

System of controls for Yarborough Academy



This risk assessment has been written in accordance with the following guidance.

Full information can be found at:

[Schools COVID-19 operational guidance - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/guidance/schools-covid-19-operational-guidance)

[Actions for early years and childcare providers during the COVID-19 pandemic - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/guidance/actions-for-early-years-and-childcare-providers-during-the-covid-19-pandemic)

[Contingency framework: education and childcare settings \(publishing.service.gov.uk\)](https://publishing.service.gov.uk/government/guidance/contingency-framework-education-and-childcare-settings)

[NHS Test and Trace in the workplace - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/guidance/nhs-test-and-trace-in-the-workplace)

The UK Government most recent guidance (UK Gov) (<https://www.gov.uk/coronavirus>),

Updates will be passed to all staff members to ensure that they are kept informed.

Parents will be kept informed of any changes or reminders through weekly newsletters or via other letters on Parent Mail.

Three measures of control

Green - No positive cases affecting school

Amber - One - four positive cases in a class or those who are likely to have mixed

Red - Five cases in a class or who are likely to have mixed

Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19

Schools no longer identify close contacts of confirmed cases. This is done by NHS Test and Trace

A close contact is a person who has been close to someone who has tested positive for COVID-19. You can be a contact anytime from 2 days before the person who tested positive developed their symptoms, and up to 10 days after. This is when the virus can be passed to others.

A risk assessment may be undertaken to determine this, but a contact can be:

- anyone who lives in the same household as another person who has COVID-19 symptoms or has tested positive for COVID-19
- anyone who has had any of the following types of contact with someone who has tested positive for COVID-19:
 - face-to-face contact including being coughed on or having a face-to-face conversation within one metre
 - been within one metre for one minute or longer without face-to-face contact
 - been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day)

Action	Responsible	Additional Actions / Updates
Any adult or child with symptoms, a positive test or have been told to quarantine, should NOT come to school	All staff	
Should a staff member begin to show symptoms, they should immediately leave and inform SLT.	All staff	
Should a child begin to show symptoms, they will be moved to the quarantine room (disabled toilet in foyer) with a staff member supervising. They will be sent home and told to follow public health advice.	All staff	
Disabled toilet will be stocked with PPE in the event that staff need close contact with a positive or symptomatic individual. The room will be fully cleaned if used for isolating an individual.	Site Manager	
Public Health England's stay at home guidance will be followed https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection	All staff	
Staff will continue to undertake twice weekly asymptomatic home tests (for those who have opted in) and report results to hr@yarboroughacademy.co.uk	All staff	

<p>Staff should self-isolate immediately if they show any symptoms of COVID-19 and book a PCR test as soon as possible, even if they are fully vaccinated. If they are notified by NHS Test and Trace of a positive COVID-19 test result, they must complete their full self-isolation period.</p> <p>-10 days from the day after your symptoms started -10 days after the day of the positive test if you did not have symptoms</p>	All staff	
<p>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. They will also need to get a free PCR test to check if they have COVID-19.</p> <p>Whilst awaiting the PCR result, the individual should continue to self-isolate. If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the pupil/staff member can return to school, as long as the individual doesn't have COVID-19 symptoms.</p>	All staff	
<p>All staff, parents of children and visitors must inform school immediately if they have symptoms or have a positive test and will not be attending school.</p>	All staff	
<p>Individuals are NOT required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply:</p> <ul style="list-style-type: none"> ● they are fully vaccinated ● they are below the age of 18 years and 6 months ● they have taken part in or are currently part of an approved COVID-19 vaccine trial ● they are not able to get vaccinated for medical reasons <p>Instead, they will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test.</p> <p>If the staff member is NOT fully vaccinated and are identified as a close contact - they must follow NHS instruction and isolate until 10 days after the most recent day on which they were exposed to the positive case.</p>	All staff	
<p>Those contacts who are exempt from self-isolation (fully vaccinated) will still be advised to take a PCR test, but will not be required to self-isolate while they wait for the result. They will also be advised to consider the following precautions until 10 days after their most recent contact with the positive case:</p>	All staff	

<ul style="list-style-type: none"> -limiting close contact with people outside their household, especially in enclosed spaces -wearing a face covering in enclosed spaces and where they are unable to maintain social distancing -limiting contact with anyone who is clinically extremely vulnerable -taking part in regular lateral flow testing 		
<p>For staff members who are deemed more at risk, e.g. those that are not fully vaccinated, those who are clinically extremely vulnerable, those who are in their final trimester of pregnancy etc. more vigilance is advised by trying to maintain distance from other adults and wearing face coverings where close contact is unavoidable.</p> <p>If the staff member works over multiple classrooms, they should minimise activity that would be deemed as close contact to reduce the risk of transmission (except for emergencies and first aid situations).</p>	All staff	
<p>It is an offence for an employer to allow a worker to attend the workplace if we are aware that the worker is legally required to self-isolate because they have been notified by NHS Test and Trace that they have either:</p> <ul style="list-style-type: none"> -tested positive for COVID-19 -been in close contact with someone who has tested positive for COVID-19 and they are not exempt from self-isolation (not fully vaccinated) 	All staff	
<p>Any children requiring to isolate will be provided with Remote Education (see separate document for details) if they are well enough.</p>	All staff	
<p>Visitors to school will be expected to follow this risk assessment. The office staff will ask any visitor if they have symptoms or have tested positive in the last 10 days. Hand sanitiser will be available at reception to use before entering the school.</p>	Office staff	
<p><u>Record Keeping</u></p> <p>Self Isolation return dates spreadsheet records all children not in school due to COVID, with the reason and expected return date.</p> <p>Contact registers for isolation spreadsheets records all contact made, safeguarding and remote education access.</p> <p>Covid attendance codes to be accurate.</p> <p>Educational setting status form completed and sent off daily</p> <p>Notification to Children’s Services if a vulnerable child is not attending school due to isolation</p>	<p>Office staff</p> <p>Classroom staff</p> <p>Office staff</p> <p>Office staff</p> <p>Learning Mentor</p>	

Control Measures

Any measures that are no longer enforced by the government can still be followed at an individual's discretion e.g. face coverings can be worn, individuals can follow social distancing.

GREEN

Ensure good hygiene for everyone

Action	Responsible	Additional Actions / Updates
<p>All staff and children are to wash their hands for a minimum of 20 seconds and dry them thoroughly, or use the appropriate hand sanitizer:</p> <ul style="list-style-type: none"> • on arrival at school (including breakfast club and out of school clubs) • entry and exiting the classroom • before eating • after eating • after blowing nose, coughing or sneezing • when using the toilets • before and after using shared resources, such as photocopier / laminator • before leaving school <p>Hand towels / tissues to be placed in the lidded bin.</p> <p>Hand sanitiser may only be used in place of hand-washing on three consecutive occasions.</p>	All staff	
<p>Hand sanitiser available in all rooms. Hand sanitiser stations fitted and kept topped up outside each classroom and staff and visitor entrances/exits.</p>	Site Manager	
<p>Signage displayed around the building advising of hand cleaning procedures and correct hand washing techniques.</p>	Site Manager	
<p>Promote the 'catch it, bin it, kill it' approach</p>	All staff	
<p>Tissues and bagged lidded bins are available in classrooms.</p>	Site Manager Cleaning Staff	
<p>Signs to promote the 'catch it, bin it. Kill it' approach.</p>	Site Manager	

Maintain appropriate cleaning regimes

Actions	Responsible	Additional Actions
Regular cleaning of frequently touched surfaces throughout the day in the classroom.	Classroom staff	
Cleaning the classroom after the children have eaten lunch.	Classroom staff Lunchtime supervisors	
Frequently touched surfaces cleaned more regularly e.g. lockers, handles, hand rails, playground furniture.	Site Manager Cleaning staff	
Anti-bacterial cleaning products available in Staff room to wipe down shared surfaces regularly.	Site Manager All staff	
Clean shared equipment e.g. children's ipads, sports equipment, photocopiers etc. regularly	All staff	
<p>Plentiful supply of cleaning equipment for all rooms including disposable cloths, anti-bacterial wipes and spray.</p> <p>Staff room - spray, cloths and wipes Next to photocopiers - special wipes Classrooms - spray, cloths and wipes Break out rooms - wipes Breakfast club - spray, cloths and wipes</p>	Site Manager	
<p>Office occupants to regularly clean;</p> <ul style="list-style-type: none"> ● keyboard ● mouse ● desk top ● telephones ● door handles ● door ledge 	Office users	

<p>Cleaning team to complete full clean of all areas daily with a particular focus upon shared areas e.g. Hall, break out rooms, staff room, dining room. Fogging of areas where confirmed cases have been. Bins emptied regularly. Records kept.</p>	<p>Site Manager Cleaning staff</p>	
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Keep occupied spaces well ventilated

Action	Responsible	Additional Actions / Updates
<p>Windows and doors must be open where practical to allow for ventilation.</p>	<p>All staff</p>	
<p>Poorly ventilated areas will be identified using CO2 devices and steps will be taken to improve fresh air flow in these areas.</p>	<p>Site Manager</p>	
<p>Air purifier to be used in the staff room.</p>	<p>Site Manager</p>	
<p>For events where visitors are present, ventilation will be a high priority including the use of air purifiers.</p>	<p>Site Manager SLT</p>	

Outbreak Management Plan

DfE guidance presents thresholds that should trigger the setting to undertake an additional assessment and seek advice as necessary. Thresholds are described as:

- 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; or
 - 10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period
- (whichever is reached first)

All settings should seek public health advice if a pupil, student, child or staff member is admitted to hospital with COVID-19. They can do this by phoning the DfE helpline (0800 046 8687, option 1), or in line with other local arrangements. Hospitalisation could indicate increased severity of illness or a new variant of concern. Settings may be offered public health support in managing risk assessments and communicating with staff and parents

Employers should call the Self-Isolation Service Hub on 020 3743 6715 as soon as they are made aware that any of their workers have tested positive.

Employers will need to provide the 8-digit NHS Test and Trace Account ID (sometimes referred to as a CTAS number) of the person who tested positive, alongside the names of co-workers identified as close contacts. This will ensure that all workplace contacts are registered with NHS Test and Trace and can receive the necessary public health advice, including the support available to help people to self-isolate where required.

If risk assessment by a public health professional indicates transmission is occurring in the setting further control measures may be advised, including the following:

- Reintroduction of face coverings.
- Additional asymptomatic LFD testing, including reinstating onsite testing.
- Advice to anyone (staff or pupil) who is known be at increased risk of severe infection.
- Other proportionate measures as necessary, seeking to maintain face to face education if it is safe to do so. For example, reducing crowding through temporarily suspending assemblies or other events that bring larger groups together.

Where it is judged that sustained transmission is occurring, or there are other risks such as a variant of concern (VOC) or increased severity of illness, the LA/ HPT may decide to convene an outbreak control meeting (OCT). Contact isolation should only be considered if other measures are not bringing the outbreak under control.

DfE coronavirus helpline

Telephone: 0800 046 8687

Monday to Friday, 8am to 6pm

Saturday to Sunday, 10am to 6pm

Many aspects from the original risk assessment have remained. This means that the table below will be the only actions needed in our Step-up Plan.

Existing measures:

- Dedicated year group entrances and exits
- Staggered starts and finishes with one way system
- No assemblies of more than one year group
- First aid equipment kept in each classroom
- Children's lunches eaten in the classrooms
- Children wearing P.E. kit to school on their allocated day

Step-up Measures AMBER

One to four children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period
 These measures will be isolated to the classes of a positive case for 10 days.

Action	Responsible	Additional Actions / Updates
Class to NOT mix with children or adults from other classes indoors	Relevant staff	
Staff to wear masks in communal areas	Relevant staff	
Staff to maintain distance from colleagues including in the staff room	Relevant staff	
Increase ventilation even further in the classroom	Relevant staff	
Do not use any break out rooms or the hall	Relevant staff	
Staff to join meetings virtually rather than in person	Relevant staff	
Daily LFD testing	Relevant staff	
No other adults or children to enter the classroom (wear a face covering if the visit is unavoidable)	All staff	

Step-up Measures RED - Not all these actions will be necessary. Which actions are followed will depend upon the severity of the outbreak and advice from Public Health.

Action	Responsible	Additional Actions / Updates
Year group bubbles to be reintroduced with no mixing between bubbles	All staff	
Teachers and Teaching assistants assigned to one bubble	SLT	
Zoned playgrounds and fields reintroduced	All staff	
Small groups at a time in corridor and at lockers to avoid congestion and bubble mixing	All staff	
Key Stage One separation of children's toilets to be reintroduced	SLT	
No shared break out rooms	SLT	
Staff to wear face coverings in all communal areas including corridors	All staff	
Adults maintain 2 metre distance from each other	All staff	
Where possible, adults maintain distance from children	All staff	
No other staff to enter the school office. Communication either via electronic systems or over the door hatch.	All staff	
Staff room at reduced occupancy with socially distanced seating. Adults need to clean any areas they touch while in this shared area.	All staff	
Staff meetings conducted over Zoom	All staff	
No visitors or parents in school	All staff	
Classroom with forward facing desks, children with their own permanent places and own equipment.	Classroom staff	
No breakfast club or extra curricular activities (if advised by Public Health)	SLT	
No public gatherings e.g. Exhibitions	All staff	
No residential educational visits	All staff	

Increase testing of staff	All staff	
In the event of a major outbreak or Variant of Concern that poses a significant risk to individuals on the shielded patient list (SPL), ministers can agree to reintroduce shielding. Shielding would be considered in addition to other measures to address the residual risk to people on the SPL, once the wider interventions are taken into account.	Relevant staff	

Monitoring and review arrangements

Actions	Responsible	Additional Actions
SLT to conduct monitoring checks at differing points in the day to ensure arrangements are: <ul style="list-style-type: none"> ● effective ● working as planned ● updated appropriately considering any issues identified and changes in public health advice 	SLT	
Regular staff feedback opportunities to ensure good practice is maintained and effective.	SLT	
Policies will be updated to reflect changes needed as identified through monitoring checks.	SLT	
Governors will be updated on a termly basis unless a major change in policy is needed.	Headteacher	