

Heritage School COVID-19 Risk Assessment

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Trustees: last version approved (10.11.2021) - minor changes since then

This risk assessment applies to members of staff, pupils, parents/carers, volunteers and visitors to Heritage School. The risk assessment has been prepared with reference to UK Government Guidance, including, but not limited to: [Schools COVID-19 operational guidance \(29/11/21 update\)](#); [COVID-19: cleaning of non-healthcare settings outside the home \(19/07/21 update\)](#); [The use of personal protective equipment \(PPE\) in education, childcare and children's social care settings, including for aerosol generating procedures \(AGPs\) \(20/07/21 update\)](#); [Stay at home guidance for households with possible or confirmed coronavirus \(COVID-19\) infection \(11/10/21 update\)](#); [Contingency framework: education and childcare settings \(03/12/21 update\)](#); Cambridgeshire County Council Headteacher Briefing (02/11/21) and email updates.

Key background information regarding Cambridgeshire becoming an Enhanced Response Area:

On 02.11.21 Jonathan Lewis, Service Director – Education, Cambridgeshire County Council / Peterborough City Council gave a briefing to school heads regarding Cambridgeshire's becoming an Enhanced Response Area. An Enhanced Response Area is given additional Government funding and support for a 5 week period in order to address local increases in Covid 19 rates. Cambridgeshire became an ERA due to the significant number of cases in schools, rising rates in the working age population, low vaccination rates in some areas and the increasing impact on NHS and hospital admissions.

The Government has approved the County Council's recommendations that all schools in Cambridgeshire introduce the following measures:

- Face coverings for staff and secondary school students in communal areas
- Staff socially distance and recommend staff meetings are virtual
- All visitors to schools must wear face coverings in school buildings.
- All non-essential events where parents visit schools are moved to being held virtually
- Promote and monitor uptake of twice weekly LFD testing in secondary schools (staff and students) and primary schools (staff)

During the briefing Jonathan Lewis did say that schools should consider what was going on locally and that there was some flexibility. If there were no cases in the school and local case rates were low a school could function more normally, whereas if there were cases in school, the leadership should introduce more limiting measures eg. suspend whole school assemblies.

In the event of a positive Covid case within the school community (unless it appears that the individual was infected outside of the school AND has not been in close contact with anyone in the school eg. during a school holiday), the following steps will be implemented immediately, in the Lower School, the Senior School or both:

- Face coverings for staff and secondary school students in communal areas
- Large group assemblies will pause for two weeks - move to smaller group assemblies limiting the number of year groups attending and allowing greater spacing between classes
- Daily lateral flow testing encouraged for a week for close contacts of the affected individual (eg. the rest of the class group)
- Indoor singing paused for a week (if no additional cases, singing may recommence)
- Extra curricular clubs that mix pupils across year groups paused for a week (if no additional cases, may recommence)

	Hazard	Control measures	Comments / Re-assessment
1	Poor awareness of policies and procedures	<ul style="list-style-type: none"> • The School closely monitors the latest government guidance in relation to coronavirus in order to stay up to date and to act accordingly. • Risk assessments and health and safety advice will be reviewed and updated regularly to follow the guidance and relevant changes communicated to staff, pupils and parents through a variety of means (email, ParentMail, Staff briefings). • Monitoring by senior leaders of adherence to protocols with intervention where protocols are not being followed 	
2	Insurers not consulted with respect to the school's opening, testing and risk management strategies	<ul style="list-style-type: none"> • Bursar in regular contact with Insurers via insurance broker to ensure that all concerns from the insurers are addressed 	
3	Poor vaccine take-up	<ul style="list-style-type: none"> • Staff and pupils encouraged to get COVID vaccine. Emails sent with link to NHS Covid vaccine booking site. • Covid vaccines for 12-16 year olds carried out on site at start of Autumn Term 21. 	
4	Failure in Covid transmission control	<p>Heritage Covid infection control measures include:</p> <ul style="list-style-type: none"> • minimising contact with individuals who are required to self-isolate by ensuring they do not attend school. Pupils, staff and other adults must stay at home if: <ul style="list-style-type: none"> ○ they have one or more coronavirus (COVID-19) symptoms ○ they have had a positive LFD or PCR test ○ there are other reasons requiring them to stay at home, for example, they are required to quarantine after having been abroad. ○ they have been in close contact with anyone who has tested positive (for variants other than the Omicron variant) IF they are over 18 and have not been fully vaccinated. (See no.14 below for more information). ○ they are a suspected or confirmed close contact of the Omicron variant. They will be contacted directly by NHS Test and Trace and will be asked to isolate for 10 days regardless of vaccination status or age. They must immediately cease to attend and should follow public health advice on when to self-isolate and what to do. • robust hand and respiratory hygiene • enhanced cleaning and ventilation arrangements • promoting and engaging in asymptomatic testing 	

		<ul style="list-style-type: none"> ensuring PPE is used in recommended circumstances active engagement with NHS Test and Trace managing, and, where necessary, reporting confirmed cases of coronavirus (COVID-19) amongst the school community containing any outbreak by following local health protection team advice 	
5	Poor hand and respiratory hygiene	<p>Regular reminders to staff and pupils in keeping with our hygiene protocols, to cover in particular:</p> <ul style="list-style-type: none"> Expectations for quality and frequency of hand washing / hand sanitising regularly Good respiratory hygiene: 'catch it, bin it, kill it' or 'into elbow' + wash or sanitise hands Alcohol hand gel dispensers and additional sinks positioned around the school 	
6	Insufficient cleaning leading to an increase in infection	<ul style="list-style-type: none"> Covid-19 and daily Cleaning Protocols have been agreed with our professional cleaners with particular attention paid to frequently touched surfaces. Additional cleaning will take place in shared areas during the school day. 	
7	Poor ventilation leading to an increase in infection	<ul style="list-style-type: none"> Good ventilation - Classroom and office windows should be open wherever possible to improve the flow of fresh air. In cooler weather windows should be opened enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space. Staff are requested to close windows at the end of the day, and whenever the fire alarm goes off. Parents reminded to ensure pupils have sufficient layers to stay warm enough (given open windows) to work effectively 	
8	PPE and face coverings are not worn/worn incorrectly	<ul style="list-style-type: none"> Face coverings are now recommended in communal areas in all schools for adults and for pupils from year 7 onwards Staff and pupils aged 11+ (apart from those who are exempt) will need to wear face masks while travelling on the school minibus or on public transport. All visitors to the school - parents, visiting speakers, contractors etc, but not peripatetic teachers - need to wear a face covering while in the school unless they are exempt. The visitor can remove their face covering if they are able to maintain 2m distance from others (eg. if they are a visiting speaker and are able to position themselves away from the class and staff). Certain trained staff will be equipped with PPE (PPE may include face coverings, gloves, eye protection and disposable aprons) for specific activities including assisting with asymptomatic testing on the school site. Staff and volunteers involved in asymptomatic testing programme will carry out specific training on the use of PPE. 	

9	Failure to minimise contacts or failures in social distancing between those in school	<ul style="list-style-type: none"> • Government guidance is that pupils no longer need to socially distance at school and that pupils no longer need to be kept in bubble groups. • In light of Cambridgeshire becoming an ERA, staff are reminded to maintain distance from other staff especially in communal areas such as the Staff room. • Staff meetings can be face to face, but only if 2m distance can be maintained and rooms should be well ventilated.. 	
10	Peripatetic teachers/volunteers or others can move between schools so increasing the risk of inter-school transmission	<ul style="list-style-type: none"> • Only necessary peripatetic teachers, volunteers and others are allowed to enter the school. • Parents have been informed that they should not be entering the school unless they have a specific appointment booked or otherwise have permission to do so. • Signs reminding people to wash hands or use hand sanitiser immediately upon arriving on site 	
11	Activities and specific subjects such as Art, Drama, Music, PE and Games, Science where there may be an increased risk of transmission between pupils	<ul style="list-style-type: none"> • Government guidance no longer states limits on activity within subjects such as PE, music etc beyond ongoing attention to hygiene, additional cleaning and good ventilation. • Lessons in these subjects can return to a “pre-Covid” state, but the importance of good ventilation (especially when singing, projecting the voice, playing wind instruments, being engaged in strong physical activity), and of good hygiene and additional cleaning (especially for any items that go near the nose or mouth eg wind instruments, safety goggles) are especially important. • Behaviours in these lessons may be adjusted in the light of any outbreak within the school 	
12	Educational visits and School minibus	<ul style="list-style-type: none"> • In line with DfE guidance, domestic day and residential trips can take place. • No international trips will take place in 2021 due to the uncertainties surrounding international travel. • Face coverings will need to be worn on the school minibus, public transport or when visiting an enclosed and crowded space where pupils and staff might come into contact with people they don't normally meet (eg. a museum). 	
13	Someone develops symptoms of Covid at school	<ul style="list-style-type: none"> • In line with DfE guidance, anyone who develops Covid symptoms at school, however mild, will be sent home and told to follow public health advice. • The symptomatic person should avoid using public transport and, wherever possible, be collected by a member of their household. • If a pupil is awaiting collection, they should be left in the meeting room on their own if safe to do so. The window should be open. Appropriate PPE should be used if close contact is necessary (mask if face to face; disposable gloves and apron if physical contact is necessary; goggles/visor if there is a risk of bodily fluids from 	

		coughing/sneezing/vomiting entering the eyes).	
14	Lack of engagement with NHS Test and Trace	<ul style="list-style-type: none"> • Clear communication with parents and staff of requirements to comply with NHS Test and Trace (e.g. when to self-isolate, when to get a test). • Positive cases (LFD or PCR) are reported immediately to the Head. • The school will seek public health advice (by contacting the LA via their Support request form or by phoning the DfE helpline 0800 046 8687, option 1) if it appears that there may be an outbreak of Covid within the school or if a pupil or staff member is admitted to hospital with COVID-19. The Government threshold level for determining a possible outbreak is where 10% of pupils or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period. The school may then be offered public health support in managing risk assessments and communicating with staff and parents. The school has Contingency Plans in place (see below). 	
15	Poor management of Close Contacts	<ul style="list-style-type: none"> • The school is no longer responsible for contact tracing. Contact Tracing will now be carried out by NHS Test and Trace. NHS Test and Trace will work with the positive case and/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. • Government Guidance is that Under-18s and double vaccinated adults will not need to self-isolate if they are a close contact of a positive case, unless the Omicron variant is suspected/confirmed in which case the close contact will need to self-isolate regardless of their age or vaccination status. They will be strongly advised to take a PCR test and, if that test is positive, will need to isolate. However, in order to minimise anxiety over the risk of transmission of non-Omicron variants within the classroom, the school is making a distinction in the initial response between: <ul style="list-style-type: none"> ○ close contacts outside of the household ○ close contacts within the household. • Close contacts outside of the household (non-Omicron variants only) The following instructions have been communicated to parents: If you have been informed by NHS Test and Trace that your child has been in close contact with someone <i>not in your household</i> who has tested positive your child should still attend school, provided they are not symptomatic themselves. Please inform the school that your child has been identified as a close contact of someone not in your household and organise for your child to have a PCR test. Your child should continue to attend school while you are awaiting the result of the PCR test. Please inform the school of the result of the PCR test. If the test result is positive, please 	

		<p>arrange to collect your child from school immediately, even if it is during the school day.</p> <ul style="list-style-type: none"> ● Close contacts within the household (non-Omicron variants only) The following instructions have been communicated to parents: If someone <i>in your household</i> tests positive on an LFD test, inform the school and organise for all members of your household to take a PCR test. Please keep your child at home until you receive the results of the PCR test. If it is negative, your child can return to school immediately. If it is positive, he/she will need to self-isolate for 10 days. If someone <i>in your household</i> tests positive on a PCR test, inform the school and organise for all other members of your household to take a PCR test. Please keep your child at home until you receive the results of his/her PCR test. If it is negative, your child can return to school immediately. If it is positive, he/she will need to self-isolate for 10 days. Particular cases: If the Omicron variant is suspected/confirmed close contacts will need to self-isolate regardless of their age or vaccination status. If your child is at school when a family member tests positive, you may collect your child at the normal time. Please keep your child at home from that point while you await the PCR test result. If a family member tests positive, your child does not need to take a PCR test or isolate if he/she has had COVID-19. This exception lasts for 90 days from the end of his/her self-isolation. Please note, however, that if your child becomes symptomatic, even within the 90 days, he/she will need to take a PCR test. ● Communication about close contacts: If a pupil tests positive we will inform the class group and relevant staff that a pupil has tested positive and recommend that all pupils in that class and relevant staff take a PCR test. We will keep the identity of the pupil confidential. 	
16	Asymptomatic Testing	<ul style="list-style-type: none"> ● All parents and staff are informed of Asymptomatic Testing plans by email. Relevant documents such as Covid-19 Testing Privacy Statement, Testing Booklet, Consent Forms etc. provided on school portal. ● Home Testing remains voluntary but is strongly encouraged: All staff and all secondary school pupils should test themselves using LFD twice a week at home until further notice. ● Test kits are distributed to all secondary pupils (apart from those where parents have informed the school that their child is not testing) at regular intervals so that twice weekly testing can take place ● Those who test positive should isolate, take a confirmatory PCR test, and continue to isolate if the result of the PCR test is positive. 	

		<ul style="list-style-type: none"> • School maintains a COVID-19 test register (of all tests carried out on-site and at home) and a Test kit log (of all home-test kits distributed to staff and pupils) in line with DfE guidance. This data will be kept for a period of twelve (12) months from the date of the last entries made by the school into them. 	
17	Contingency Planning	<ul style="list-style-type: none"> • The Head is the main point of contact with PHE, NHS Test and Trace and the Local Authority. • The Government threshold level for determining a possible outbreak is where 10% of pupils or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period. The school will seek public health advice (by contacting the LA via their <u>Support request form</u> or by phoning the DfE helpline 0800 046 8687, option 1) if it appears that there may be an outbreak of Covid within the school. • Given that Cambridgeshire is now an ERA (see Key Background Information at the start of this document), in the event of a positive Covid case within the school community (unless it appears that the individual was infected outside of the school AND has not been in close contact with anyone in the school during the period in which they were likely to become infectious eg. during a school holiday), the following steps will be implemented immediately in the Lower School, the Senior School or both: <ul style="list-style-type: none"> - Face coverings for staff and secondary school students in communal areas - Large group assemblies will pause for two weeks - move to smaller group assemblies limiting the number of year groups attending and allowing greater spacing between classes - Daily lateral flow testing encouraged for a week for close contacts of the affected individual (eg. the rest of the class group) - Indoor singing paused for a week for at least the affected class (if no additional cases, singing may recommence) - Extra curricular clubs that mix pupils across year groups paused for a week in the Lower School, Senior School or both (if no additional cases, may recommence) • In the case of a suspected outbreak within the school (see definition above), the Head will implement contingency measures. • The contingency plan will check that existing controls are being fully implemented (eg. ensuring hand hygiene, good ventilation and additional cleaning are taking place as they should do) and may also involve the temporary reintroduction of certain additional measures within the school. These measures could include, but are not limited to, the: <ul style="list-style-type: none"> ○ reintroduction of face mask wearing by over 11s in communal areas of the school. 	

		<ul style="list-style-type: none"> ○ limitation of visitors/volunteers to the school ○ limitation of activity in certain “higher risk” subjects such as music and PE (eg. limiting the numbers singing and the location in which they do so) ○ reintroduction of class bubbles limiting contact between year groups within the school (eg. no whole school assemblies, no cross-year group clubs) ○ restricting attendance ● All measures will be reviewed regularly by the Senior Leadership Team and will be lifted as soon as the evidence supports doing so. ● Parents, pupils and staff will be kept updated through a variety of means, but primarily ParentMail (for parents and pupils) and email (staff). 	
18	Lack of remote education for those who test positive for Covid 19	<ul style="list-style-type: none"> ● The school is ready to provide remote learning for any child who has tested positive and is well enough to learn from home as per our Learning at Home Policy. ● Remote education is not available for children who have not tested positive for Covid, unless they are CEV and have a letter from their consultant explaining why they cannot attend school. ● The relevant Senior Leader/Head of Department ensures all eligible pupils have access to school work and the necessary reading materials at home; ● Safeguarding Policy Annex: Remote Learning has been updated and that, along with the normal Safeguarding Policy and the Staff Code of Conduct will be adhered to at all times; ● We are aware that SEND children are particularly vulnerable and need added support during any sustained period of remote education. The SENCo will provide particular guidance for these pupils. 	
19	Pupil and staff wellbeing and mental health negatively affected by the pandemic	<ul style="list-style-type: none"> ● Staff have been alerted to this issue and have been encouraged to provide opportunities for children to talk about their experiences. ● Process in place for staff to raise concern if they suspect, from a child’s behaviour or emotional state that there may be underlying mental health issues. ● Staff have been alerted to the possibility of new/worsening safeguarding issues and of peer-on-peer abuse during the pandemic and have been reminded of their need to be vigilant in reporting any concerns. ● Staff may be struggling with dealing with stress resulting from the virus and so have been encouraged to approach a senior manager with any specific or general concerns they have. 	