

TODMORDEN HIGH SCHOOL

September 2021 RISK ASSESSMENT MANAGEMENT PLAN

The key hazards are identified and addressed as below. Further information and detail for all education settings, can be found within the DfE COVID-19 Operational Guidance, 17 August 2021; the annex lists actions arising in differing scenarios

| The Activity What are the Hazards? | Who might be affected? | Managed or Unmanaged Risk (M/U) | What additional controls have been put in place to reduce the risk of infection in accordance with Public Health advice? | Residual Risk (L, M, H) |
|---|----------------------------------|---------------------------------|---|-------------------------|
| An adult or child enters the building with Covid-19 | All on site and in close contact | M | No-one will enter the site if unwell. Anyone with Covid symptoms will be asked to leave the building and advised to book a PCR test, returning only if the result is negative, this will apply if one symptom or more is present (from any of the symptoms listed at the time). In addition, several non-pharmaceutical interventions (NPIs) will remain in place as an additional layer of support and defence, such as taped boxed areas within classrooms, Perspex and glass screening in office, reception and medical areas and first aid wheel shields to aid temperature and medical assessment safely and at a distance. On arrival into the building soap, water and hand sanitiser will be available for all. Visitors are permitted, but must follow any relevant Covid-19 measures that are in place at the time of their visit. These will be communicated via the Reception Team. | L |
| Classroom provision | Staff and students | M | It is no longer necessary for students to remain in consistent groups or 'bubbles' Assemblies resume. In the event of Public Health or the local Infection Control team declaring an outbreak within the School, 'bubbles' may be temporarily introduced for a time-frame pre-determined by the two agencies. | L |
| On-site Testing | Students | M | An on-site testing centre has been established so that all students (who consent) have two tests on their return to school to identify asymptomatic cases; colleagues administering the tests will wear PPE. | L |
| Lunchtime provision | Staff and students | M | Staggered lunch times will operate with lunches split. Cleaning of tables and surfaces can take place in between break and lunch sittings, along with an ongoing daytime touch point cleaning presence. Handwashing and hand sanitising will continually be promoted, as will 'Catch-it, Bin-it, Kill-it'. Students | L |

| | | | | |
|----------------------------|-------------|---|---|---|
| | | | will remain separate at lunchtime when inside the building. Students when outside, will be free to mix beyond their year group. | |
| Confirmed case of Covid-19 | | | <p>If a student or colleague receives a positive Covid-19 test, either via a Lateral Flow Test (LFT) or a Polymerase Chain Reaction (PCR) Test, they will report the case to the school and isolate for a length of time predetermined by the NHS</p> <p>If the confirmed case is via a LFT, the individual will need to arrange for a confirmatory PCR test. If this test is taken within 2 days of the LFT and is returned as negative, the individual can end their isolation, providing they do not have any Covid-19 symptoms</p> <p>Close contacts will be identified by NHS Test and Trace, unless the school is requested to provide additional support in exceptional circumstances, when seating plans will be reviewed</p> <p>Close contacts who are students will not be required to self-isolate, in line with current requirements, however, they will be advised to take a PCR test</p> <p>Close contacts who are colleagues will not be required to isolate if they have received both vaccinations. Those colleagues who have not received both vaccinations (and are not part of a control group/and, or are medically exempt) will be required to isolate for a period of 10 days.</p> | L |
| Control Measures | All on site | M | <p>Where appropriate doors and windows will be open, and/ or opened within the school day to ensure ventilation, circulation and clean air flow. Poorly ventilated spaces will be identified with steps taken to improve air flow.</p> <p>Students and colleagues will have access to wash handing facilities and hand sanitiser throughout the day. Lidded bins, wipes, sanitiser and tissues will be provided in every classroom and office. Frequently used areas and surfaces will receive regular cleaning.</p> <p>Students and colleagues will be strongly encouraged to take part in home testing programmes for at least the month of September, unless directed by the government or local authority to continue for longer seating plans will allow the school to support any future directive by the DfE, Public Health or Infection Control to support with Track and Trace.</p> <p>Social distancing is no longer recommended or advised, however, colleagues may wish to remain at a distance and will be permitted to do so.</p> | L |

| | | | | |
|-----------------------------------|----------------|---|--|---|
| | | | | |
| Access to face coverings depletes | All on site | M | Face coverings are no longer advised or required in law, but are recommended for enclosed and crowded spaces when people are indoors and are physically close to people they do not normally mix with and where distancing of 1 metre (+) is not practical. The school will retain a stock of face coverings for use on occasion if students, staff or external visitors require a covering, and they do not have a personal supply. | L |
| Fire and Lockdown | All on site | M | In the event of any alarm sounding, all doors will be closed, with door stops being removed. | L |
| Symptomatic person on site | All applicable | M | <p>If a colleague is symptomatic, they must inform the Headteacher and their line manager and leave site immediately.</p> <p>If a student is symptomatic, they will report to Student Reception where they will be isolated until their removal from the site can be arranged. This room will be ventilated.</p> <p>Any colleague in direction supervision of a student with symptoms will have access to full PPE</p> <p>Any person with symptoms must isolate for a period of 10 days, unless they receive a negative PCR test result.</p> | L |
| CEV individuals | As diagnosed | M | All CEV individuals are able to attend the school, unless advised by their GP or clinician in writing. | L |
| Educational Visits and Trips | Students | M | All activities can now return, however, any activities abroad are subject to the latest government restrictions. Risk assessments will be completed for individual educational visits | L |
| Covid Outbreak | All on site | M | <p>If an outbreak is declared, the school will follow all directions from Public Health and Infection Control Team. Actions will be bespoke to the outbreak, but may include:</p> <p>The school to take control of tracking and tracing procedures, with increased numbers of students isolating; introduction of face coverings in stated areas; introduction of bubbles.</p> <p>The outbreak management plan provides further detail.</p> | L |

ANNEX A: Advice to Parents and Carers

| | |
|---|---|
| When should my child self-isolate or miss school? | <p>All students MUST attend school unless they are ill.</p> <p>From 16th August 2021, students under 18 and double-vaccinated adults do not need to self-isolate or miss school if a member of their household or a contact, has Covid. <i>(This also applies to those who are not double vaccinated if they are not double vaccinated due to medical reasons, or they have been part of a test and control group).</i></p> <p>NO Instead, they will need to book a PRC test but can continue coming to school so long as they have no symptoms and the test result is negative.</p> |
| | <p>If a child develops Covid symptoms at home, they should stay at home and should book a PRC test, NOT a Lateral Flow test.</p> <p>If a child develops Covid symptoms at school, they will be sent home and parents would book them a PRC test.</p> <p>YES If a child tests positive for Covid, they will need to self-isolate. The rest of the household does not need to self-isolate if they are under 18 or fully vaccinated – but instead should book a PRC test.</p> |

| Risk | Description | Actions |
|---|---|---|
| <p>Low Community Transmission. No School Cases</p> | <p>There have been no cases of Covid within school for 10 school days</p> <p>Cases of Covid locally are low and/ or stable</p> <p>Hospitalisation/ Deaths due to Covid nationally are low</p> | <p>No Covid measures are necessary beyond: Reminding students of good hand-hygiene. Ensuring good ventilation encouraged where practical.</p> <p>Ensuring Students / Staff to stay at home if they have Covid Symptoms (and to book a PCR test).</p> <p>Staff will continue to test themselves using Lateral flow tests until the end of September.</p> |
| <p>Rapidly Rising Community Transmission</p> | <p>No current Covid cases have been recorded at school, but indicators inform that:-</p> | <p>Ventilation of classrooms increased and hand-washing. Large indoor gatherings reduced. Staff-room capacity is reduced. Assemblies are delivered virtually.</p> |

Cases of Covid are rising rapidly in the community causing disruption to other local schools.

Public Health England issue warnings of expected local/ national infection wave.

Clinically Vulnerable staff meet with Line Leaders to review their individual risk assessment and discuss additional protection (e.g. use of face coverings, reduction in movement between classes/ groups).

| Number of Cases | Description | Actions |
|--|---|--|
| <p>A single child tests Positive</p> | <p>A single child tests positive for Covid in a class.</p> <p>There are fewer than 5 cases in the year group.</p> <p>No other year groups are affected.</p> | <p>The child self-isolates for 10 days. Remote learning will be provided if they are well enough to complete it.</p> <p>The parents of the child are contacted directly by NHS Track and Trace to establish likely contacts.</p> <p>Likely contacts will be contacted by NHS Track & Trace and advised to book at PRC Test. The school will contact parents to advise this if close contacts are known.</p> <p>Students do not need to miss school or self-isolate whilst they wait for the result of the PRC test unless they have Covid Symptoms.</p> |
| <p>5 students or staff within a year group test positive within 10 days of each other.</p> <p><u>OR</u></p> <p>3 students or staff in a</p> | <p>There have been 5 cases of Covid across a year group within 10 days which could mean that Covid is spreading within that group of students.</p> | <p><i>As above for each positive case.</i></p> <p>The school will discuss the outbreak with Public Health and agree strengthening protective measures for 10 school days, including:</p> <ul style="list-style-type: none"> • <i>Re-introducing staff face masks for corridors & communal areas.</i> • <i>Adapting, Limiting or postponing indoor sporting events, trips, music performances.</i> • <i>Reverting to Teams for Assemblies in classrooms.</i> • <i>Reducing the amount of staff and student movement.</i> |

**single Class/ Club
within 10 days.**

- *Resuming twice-weekly Staff Lateral flow testing.*

**Covid cases continue to
increase rapidly within a 10
day period.**

Despite the measures indicated above, Covid cases within the school continue to rise within a 10 day period with multiple classes and staff affected, suggesting that Covid is spreading widely throughout the school.

Leadership meeting held to agree further measures, ***for a further 10 school days***, including:

- *Re-introducing class bubbles.*
- *School lunch plan.*
- *Limiting all non-essential visitors to school.*
- *Postponing all non-essential events.*

- ***Re-introducing remote learning for individual classes for 10 school days considered.***

ORIGINAL

ANNEX B: Advice for Catering

| DfE Recommended Action | RED | AMBER | GREEN |
|---|--|---|---|
| <p>Catering will ensure meals are available for all students in the school and staff who require them, ensuring that there is business continuity at all times, including scenarios that will allow for adequate staff cover in the event of absence, due to Covid, or otherwise.</p> | <ul style="list-style-type: none"> • School cannot provide staff or meals due to staff absence by way of illness, isolation requirements or symptoms not yet tested by PCR. • Catering team are too low in their number to operate a service. • Catering team members are required to isolate. • Catering team are required to care for young/and or/elderly (displaying symptoms and waiting on a PCR). | <ul style="list-style-type: none"> • Catering cannot provide enough staff or meals but can ask students to bring packed lunches and provide these or a similar provision for pupils entitled to FSM. • Catering can redeploy colleagues from other areas in school where not required. • Food vouchers for the school holidays | <ul style="list-style-type: none"> • Catering are able to provide hot meals for pupils in the school and staff, both those who purchase meals and those who are eligible for FSM. • Catering are able to continue to provide food parcels or vouchers for those eligible for Free school meals. • Catering will not need to isolate if deemed a close contact. • Catering are able to keep a distance. • Catering will consider the use of face coverings as outlined in the main risk assessment (when in busy areas/close contact with individuals they do not usually see). |