVID-19 and everybody should be encouraged to get all doses of the vaccination and boosters for which they are eligible. The Government and UKHSA will continue to communicate to people most vulnerable to COVID-19 and WNAT should consider the needs of staff or students identified within this group.

9.2 Pregnant employees

There is a long-standing requirement for employers to put in place measures to ensure workplace safety where a significant health and safety risk is identified for a new or expectant mother. Some pregnant employees will be at greater risk of severe illness from coronavirus and employers will need to take this into account in their risk assessment.

If it is not possible to put the necessary control measures in place, such as adjustments to the job or working from home, the pregnant worker should be suspended on paid leave. This is in line with normal requirements under regulation 16(3) of the Management of Health and Safety at Work Regulations 1999.

10.0 Educational visits

Educational visits should be subject to risk assessments as normal and reflect any public health advice or in-country advice of the international destination.

General guidance on educational visits is available and is supported by specialist advice from the Outdoor Education Advisory Panel (OEAP). For international educational visits, you should refer to the Foreign, Commonwealth and Development Office travel advice and the guidance on international travel before booking and travelling to make sure that the school group meets any entry and in country requirements especially in relation to vaccinations.

You are advised to ensure that all bookings have adequate financial protection in place. You should speak to either your visit provider or the risk protection arrangement (RPA) to assess the protection available. Queries regarding RPA insurance should be directed to the Trust Operations Officer or the Trust Estates Manager.

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11.0 Visitors

Visitors to the school should be treated in the same way as all staff and students. And should be encouraged to utilise the provisions available to meet the four control measures. In addition to the precautions below Headteachers can impose further restrictions as required.

However, there are some control measures that the school can put in place to mitigate the risk further

1. The number of visitors should be minimised as much as possible
2. Visits are by appointment only

11.1 Meetings

Where possible meetings should be conducted remotely to reduce the risk associated with increasing contact or increasing numbers on site

Meetings should ideally only take place in person where:

1. There is a need to be in person for safeguarding, well-being, or statutory reasons or
2. Limitations of technology, poor or unstable signals prevent online resource use.
3. Upon approval by the head

11.2 Events:

11.2.1 Parents evenings

1. All meetings are carried out remotely where possible.
2. Parents and carers should only attend the school where they have a pre-arranged appointment
3. Where possible, only one parent/carers should attend.
4. Visits are planned and organised to ensure hygiene measures can be maintained
5. Information is provided in advance to ensure arrangements are communicated
6. Cleaning down between meetings should be considered

11.2.2 Transitional, taster and open days

Schools should complete thorough risk assessments before running transitional, taster and open days to ensure that they are run in line with your system of controls and align with the advice contained within the policy document.

11.3 Contractors

Contractors should be informed of any control measures currently in place and should be expected to abide by these measures. Where possible contractor visits should be arranged for periods where there are limited numbers on site such as after school or holidays

12.0 Additional sources of information

[H&S. Roles and responsibilities for schools](#)

[Covid-19. Operational guidance for schools](#)

[Covid -19. Guidance for schools](#)

[Covid-19. Learning to live with Covid-19](#)

[Contingency framework - Education and childcare settings](#)

[Covid-19. Cleaning of non-healthcare settings](#)

[Covid-19. Guidance of ventilation](#)

[Covid-19. Guidance for pregnant employees](#)

[Covid-19. Vaccination guidance for pregnant employees](#)

[Covid-19. Educational visit guidance](#)

[Covid-19. Foreign travel advice](#)

Risk assessment WNAT

<p>Department: WNAT Section/Team: Operations Location: WNAT Activity/Area: Education Assessor Name: S Bowdery Manager Name: A Johnson</p>	<p>Assessment Number: 20 Assessment Date: 22/02/22 Review Date: Following guidance review until 01/04/22</p>
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<p>Overview</p>	<p>As the country moves into the 'Learning to live with Covid-19' phase HM government have set an objective to enable the country to manage Covid-19 like any other respiratory illness. To do this they have set the following four main principles</p> <ol style="list-style-type: none"> 1. Living with COVID-19: removing domestic restrictions while encouraging safer behaviours through public health advice, in common with longstanding ways of managing most other respiratory illnesses. 2. Protecting people most vulnerable to COVID-19: vaccination guided by Joint Committee on Vaccination and Immunisation (JCVI) advice, and deploying targeted testing 3. Maintaining resilience: ongoing surveillance, contingency planning and the ability to reintroduce key capabilities such as mass vaccination and testing in an emergency; and 4. Securing innovations and opportunities from the COVID-19 response, including investment in life sciences. <p>The priority is to deliver face to face, high quality education to all pupils. The evidence is clear that being out of education causes significant harm to educational attainment, life chances, mental and physical health.</p> <p><u>Risk Assessment</u></p> <p>Schools must comply with health and safety law and put in place proportionate control measures. Control measures are to be actively monitored to confirm ongoing effectiveness and are working as planned. This document constitutes the WNAT Covid-19 Risk Assessment and provides guidance on the control measures required in line the most recent update to the 'Schools COVID-19 Operational guidance'</p> <p>This document must be reviewed and displayed until 1st April 2022 whereupon the requirement to consider Covid-19 within risk assessments will be removed</p>
<p>Control measures</p>	<p>Everyone should:</p> <ol style="list-style-type: none"> 1. Ensure they maintain a high level of hygiene 2. Maintain appropriate cleaning measures

		3. Keep occupied spaces well ventilated 4. Follow UK Health Safety Agency advice on testing, self-isolating and managing confirmed cases of Covid-19						
What are the hazards?	Who might be harmed and how	Existing Risk controls	Assessment of Risk			Action by whom	Action by when	Remarks/Actions
			L	C	RR			
Out of date policies and procedures	Students, Employees, Visitors and Contractors	<p>Following the move into the 'learning to live with covid-19' phase West Norfolk Academies Trust have created a Coronavirus Policy that looks to provide an overarching document relating to the management of Covid-19 across the Trust.</p> <p>The policy should be made available on the WNAT website and associated school sites for ease of access.</p> <p>The policy will be reviewed at regular intervals or upon the release of new guidance</p>	2	4	8	Estates Mgr.	Ongoing	Policy to be reviewed upon release of additional or amended guidance
Transmission via contact with positive case	Students, Employees, Visitors and Contractors	<p>Following the move into the 'learning to live with Covid-19' phase the following requirements have been withdrawn</p> <ol style="list-style-type: none"> 1. There is no longer a legal requirement to self-isolate upon producing a positive test result. However, individuals are recommended to stay at home for a period of 5 days and, if they choose to, should complete two LFTs over a period of two days. If a negative result is produced on both counts the individual should return to normal activities 2. There is no longer a requirement for fully vaccinated close contacts of a positive case to carry out LFTs for 7 days 3. There is no longer a requirement for unvaccinated individuals to self-isolate following close contact with a positive case <p>To mitigate against transmission the emphasis moving forwards is to ensure the four main control measures are adhered to. Staff and students should be regularly reminded of the importance of adhering to the four control measures</p> <p>School management should monitor the number of positive cases and can introduce additional control measures as deemed appropriate, but consideration should be given to the impact any additional measures would have to education and guidance should be obtained. Additional control measures could be</p> <ul style="list-style-type: none"> • The reintroduction of face coverings • The reintroduction of one-way systems • The reintroduction of bubbles • The reintroduction of staggered lunch times & breaks • The partial closure of the school • The full closure of the school 	3	4	12	Head teacher	Ongoing	Headteachers are to monitor the number of positive cases identified at their respective sites and act accordingly

Transmission via contact with an asymptomatic case	Students, Employees, Visitors and Contractors	<p>Following the move into the 'learning to live with covid-19' phase the requirement to carry out asymptomatic testing has now been removed.</p> <p>As of the 1st April the Government will no longer provide free testing kits. Individuals wishing to continue to carry out tests will be required to purchase these items.</p> <p>To mitigate against transmission the emphasis moving forwards is to ensure the four main control measures are adhered to. Staff and students should be regularly reminded of the importance of adhering to the four control measures</p>	3	4	12	Headteacher	Ongoing	Headteachers are to monitor the number of positive cases identified at their respective sites and act accordingly
Transmission through poor hygiene practice	Students, Employees, Visitors and Contractors	<p><i>Maintaining a high level of hygiene is one of the main control measures identified and should become common practice within educational settings irrespective of Covid-19 requirements</i></p> <ol style="list-style-type: none"> 1. Posters will be displayed throughout the school reminding students, staff and visitors to wash their hands, e.g., before entering and leaving the school or around toilets. 2. Posters are displayed throughout the school to emphasize the need to catch it, bin it, kill it. 3. Students, staff, and visitors are to be encouraged to maintain the practice of washing their hands with soap or alcohol-based sanitiser (that contains no less than 60 percent alcohol) 4. Enough soap (or hand sanitiser where applicable), clean water and paper towels are supplied throughout the school 5. Where necessary, pupils are supervised by staff when washing their hands to ensure it is done correctly. 6. Hand washing and sanitising should be emphasised during periods where it is necessary to share equipment such as utensils and apparatus etc. <p>NOTE - Following any increase in positive numbers Hygiene requirements should be reviewed and emphasised</p>	3	4	12	Headteacher	Ongoing	Headteachers are to monitor the number of positive cases identified at their respective sites and act accordingly
Transmission through poor cleaning regimes	Students, Employees, Visitors and Contractors	<p><i>Maintaining a suitable cleaning regime is one of the main control measures identified and should become common practice within educational settings irrespective of Covid-19 requirements</i></p> <ol style="list-style-type: none"> 1. If a surface is visibly dirty it is always cleaned prior to disinfection. Even if using a combined disinfectant/ cleaning product 2. Different cleaning equipment is provided for kitchens, toilets, classrooms, and office areas. 3. The school will need to identify the specific cleaning methods for the items that require cleaning where needed such as soft furnishings etc. 4. The school will continue with their enhanced cleaning and disinfection arrangements that have already been put in place. 	2	4	8	Headteacher	Ongoing	Headteachers are to monitor the number of positive cases identified at their respective sites and act accordingly

		<ol style="list-style-type: none"> 5. Teaching staff are provided with cleaning materials to enable them to clean contact points in their classrooms between groups/classes to assist in reducing the load of the cleaning staff. 6. Staff who undertake cleaning follow the instructions for cleaning products and disinfectants to ensure it is effective 7. Ensure that applied disinfectant has been allowed the correct contact time before wiping dry. 8. Where the same space or equipment is used by different groups or cohorts of children cleaning takes place between each group's occupation or use where possible 9. Disinfectant wipes are more generally available for staff to use where they wish to. 10. All touch points that are fixed to the premises (inside and out) have been identified and are disinfected on a twice daily basis (more frequently for Early Years settings) (for example: door handles, handrails, gate latches), 11. More frequent cleaning requirements have been identified and implemented where appropriate, for example, where pupils may find it difficult to maintain personal hygiene, toilet facilities and frequently touch shared items on the premise 12. Learning equipment such as computers and tablets are cleaned with a disinfectant wipe prior to use. 13. Where staff handle pupils' books, they disinfect the surfaces that they are using before and after as well as undertaking hand hygiene 14. Handheld and frequently touched sports/PE equipment is disinfected prior to use 15. Staff and pupil shared workstations are cleaned with a disinfectant wipe prior to use 16. Touch point cleaning will be carried out between each group for activities using equipment such as outdoor play and PE. <p>Water coolers and drinking water - Where water coolers and drinking water is provided from a shared source, hand sanitizer should be provided nearby, and users should be encouraged to sanitise before and after use. The handle or button used to operate the device should be included as part of the cleaning and disinfection regime several times a day</p> <p>Cleaning play equipment, toys & books–</p> <ol style="list-style-type: none"> 1. Toys that are put into children's mouths are cleaned between use and hygiene requirements are encouraged 2. Books are issued to pupils on a rotational basis 3. Where teachers handle pupils' books, they disinfect the surfaces that they are using both before and afterwards as well as undertaking hand hygiene. 4. Books and posters checked for visible soiling and disposed of where necessary <p>Wooden desks and wooden work surfaces – The following process is followed:</p> <ol style="list-style-type: none"> 1. Apply disinfectant and leave for the appropriate contact time applied 2. Re-apply disinfectant and leave to dry naturally 						
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		<p>Lunchtime – Trays, tables, and chair touch points are disinfected after use</p> <p>Cleaning equipment after breaks – Outdoor play equipment is cleaned after use</p> <p>Tissues and waste from bins provided –</p> <ol style="list-style-type: none"> 1. Bins are provided in classrooms and other key locations such as dining areas for pupils and staff to dispose of used tissues and are emptied regularly throughout the day 2. Bins and tissues are provided in the same place. 3. Waste bags for tissues are double bagged for disposal. <p>NOTE - Following any increase in positive numbers cleaning requirements should be reviewed and emphasised</p>						
Transmission through poor ventilation	Students, Employees, Visitors and Contractors	<p><i>Maintaining a suitable ventilation is one of the main control measures identified and should become common practice within educational settings irrespective of Covid-19 requirements.</i></p> <p>The CO2 monitors provided can be used to provide an indication as to whether suitable ventilation is being achieved and maintained. The devices should be in all classrooms and communal spaces as per HSE guidance and monitored regularly</p> <p>Readings and actions</p> <p>< 800 - excellent ventilation and no action required >800 to <1500 - Normal range. Aim to maintain a reading as close to 800 by varying the ventilation. > 1500 - Ventilation inadequate. Consider increasing ventilation or limiting the number of occupants in the room.</p> <p>Ventilation can be achieved by a variety of measures including:</p> <p>Mechanical ventilation systems – these should be adjusted to increase the ventilation rate wherever possible and checked to confirm that normal operation meets current guidance (if possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal if they are within a single room and supplemented by an outdoor air supply). Where mechanical ventilation systems exist, you should ensure they are maintained in accordance with the manufacturer’s recommendations. Good ventilation with fresh air is always essential in classrooms and particularly during this period. Where fans are utilised, windows and doors should remain open for sufficient fresh air circulation.</p>	2	4	8	Headteacher	Ongoing	Headteachers are to monitor the number of positive cases identified at their respective sites and act accordingly

		<p>Natural ventilation</p> <p>Opening windows (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). To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures should also be used as appropriate:</p> <ol style="list-style-type: none"> 1. opening high level windows in preference to low level to reduce draughts (Consider working @ height requirements as some windows may not be easy to reach) 2. increasing the ventilation while spaces are unoccupied (e.g., between classes, during break and lunch, when a room is unused) 3. rearranging furniture where possible to avoid direct drafts <p>Opening doors - Opening doors can improve the through flow of fresh air. However, the following should be considered</p> <ol style="list-style-type: none"> 1. Internal fire doors should not be propped open unless fitted with the correct device such as magnetic holders connected to the fire alarm system. 2. External fire exits should remain closed where possible <p>Whilst there is a need to ensure adequate ventilation this should not be at the detriment to fire safety, safeguarding requirements and building security.</p> <ul style="list-style-type: none"> • All doors and windows should be closed in the event of an evacuation to enable compartmentalisation of the building and to reduce oxygen flow to potential fires where possible. • Doors opening into uncontrolled areas or main entrance points should remain closed to prevent unauthorised access • Doors located at the main entrance should be closed to ensure direct access to the school building is not possible in line with security and safeguarding requirements <p>NOTE - Following any increase in positive numbers the ventilation requirements should be reviewed and emphasised</p>						
Risk to education from poor attendance - Students	Students	<p><i>School attendance is mandatory, and it is a priority to ensure that as many children as possible regularly attend school.</i></p> <p>Students abroad who are unable to return</p> <ol style="list-style-type: none"> 1. Schools should continue to engage with families who are intending to travel abroad to understand the child's circumstances and their plans to return. 2. Where able to do so, schools should provide remote education for pupils who are abroad and facing challenges to return due to COVID-19 travel restrictions. 	2	4	8	Headteacher		

		<p>3. Requirements should be considered for students who are required to quarantine following trips abroad</p> <p>Travel and Quarantine</p> <p>The DfE advises that all establishments should consider whether to go ahead with any planned international educational visits, recognising the risk of disruption to education resulting from the need to isolate and test on arrival back into the UK. Planning of international visits should consider the possibility of change in circumstances that may affect quarantine requirements. Travel to countries identified on the Government Red List should be avoided. Guidance on the current testing and quarantine rules should be followed.</p>						
<p>Risk to education and school performance through poor attendance - Staff</p>	<p>Students, Employees, Visitors and Contractors</p>	<p><i>School leaders are best placed to determine the workforce that is required in school</i></p> <p>Clinically Extremely Vulnerable (CEV) adults</p> <p>At the start of the pandemic very little was known about risk factors from COVID-19 and vaccines were unavailable, so the Government took a precautionary approach and advised ‘clinically extremely vulnerable’ groups to follow shielding advice. These measures were extremely restrictive and often had a significant impact on individuals’ lives and their mental and physical wellbeing, meaning people and their families made considerable sacrifices to stay safe.</p> <p>The Government prioritised those at highest risk from COVID-19 for vaccination by following the Joint Committee on Vaccine and Immunisation (JCVI) advice and using the COVID-19 Population Risk Assessment. Vaccination has proved to be the most effective way to protect those at increased risk from COVID-19 and everybody should be encouraged to get all doses of the vaccination and boosters for which they are eligible. The Government and UKHSA will continue to communicate to people most vulnerable to COVID-19 and WNAT should consider the needs of staff or students identified within this group.</p> <p>Pregnant employees</p> <p>There is a long-standing requirement for employers to put in place measures to ensure workplace safety where a significant health and safety risk is identified for a new or expectant mother. Some pregnant employees will be at greater risk of severe illness from coronavirus and employers will need to take this into account in their risk assessment.</p> <p>If it is not possible to put the necessary control measures in place, such as adjustments to the job or working from home, the pregnant worker should be suspended on paid leave. This is in line with normal requirements under regulation 16(3) of the Management of Health and Safety at Work Regulations 1999.</p>	2	4	8	Headteacher		

		<p>Staff in school</p> <ol style="list-style-type: none"> 1. All staff attending the school setting should follow the measures set out in the control measures section of this Risk Assessment to minimise the risks of transmission. 2. School leaders should explain to staff the measures the school has put in place to reduce risks. 3. If staff are concerned, including those who believe they may be at possible increased risk from coronavirus, we recommend school leaders discuss any concerns individuals may have around their circumstances and reassure staff about the protective measures in place 4. School leaders are to encourage and support the vaccine program and are to enable staff to attend a vaccine appointment even during term time. 5. In some circumstances, staff may have received personal advice from their specialist or clinician on additional precautions to take and they should continue to follow that advice. <p>Welfare</p> <p>Some staff may have been adversely affected by the Covid-19 pandemic. Welfare resources should be used and implemented to assist where possible</p> <p>Staffing levels –</p> <p>Temporary staff, external specialist support staff and specialist coaches are permitted. Longer assignments with supply teachers should be agreed where possible to limit the number of temporary staff entering the school premises</p> <p>ITT trainees can continue to go into their host school.</p> <p>Premises and cleaning staff –</p> <ol style="list-style-type: none"> 1. Staff who carry out cleaning are familiar with the cleaning and disinfecting processes. 2. Activities are scheduled to avoid times where pupils and staff are using the same area 3. Staff who carry out cleaning and disinfection have the appropriate equipment required if cleaning is needed after a symptomatic person has left the building. <p>Volunteers including parent volunteers –</p> <ol style="list-style-type: none"> 1. Will work in the school only where required and upon approval of the relevant head teacher. 2. Will be provided with the same information, instruction, and support as staff members. <p>Peripatetic teachers - Schools can continue to engage peripatetic teachers</p>						
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Reduction in education through remote learning	Students, Employees	<p>Student requirements</p> <p>Whilst legal isolation requirements following a positive result have now been lifted it is still advised that individuals stay at home for 5 days. Therefore, some students could be away from the school setting and the school must maintain the capacity to provide education to those individuals including.</p> <ol style="list-style-type: none"> 1. Those who are in quarantine following return to England in line with the current guidance at the time. 2. Those who are facing challenges in returning to England from abroad. <p>Adjustments should be made for students with SEND</p>	2	4	8	Headteacher		
Expose to increased risk due to educational visits	Students, Employees	<p>National visits -</p> <ol style="list-style-type: none"> 1. When planning an activity or visit, you should take the current government guidance, including public health advice, into account as part of your process of risk assessment, and then check it regularly in the days and weeks leading up to the visit, and during a residential visit, and make any changes necessary to your plans. 2. You should have contingency plans in case of changes to government guidance 3. You should consider the ability of participants to comply with COVID safety measures at the venue. Parents and participants may naturally be concerned, so you should discuss their concerns with them and keep them informed about the situation and how you plan to mitigate any risks. 4. If you plan to visit a venue such as a museum or gallery, or to attend a public event such as a concert or sporting fixture, or to stay in accommodation such as a hostel or hotel, or if you are using a tour operator or activity provider, discuss the potential effects of COVID with them at the time of booking, and keep in touch with them during the run-up to the visit. 5. You should check that any provider you intend to use has assessed the risk of coronavirus and implemented control measures to prevent infection. Some providers may not have had the benefit of the advice and support available to education establishments, and so may not be fully aware of the measures that are expected. 6. You should consider making a preliminary visit to check the measures in place and to discuss any issues with the provider. 7. If it is necessary for someone who does not normally work at the establishment (such as a parent, volunteer, supply teacher or freelance leader) to take part in a visit, then you should ensure that they follow the same COVID procedures as they would if they were visiting the establishment site 	2	4	8	Headteacher		

		<p>Use of transport</p> <p>You should assess the risks of using any form of transport, taking account of current public health advice. The procedures should align as far as possible with those used in the school or other setting.</p> <p>You should consider:</p> <ul style="list-style-type: none"> • the use of hand sanitiser when getting on and off transport • additional cleaning of vehicles • ensuring that boarding and disembarkation are organised • distancing on transport where possible • If stopping during travel, then local requirements should be followed i.e. service stations etc <p>International visits</p> <p>It is recommended that consideration be given as to whether planned international visits occur at this time due to the risk of disruption to education following the possible need to isolate and test upon return to the UK</p> <ol style="list-style-type: none"> 1. You should monitor the government's foreign travel advice for any country you plan to travel to or through, at www.gov.uk/foreign-travel-advice. 2. You should be aware that the travel list (and broader international travel policy) is subject to change and green list countries may be moved into amber or red. The travel lists may change during a visit, and you must comply with international travel legislation and should have contingency plans in place to account for these changes. 3. It is important to check the legal requirements and local advice in any country you are planning to visit. For example, some countries may require proof of vaccination or proof of a negative COVID test, and some countries may require a period of quarantine or self-isolation. 4. You should monitor the situation in any country that you are planning to visit and consider the alternatives and options should that visit no longer be able to proceed. If you are using a travel provider, you should liaise closely with them. <p>Insurance</p> <p>As WNAT is a member of the Risk Protection Arrangement (RPA) for schools any queries regarding insurance cover should be directed to the Trust Operations Officer or the Trust Estates Manager</p>						
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Transmission from visitors not familiar with school requirements	Students, Employees, Visitors and Contractors	<p>Visitors to the school should be treated in the same way as all staff and students. And should be encouraged to utilise the provisions available to meet the four control measures</p> <p>However, there are some control measures that the school can put in place to mitigate the risk further</p> <ul style="list-style-type: none"> 3. The number of visitors should be minimised as much as possible 4. Visits are by appointment only <p>Meetings - Where possible meetings should be conducted remotely to reduce the risk associated with increasing contact or increasing numbers on site</p> <p>Meetings should ideally only take place in person where:</p> <ul style="list-style-type: none"> 4. There is a need to be in person for safeguarding, well-being, or statutory reasons or 5. Limitations of technology, poor or unstable signals prevent online resource use. 6. Upon approval by the head <p>The following measures have been implemented for in person meetings:</p> <ul style="list-style-type: none"> a. Participants who can, should connect to the meeting remotely. b. The meeting will take place in well ventilated areas taking into consideration reasons of confidentiality <p>Events:</p> <p>Parents evenings</p> <ul style="list-style-type: none"> a. All meetings are carried out remotely where possible. b. Parents and carers should only attend the school where they have a pre-arranged appointment c. Where possible, only one parent/carer should attend. d. Visits are planned and organised to ensure hygiene measures can be maintained e. Information is provided in advance to ensure arrangements are communicated f. Cleaning down between meetings should be considered <p>Transitional, taster and open days</p> <p>Schools should complete thorough risk assessments before running transitional, taster and open days to ensure that they are run in line with your system of controls and align with the advice contained within the policy document.</p> <p>Urgent meetings</p> <p>Unplanned meetings should be avoided in the school unless they are essential e.g., safeguarding, health related.</p>	2	4	8	Headteacher	Ongoing	Headteacher to monitor the positive case numbers and implement additional controls as required
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		<p>Contractors</p> <p>Contractors should be informed of any control measures currently in place and should be expected to abide by these measures. Where possible contractor visits should be arranged for periods where there are limited numbers on site such as after school or holidays</p>						

(L - Likelihood C – Consequence RR – Risk Rating NRR – New Risk Rating)

Appendix B – Outbreak management plan

<p>Outbreak Management plan</p>	
<p>The information below has been produced using the following document</p> <p>Contingency Framework: Education and childcare settings</p> <p>The overarching objective is to maximise the number of children and young people in face-to-face education or childcare and minimise any disruption, in a way that best manages the Covid-19 risk.</p> <p>Whilst school settings have implemented control measures in line with the current guidance, it makes sense to consider the extra action that may be required in the event of an increase in positive cases (outbreak) within the setting. The thresholds detailed below can be used as an indication of when to seek further advise.</p> <p>For most educational settings, whichever of these thresholds is reached first:</p> <ul style="list-style-type: none"> • 5 students or staff, who are likely to have mixed closely, test positive for CCV-19 within a 10-day period; or • 10% of students or staff, who are likely to have mixed closely, test positive for CV-19 within a 10-day period. <p>Example of groups that can be classed as having mixed closely are, but not limited to, the following</p> <ol style="list-style-type: none"> 1. A form group or subject class 2. A friendship group mixing at break times 3. Sports team 4. An after-school group 5. Students and teachers carrying a practical course that requires hands-on teaching (Hairdressing) etc. <p>Should the thresholds stated be reached a review of the testing, hygiene, cleaning and ventilation control measures already in place should occur in the first instance</p> <p>Settings may wish to seek additional public health advice if they are concerned about transmission in the setting, either by phoning the DfE helpline (0800 046 8687, option 1) or in line with other local arrangements.</p>	
<p>Communication</p>	<p>Following a local outbreak, it may be necessary to reintroduce certain measures within the school site to address the possible cause pathway.</p> <p>Communicating these requirements will be a priority task and should follow the hierarchy of dissemination as follows</p> <ul style="list-style-type: none"> • Senior leaders • All Staff • Parents & Carers • Students <p>General Arrangements -</p> <ol style="list-style-type: none"> 1. Arrangements to ensure communication and collaboration between pupils, staff, staff representatives (e.g., unions) and parents have been put in place and confirmed

	<ol style="list-style-type: none"> 2. Communication routes are publicised and have been formally planned. 3. Staff report immediately to the headteacher about any cases of suspected coronavirus, even if they are unsure 4. The headteacher contacts the local HPT immediately about any suspected cases of coronavirus, even if they are unsure, and discusses if any further action needs to be taken. 5. Schools put into place any actions or precautions advised by their local HPT in line with this management plan 6. Schools keep staff, students, parents and visitors adequately updated about any changes to infection control procedures as necessary. 7. A letter (Communicating arrangements with parents and parent engagement (primary and Early Years or Secondary) has been completed and sent to all parents/Carers, where required stating the additional restrictions implemented, the reason for implementation and the timescale involved <p>Visitors & Contractor awareness - Information to inform visitors of any reintroduced control measures will be displayed in a suitable place where necessary. Where possible this information is also shared on the school website or directly with visitors in advance. A record of all visitors should be kept as per normal daily procedure.</p> <p>Communicating safety arrangements – Following an uplift in control measures the following should be conducted</p> <ol style="list-style-type: none"> a. Site signage should be reviewed b. Hygiene information should be reviewed and replaced where needed c. The cleaning regime should be reviewed to identify any additional cleaning provision d. Ventilation requirements should be reviewed to ensure CO2 monitors are functional and are being utilised. <p>Areas of concern should be highlighted to the Head teacher for awareness and to enable the use of the hierarchy structure.</p>
Reintroduction of testing requirements	<p>As of the 21st February 2022 the recommendation for regular testing by staff and students who do not show symptoms was removed. However, should there be an increase in positive cases it is likely that testing could be reintroduced.</p> <p>Guidance should be requested on how this is likely to be conducted and confirmation of the procurement method of testing kits for staff and students would be required. As of 1st April the government will no longer be provided free test kits.</p>
Reintroduction of face coverings	<p>Face coverings are a simple measure to reintroduce at any site to reduce the risk of transmission. However, their use can be restrictive in some settings and do not suit all requirements. Primary school students should not be required to wear face coverings at any time.</p> <p>All employers have a duty to comply with the Equality Act 2010 which includes making reasonable adjustments for disabled staff. There is also a duty to make reasonable adjustments for disabled children and students to support them to access education successfully. Where appropriate, you should discuss with students and parents the types of reasonable adjustments that are being considered to support an individual.</p> <p>No pupil or student should be denied education on the grounds of whether they are, or are not, wearing a face covering.</p> <p>The reintroduction of face coverings should be communicated as per the communication guidance above</p>

<p>Introduction of limitations and social distancing</p>	<p>Schools may be advised to limit the following and should assess how this may impact the educational provision</p> <ul style="list-style-type: none"> ● Cancellation of residential visits ● Cancellation of open days ● Cancellation of transition or tester days ● Limiting parental attendance at the school (Parent evenings) ● Cancellation of live performances <p>Schools could also be advised to reintroduce a level of social distancing within the school setting. Should this be the case, the following may be required.</p> <ul style="list-style-type: none"> ● Reintroduction of bubbles ● Reintroduction of one-way systems ● Reintroduction of split break times ● Reconfiguration of classroom layouts <p>The site manager / caretaker should maintain plans to enable the ease of reintroduction of one ways systems and classroom reconfigurations throughout the site.</p>
<p>Attendance restrictions / site closures</p>	<p>High-quality face-to-face education remains a government priority. Attendance restrictions/ site closures should only ever be considered as a short-term measure and as a last resort and the requirement to close a school would not be made at a local level. Decisions would be made considering the following;</p> <ul style="list-style-type: none"> ● for individual settings, on public health advice in extreme cases where other recommended measures have not broken chains of in-setting transmission ● across an area, on government advice to suppress or manage a dangerous variant and to prevent unsustainable pressure on the NHS <p>In all circumstances, priority should continue to be given to vulnerable children and young people and children of critical workers to attend to their normal timetables.</p> <p>Where measures include attendance restrictions, DfE may advise on any other groups that should be prioritised. Settings should make sure their contingency plans cover the possibility they are advised, temporarily, to limit attendance and should ensure that high-quality remote education is provided to all pupils or students not attending</p> <p>Remote education</p> <p>High-quality remote learning in schools, further education, and higher education settings should be provided for all pupils and students if restrictions on attending site have been imposed</p> <p>On-site provision should in all cases be retained for vulnerable children and young people and the children of critical workers. If settings must temporarily stop onsite provision on public health advice, they should discuss alternative arrangements for vulnerable children and young people with the local authority.</p>

Education workforce

If restrictions on child, pupil and student attendance are ever needed, leaders of childcare and education settings will be best placed to determine the workforce required onsite and if it is appropriate for some staff to work remotely.

Employers should be able to explain the measures they have in place to keep staff safe at work. Where possible staff should be encouraged to work from home

School meals

Schools should provide meal options for all pupils who are in school. Meals should be available free of charge to all infant pupils and pupils who meet the benefits-related free school meals eligibility criteria.

Schools should also continue to provide free school meals support in the form of meals or lunch parcels for pupils who are eligible for benefits related to free school meals and who are not attending school.

Educational visits

Any attendance restrictions should be reflected in the visits risk assessment and setting leaders should consider carefully if the educational visit is still appropriate and safe. Only students who are attending the setting should go on an educational visit. Education settings should consult the health and safety guidance on educational visits when considering visits.

Cleaning

The site manager/ Cleaning manager is to arrange for a deep clean of any areas of the school site not utilised considering the risk posed to cleaning staff.

Statutory inspections, testing and servicing

The site manager is to continue to arrange compliance requirements but should inform all contractors of the additional requirements that may be in place at the school

Access

1. The Headteacher or Site manager remain on call to provide access to site of required
2. Signage is displayed that the school site remains closed and provides suitable contact numbers