

School:	Aldworth School	Date of Assessment	Dec 2021
Assessment Completed By	G. Moores		

Overview and context

The priority for Aldworth School is to continue to provide face-to-face, high-quality education within an environment which is as 'normal' as possible, enabling flexibility in curriculum delivery and the most effective teaching and learning. The School will continue to have a Covid Risk Assessment in place, including controls such as good hygiene, cleaning regimes, ventilation and testing arrangements. There will also be a contingency plan to support the management of a Covid outbreak. In the event that positive cases at Aldworth meet the relevant threshold as set out within the government guidance, the School will continue to contact both UKHSA, in line with the guidance, and the School Improvement Manager. Primarily, this is to ensure the help, advice and support needed to deal with the issues but also to enable us to inform key people within the local authority and community, as appropriate.

The School will ensure that students, parents and carers are helped to understand the latest Covid-19 guidance and what it means for pupils at Aldworth.

This includes:

- The importance of continuing control measures such as hand washing and circumstances when face coverings will be required, for example when using designated transport
- Households to continue regular rapid flow testing twice each week or daily testing if advised by NHS Test and Trace
- What to do if a child tests positive for COVID-19
- to keep children/young people at home if they are feeling unwell. Even if they don't have COVID-19 symptoms or their COVID-19 test is negative, they may still have an illness which could be passed on to other people
- Supporting children and young people's mental health and wellbeing.

Prevention and levels of control – an overview is given below of the steps along with relevant descriptors for the schools response to a 'low', 'medium' and 'high' scenario of Covid occurrence. At this end of this document a more detailed Covid Outbreak Management plan is included to detail the actions if the school moves to 'High risk'. The School will, in all circumstances, follow national and local guidance, including engagement with NHS track and trace. As further advice emerges from UKHSA the Senior Leadership team may decide to implement aspects from the medium / high scenarios without fully changing the risk category.

Low Risk

Whilst Covid is still prevalent in society, locally or nationally. **Occasional cases in school. Limited in school transmission**, the school will as a matter of routine maintain these routines:

- Room ventilation
- Sanitising equipment available in all rooms
- Hygiene reminders
- Enhanced day cleaning
- Virtual parents' events
- Covid risk assessment in place
- Seating plans
- Students kept off for any illness / national guidelines followed for isolation and testing
- Virtual school running for isolating students
- Face masks on school bus

Medium Risk

Numerous cases over more than 2 year groups. **Evidence of more than 2 cases of in-school transmission. High local rates of Covid.**
The School will maintain the low risk routines and in addition:

- Masks in corridors
- Teachers socially distance from students in lessons
- Defined eating areas
- Enrichment limited to single year groups
- Parents asked to report LFT results to school
- On site LFT for students before major events
- Review and risk assessment of large-scale events
- Covid risk assessment reviewed
- Limit assemblies
- Review changing for PE
- Online meetings where appropriate (e.g. staff briefing)

High Risk

Public Health England **outbreak status.** The School will maintain the low and medium risk routines and in addition:

- Compulsory masks in lessons
- Zones re-established
- Enrichment cancelled
- Students in bubbles
- Staggered start/end of day
- Covid risk assessment reviewed
- Routine cleaning of shared equipment

Control measures for employees

Ref	Control Measure	Actions
01	Any employee or persons within their household that has coronavirus (COVID-19) symptoms, should not attend school/ setting. They should arrange to have a test.	Staff, pupils and families will be reminded that they must not attend school, even if they are feeling better, until they receive their test results.
02	Any employee who has tested positive for COVID 19 in the past 10 days should not attend school/ setting.	To be communicated consistently to staff using staff newsletter/memos, website, emails from the headteacher, and by sharing this risk assessment with all staff. School will follow national and local guidance at all times.
03	Any employee who develops COVID-19 symptoms during the school day should be sent home as soon as possible and should arrange to have a test.	Staff, pupils and families will be reminded that they must not attend school, even if they are feeling better, until they receive their test results.
04	An individual risk assessment may be completed for all staff that have characteristics that increase their potential risk from coronavirus (COVID-19), as set out in the COVID-19: review of disparities in risks and outcomes report.	School will undertake individual risk assessments for those staff who identify as having additional risks and request a risk assessment. They should make known to the headteacher these risks by providing a letter from the GP or other organisation identifying them. Staff should feel comfortable in making this request, upon production of evidence.

Control measures for students

Ref	Control Measure	Actions
05	Any pupil or persons within their household who has coronavirus (COVID-19) symptoms, should not attend school/ setting. They should arrange to have a test.	Staff, pupils and families will be reminded that they must not attend school with symptoms and must arrange a PCR test, remain at home and notify school of the results as soon as possible.
06	Any pupil who has tested positive for COVID 19 in the past 10 days should not attend school/ setting.	To be communicated consistently to parents using the parent newsletter and by sharing this risk assessment with all parents via the website.
07	Any pupil who develops COVID-19 symptoms during the school day should be sent home as soon as possible and should arrange to have a test	Staff, pupils and families will be reminded that they must not attend school, even if they are feeling better, until they receive their test results.
08	Remote/distance learning contingency arrangements for all pupils should be maintained in line with any local Covid-19 outbreak.	The virtual school will continue to operate. Isolating students are given access as becomes relevant.

Control measures for the site and all relevant stakeholders.

09	<p>Rapid testing using Lateral Flow Devices (LFD)s will support the return to education in January 2022 by helping to identify people who are asymptomatic;</p> <ul style="list-style-type: none"> • Pupils should complete 1 onsite test, on return to school, before moving to regular twice weekly tests at home. • School staff should complete regular twice weekly tests at home. 	<p>Staff should continue to undertake twice weekly LFD testing whilst in school (and may choose to do so over the summer holidays if they wish). The need for regular asymptomatic testing will continue upon our return to school in January, this guidance will be reviewed as further guidance emerges.</p>
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Ref	Control Measure	Actions Taken Details / Further Information
10	<p>Staff and/or pupils who are experiencing coronavirus (COVID-19) symptoms, should not attend school/ setting. They should arrange to have a test.</p>	<p>Staff, pupils and families will be reminded that they must not attend school, even if they are feeling better, until they receive their test results.</p>
11	<p>Staff who experience symptoms as above whilst at work should go home as soon as possible and should arrange to have a test.</p>	<p>Staff, pupils and families will be reminded that they must not attend school, even if they are feeling better, until they receive their test results.</p>

12	<p>Pupils who experience COVID-19 symptoms should be collected from school/ setting as soon as possible. They should be kept 2m apart from all other pupils and staff whilst on site, where possible. If pupil needs direct personal care until they can return home, staff should wear gloves, an apron and a face mask. Eye protection should also be worn if deemed risk from coughing/spitting/ vomiting.</p> <p>Anyone who comes into close contact with someone with COVID symptoms must wash their hands. They do not need to isolate or get a test unless they develop symptoms themselves.</p>	<p>Any child with COVID-19 symptoms will be collected and isolated by the SSO. The child's parents/carers will be instructed to collect their child immediately and keep them at home until they have been PCR tested for COVID-19.</p> <p>A member of staff must first wear gloves, an apron, a face mask and a visor and then escort the child with COVID-19 symptoms to be isolated</p> <p>Before putting on the PPE, staff must perform hand hygiene. Use alcohol hand rub or gel or soap and water. Make sure</p>
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		<p>you are hydrated and are not wearing any jewellery, bracelets, watches or stoned rings.</p> <p>Masks, gloves and aprons should be changed after tending to each pupil and should be regarded as contaminated after a single use and must be removed and be disposed of safely.</p>
13	Parents of pupils with COVID 19 symptoms should be instructed to get their child tested. Schools will have a small number of testing kits to be provided to parents where it is uncertain they will get a test for their child or may struggle to get a test.	School will have a small number of testing kits to be provided to parents where it is uncertain they will get a test for their child or may struggle to get a test. Parents will always be encouraged to take their child for a PCR test at a walk-in or drive in testing centre as the best option.
14	Staff/ pupils who test positive for COVID 19 should self-isolate for 10 days. Close contacts who are either fully vaccinated or aged under 18 years and 6 months do not have to self-isolate but are strongly advised to test daily for 7 days using a LFD. During this time they can continue to attend the school setting as long as test results are negative, and they do not develop symptoms.	To be communicated consistently to staff and parents using staff newsletter/memos, website, emails from the headteacher, and by sharing this risk assessment with all staff and parents. School will follow national and local guidance at all times.
15	Provision of hand-washing / hand-hygiene facilities at entrances and throughout school/setting. (Regularly monitored & maintained).	School has 60+ hand sanitiser stations in school and these will continue to be regularly refilled and their use encouraged. Electric hand-driers will remain out of use.
18	<p>All staff and pupils are encouraged to regularly wash their hands with soap and water, especially upon arrival at school/setting, prior to eating, following break/lunch time and any other time deemed necessary (after coughs/sneezes).</p> <p>Small children and children with complex needs should continue to be helped to wash their hands properly.</p>	Regular hand-washing must be insisted upon by all staff in school again from September 6th 2021 onwards.

19	<p>Toilets and facilities will be cleaned regularly in line with the school's enhanced cleaning regime.</p> <p>Pupils will be encouraged to clean their hands thoroughly throughout the day</p>	<p>Additional contact cleaning during the school day will continue upon return to school in September 2021.</p>
20	<p>All staff and pupils are encouraged to cough / sneeze into tissues and dispose of these in appropriate waste disposal bins. (Catch it, Kill it, Bin it)</p>	<p>All bins are lidded and each class will be allocated with a box of tissues and staff will encourage pupils to access and make use of these.</p>
21	<p>Additional lidded bins and increased emptying / replacement are provided / in-place.</p>	<p>All bins are lidded foot-pedal operated and school has developed an enhanced cleaning procedure and deployed additional cleaning staff.</p>
22	<p>All working areas within the building should be well- ventilated (Windows and Doors open) where safe and appropriate to do so.</p>	<p>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.</p> <p>CO2 monitoring devices are in place to identify which classrooms may need additional ventilation (above 1500ppm).</p>

22	<p>A regular cleaning schedule should be maintained</p> <ul style="list-style-type: none"> • Toilets • Door Handles/ Access Buttons • Kitchen areas and associated equipment • Water dispensers/ coolers • Printers/ Photocopiers 	<p>All areas of the premises will be thoroughly cleaned on a daily basis with particular focus on surfaces that are touched by multiple people ('contact cleaning').</p> <p>All classes will be provided with COVID-19 killing spray and disposable cloths for staff to use as and when required</p>
23	<p>Staff and pupils are provided with instructions on how to achieve effective hand-washing; for example in the form of posters, written guidance and videos clips etc.</p> <p>Increased frequency of toilet inspections and checks to ensure sufficient supplies of liquid soap are maintained.</p>	<p>Hand-Washing</p> <p>Guidance Hand-Washing Video</p>
24	<p>Suppliers and Contractors advised if attending premises of infection control arrangements, no-access areas and expectations around personal hygiene.</p>	<p>All contractors will be given full COVID instruction upon arrival.</p>

Ref	Control Measure	Actions Taken Details / Further Information
25	<p>Sufficient understanding and processes are in place to respond to a confirmed case of COVID 19 in school:</p> <ul style="list-style-type: none"> - Those with symptoms book a test - Contact UKHSA when become aware of a confirmed case (UKHSA will also contact schools when they become aware of a confirmed case). - UKHSA will then work with school to determine actions to be taken. - Outbreak management plan is implemented if requested in response to request from local Director of Public Health, Test and Trace or UKHSA. 	See Outbreak Management Plan Below
26	If there is an outbreak, school's Covid-19 outbreak management plan is implemented. Remote/distance learning contingency arrangements for all pupils should be maintained in case of school/ year group closure during any local COVID 19 outbreak.	See the Outbreak Management Plan Below
Additional control	Restrictions on access to school/setting by third parties (parents, members of the public, visitors etc).	Onsite meetings with parents will be by appointment only. Hand sanitiser and cleaning resources to be available in reception.
Additional control	Face coverings are to be worn depending on the level as risk as detailed in the prevention section or as advice emerges from UKHSA, the Local Authority or Senior Leadership team.	Disposable face masks to be available from HOYs

Additional Infection Control, Cleaning and Hygiene Measures applied

- All electric hand dryers to remain temporarily disconnected and those toilets to have a supply of paper towels and bins instead.
- Drinking fountains flushed through in compliance with certified COVID-19 regulations and are now fully operational. They are serviced and sanitised (in line with guidance) every 6 months.
- Each classroom has been provided with an allocation of essential PPE and antibacterial wipes and it is the responsibility of class-based staff to notify KTR / Site staff IN GOOD TIME when any items need to be replenished (via email).

COVID-19: outbreak management plan

This plan is based on the contingency framework for managing local outbreaks of COVID-19 and the schools operational guidance from step 4, published by the Department for Education (DfE).

We will only implement some, or all, of the measures in this plan in response to recommendations provided by our local authority (LA), director of public health (DsPH), UK Health Security Agency (UKHSA) health protection team or the national government.

It may be necessary to implement these measures in the following circumstances:

- **To help manage a COVID-19 outbreak within the school**
- **If COVID-19 infection rates in the community are extremely high, and other measures have failed to reduce transmission**
- **As part of a package of measures responding to a 'variant of concern' (VoC)**

1. Testing

If recommended, we will increase the use of home testing by pupils and staff. If it is advised that we reintroduce an asymptomatic testing site (ATS) at our school, we will consult with the director of public health (DsPH) to discuss any further support we need to do this.

2. Face coverings

If recommended, pupils, staff and visitors who are not exempt from wearing a face covering:

- Will be asked to keep on or put on a face covering when arriving at school and moving around indoors in places where social distancing is difficult to maintain, such as in communal areas

And/or:

- Will be asked to wear a face covering in classrooms or during activities, unless social distancing can be maintained or a face covering would impact on the ability to take part in exercise or strenuous activity

3. Shielding

We will adhere to national guidance on the reintroduction of shielding, which would apply to those on the shielded patient list (SPL).

We will speak to individuals required to shield about additional protective measures in school or arrangements for home working or learning.

4. Other measures

If recommended, we will limit:

- Residential educational visits
- Open days
- Transition or taster days
- Parents coming into school
- Live performances

If recommended, we will reintroduce:

- Bubbles, to reduce mixing between year groups
- Zones re-established – break / lunch / toilets / food service points
- Staggered start/end of day
- Routine cleaning of shared equipment

5. Attendance restrictions

Attendance restrictions will only be recommended as a last resort. If recommended, we will implement the measures in this section.

5.1 Eligibility to remain in school

In the first instance, we will stay open for:

- Vulnerable pupils
- Children of critical workers
- Year 10 and 11 pupils
- Any other pupils due to take external exams this academic year

If further restrictions are recommended, we will stay open for:

- Vulnerable pupils
- Children of critical workers

5.2 Education and support for pupils at home

All other pupils will be required to stay at home and will receive remote education.

We will aim to deliver remote education that meets the same quality and quantity of education that pupils would receive in school.

The school will continue to provide meals or lunch parcels for pupils eligible for benefits-related free school meals while they are not attending school because of COVID-19 isolation guidelines.

5.3 Safeguarding

We will review our child protection policy to make sure it reflects the local restrictions and remains effective.

We will aim to have a trained DSL or deputy DSL on site wherever possible.

Approved by (Head Teacher/ Chair of Governors)		Date of Approval	Click here to enter a date.
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