

COVID19: Risk Assessment and Action Plan from September 21

SCHOOL NAME: Torridon Primary School

OWNER: London Borough of Lewisham

DATE: 06/09/2021

Purpose of this document:

This COVID19: Risk Assessment and Action Plan document sets out the decisions taken and measures put in place following the end of restrictions in July 2021 and changes to self-isolation protocols in August 2021, to ensure the school continues to operate in a safe way and has outbreak contingency plans in place.

Existing policies and guidance continue to apply alongside the actions within this document, including but not limited to:

- Health and Safety Policy
- First Aid Policy
- Child Protection Policy
- DFE Guidance relating to COVID19
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- The Health Protection (Notification) Regulations 2010
- Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'

Schools must keep up to date with DfE and other relevant guidance:

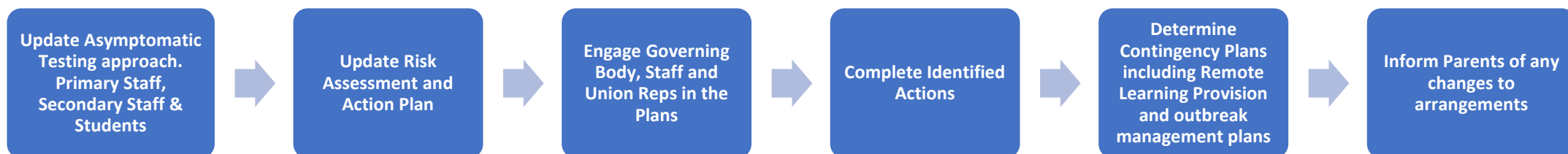
- [Actions for schools during the coronavirus outbreak](#)
- [Guidance for special schools and other specialist settings](#)
- [Actions for FE colleges and providers during the coronavirus outbreak](#)
- [Actions for early years and childcare providers during the coronavirus outbreak](#)
- [Use of PPE in education, childcare and children's social care](#)
- [Health protection in schools and other childcare facilities](#)

The following principles underpin all planning and actions:

- Children's needs are paramount.
- Staff physical and emotional well-being must be considered at all stages of planning and implementation.

- Risk assessment and planning should be undertaken in consultation with staff, Health and Safety/ Union representatives, governors and parents.

Risk Assessment for Full Re-opening:



The table has been updated to remove any control measures which are no longer required by the DFE guidance following the ending of restrictions in July and changes to self-isolation protocols from August. In all instances, the school will follow the guidelines laid out in Lewisham's 'Educational Settings Standard Operating Procedure' (September 2021) (ESSOP), and Lewisham's Outbreak Management Plan (appendix A).

Risk rating High (H), Medium (M), Low (L)		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major: Causes major physical injury, harm or ill-health.	H	H	H
	Severe: Causes physical injury or illness requiring first aid.	H	M	L
	Minor: Causes physical or emotional discomfort.	M	L	L

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
Engagement in Risk Assessment and Planning	Risk assessments and outbreak management planning process fully engages staff, governing body and union representatives. Prevention measures and outbreak management plan shared and communicated with stakeholders.	Lack of communication	M	Regular meetings held with Staff. Further consultations will take place. Governors regularly updated. Staff involved with RA processes. <i>This Risk Assessment and associated Outbreak Management Plan shared with stake-holders.</i>	Ongoing	L

Site Arrangements	Consideration given to premises lettings and approach in place.	.	M	Consultation with ASC organisation – subject to their own risk assessment. Lettings risk assessment completed	03.09.21	L
	Consideration given to the arrangements for any deliveries.	Delivery drivers entering school. Contamination of boxes	M	Regular deliveries made out of school hours wherever possible. Food deliveries direct to kitchen. External signage and drop box in place. Systems in place for scheduled deliveries. Should an unscheduled delivery occur the SMB or FM to be notified to organise safe delivery Staff sanitise before and after receiving and/or unpacking.	03/09/21	L
	Dedicated testing site organised, signage up and cleaning processes in place (see full guidance available).	N/A.	N/A.	N/A.	N/A.	N/A.
Emergency Evacuations	Evacuation routes are confirmed, and signage accurately reflects these.	Evacuation routes unclear	L	Evacuation routes have been updated to reflect year groups changing buildings. Social distancing guidelines will not apply during evacuation <u>drills</u> until children are lining up at assembly points. Evacuation drills to be carried out regularly.	03/09/21 ongoing	L L

	Consideration given to PEEP – buddies are assigned or reassigned according to available persons.		L	Individual PEEP assessments for relevant children are already in place. PEEPs will be written for any further adults or children identified as requiring them.	03/09/21	L
	Arrangements in place to support individuals with reduced mobility including cover arrangements in the case of reduced numbers of staff.		L			L
School-specific arrangements	On 19 July, social distancing requirements were removed. Arrangements to reduce crowding at entrances, in communal areas and circulation spaces can still be considered. Schools <u>may</u> consider maintaining arrangements that have worked well and <u>do not impact adversely</u> on school day/ curriculum delivery	Failure to maximise social distancing given minimum impact on school day/curriculum delivery.	M	<p>Different gates for different year groups.</p> <p>Staggered times for soft start drop off in the morning and staggered collecting times.</p> <p>Additional gates to be utilised and one-way system to be continued in EYFS</p> <p>SLT will be at designated gates for different groups to drop off and pick up from.</p> <p>Signage in place by entry and exit points to ensure clear communication for start and end staggered times.</p> <p>Parents/carers and children encouraged to maintain space when queueing.</p>	03/09/21 and ongoing ALL SYSTEMS SUBJECT TO IMMEDIATE REVIEW AS AND WHEN REQUIRED.	M/L

				<p>Children to remain in single year groups as much as possible.</p> <p>Year groups allocated separate areas of the playground at staggered times for all play times and physical activity sessions.</p> <p>Staggered times in the dining hall for each year group. No more than two year groups in the hall at any time – year groups sat on separate tables.</p> <p>Assemblies held in year groups or classes.</p> <p>Use of face masks advised in crowded areas or when in contact with people not normally met with (is the decision of the individual).</p> <p>Social distancing advised wherever possible for all staff and children.</p> <p>Meetings within school held as a blended model – teams meeting in one classroom and then meeting as a whole school virtually.</p> <p>If meeting face to face meetings held will be held in well-ventilated spaces.</p>		
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				<p>Meetings with external agencies and parents/carers (inc. parents/carers evenings) held virtually whenever possible.</p> <p>Separate staffrooms remain for staff who choose to use them.</p>		
Hand washing	<p>Clear hand washing procedures outlined for all groups and hot water and liquid soap readily available. Hand washing routine outlined for all groups to include:</p> <ul style="list-style-type: none"> • on arrival and leaving school. • before entering and leaving class during the day. • before and after eating. <p>Hand sanitiser available where necessary.</p>	Site users becoming complacent	M	<p>Staff to ensure all children are clear on necessity for regular hand-washing or sanitising,</p> <ul style="list-style-type: none"> • on arrival and leaving school • before entering and leaving class during the day • before and after eating <p>and also to ensure that any control measures in place are followed.</p> <p>Hot water and liquid soap available in most classrooms: cold water washes are acceptable if no alternative safely available. Hand sanitising equipment in all offices, teaching spaces and classrooms throughout school.</p> <p>Handwashing signage in all classrooms, offices, teaching spaces and toilets.</p> <p>Hand towels and hand wash are to be checked and replaced as needed by the premises team (as advised by the facilities manager) and cleaning staff.</p>	<p>03/09/21</p> <p>03/09/21 ongoing</p>	<p>L</p> <p>L</p>

Respiratory hygiene	<p>-The 'catch it, bin it, kill it' approach continues to be very important and we continue to encourage our pupils and staff to follow this advice.</p>	Sanitiser and bins available throughout the school	M	<p>Hand sanitiser available at the school reception, by photocopiers, playground entrances / exits and throughout school.</p> <p>Disposable tissues and lidded bins in classrooms and toilets to implement the 'catch it, bin it, kill it' approach.</p> <p>Hand sanitisers and cleaning/disinfecting materials and blue roll are available in all classrooms with the relevant COSHH data sheet (if applicable).</p> <p>Supply levels will be monitored by the facilities manager.</p> <p>Arrangements for use will form part of return to school induction for staff as appropriate. <i>Guidance in Lewisham's ESSOP (September 2021) followed.</i></p>	03/09/21 Ongoing	L
Cleaning and waste disposal	<p>Enhanced cleaning regime is in place in line with <u>COVID19: Cleaning in non healthcare settings guidance</u>.</p> <p>High-touch area cleaning is to be continued.</p>	Enhanced cleaning remains a necessary control measure.	M	Enhanced cleaning schedule implemented throughout the site, ensuring that contact points, worksurfaces, door handles, taps etc are all thoroughly cleaned and disinfected regularly – extra cleaning staff have been employed to be in throughout the school day.	Ongoing	L

				Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush. Cleaning log to be up in all areas to be recorded when cleaning has taken place – classrooms, toilets, admin areas.		
	Cleaning staff capacity is adequate to enable enhanced cleaning regime.	Availability of cleaning staff	M	Sufficient numbers of cleaners employed to assist the premises team. Close liaison with the contract cleaners by the facilities manager to ensure consistent high standards	Ongoing	L
	Adequate cleaning supplies and facilities around the school are in place. Arrangements for longer-term continual supplies are also in place.	Availability of hand sanitiser and other cleaning products	M	Hand sanitiser, disinfectant spray, anti bac wipes, blue roll and tissues available in all classrooms, toilets, staff room, PPA room, main reception area and office areas. Hand sanitiser stations at all school gates and in the playground Lidded bins in classrooms Disposable tissues in each classroom to implement the 'catch it, bin it, kill it' approach Disinfectant spray and disposable blue roll to be stored safely in	03/09/21 and ongoing	L

				<p>classrooms to be used by staff throughout the day</p> <p>COSHH and risk assessments to include any new cleaning products.</p> <p>Stock check and ordering schedule reviewed and orders made as required.</p>		
	Sufficient time is available for the enhanced cleaning regime to take place.	Difficulty integrating the timetables for each year group to not impact on teaching and learning	M	Thorough clean after school in line with cleaning contract. Facilities Manager and School Business Manager to check weekly.	03/09/21 Ongoing	L
	Waste disposal process in place for potentially contaminated waste.	Testing waste is no longer considered hazardous and can be disposed of in the usual waste	M	<p>Waste collections made when the minimum number of persons are on site (i.e. after normal opening hours).</p> <p>Testing waste to be disposed of in the usual waste bin.</p> <p>Hazardous waste collection organised.</p>	03/09/21 and ongoing	L

	Process in place for safe removal and/or disposal of face masks.	Staff and children to remove their face mask when entering the setting safely	M	Staff using disposable masks know how and where to dispose of them. Children remove masks before entering the school grounds. Refuse bin near to each entry and exit point for used disposable masks.	03/09/21 and ongoing	L
Ventilation	Plan in place to ensure all areas of the school are well ventilated whilst maintaining a comfortable teaching environment, this includes opening internal and external doors where appropriate. Poorly ventilated areas identified and steps in place to improve fresh air flow in these areas. HSE guidance on ventilation & air conditioning	Poor ventilation	M	All windows in classrooms and other rooms and spaces should be kept open at all times to maximise air-flow. If temperatures drop windows to be opened before and after lessons (before school, lunchtimes and after school). Risk assess potential to prop doors open (where fire safety considerations allow) Subject to ongoing review and discussion as and when issues identified. Air conditioning in the admin block, year 6 block and Resource Base not to be used.	03/09/21	L
Staffing	Approach to staff absence reporting and recording in place. All staff aware.	Revert to usual staff absence reporting	M	Standard school procedures apply: all staff aware.	03/09/21	L

				<p>All staff to sign in and out via Inventory system.</p> <p>Any absence in line with policy – call and speak to your year group leader. Reminder during INSET day 4.09.21</p>		
	<p>Risk assessments in place for those staff who are clinically extremely vulnerable, and appropriate arrangements for mitigating risk are identified.</p> <p>Communication arrangements are in place with those staff and their role in continuing to support the working of the school is clear.</p>	Impact of COVID 19 on our large community	H	<p>All members of staff who have any anxiety or concerns should talk to a member of SLT. If necessary individual staff risk assessments will be completed and if necessary duties will be amended that will consider levels of social distancing and contact with others will be kept to a minimum.</p> <p>Any member of staff should immediately seek advice from their GP if they are worried about their health and well-being.</p> <p>Staff wellbeing team established to provide support for any staff member who has concerns.</p> <p>IRAs reviewed and working arrangements updated where necessary. All IRA to be completed with HT. If necessary changes to duties and possible changes to teaching rotas and assigned activities, relocation of</p>	<p>06/09/21</p> <p>06/09/21 and ongoing</p>	<p>L</p> <p>L</p>

				<p>offices in order to mitigate risk for individuals as far as possible.</p> <p>Any staff working from home are fully supported in their role.</p>		
	Staffing roles and responsibilities with regards to the contingency remote provision alongside in-school provision agreed and communicated.	Staff awareness of their role in the contingency plans regarding remote learning	M	<p>Arrangements in place to supply online learning via MS Teams as and when required.</p> <p>Detailed staffing arrangements, including division of planning and teaching responsibilities will be organised on a week-by-week basis responding to needs of school and staff as required. Staff are responsible for communicating with SLT if work-load is unmanageable.</p> <p>All interventions to continue via MS Teams.</p>	03/09/21 and ongoing	L
	<p>Approach to support wellbeing, mental health and resilience in place, including bereavement support.</p> <p>How staff are supported to follow this within their own situations and that of pupils and colleagues is clear.</p>	No provision for staff well-being.	M	<p>Staff well-being is a high priority for Governors and SLT.</p> <p>Staff are fully aware of available support and advice for schools and pupils available from Employee Assisted Programme, and the Educational Psychology service</p> <p>Staff are fully aware of where to access further support for their own wellbeing. (e.g. Lewisham Council mental wellbeing support</p>	06/09/21 and ongoing	L

				https://lewisham.gov.uk/information-for-staff/staff-support-hub/ Year group leaders to continue to regularly touch base with all members of their teams to check on wellbeing and personal circumstances. School pastoral wellbeing lead and mental health first aiders on site to assist with bereavement support. Staff wellbeing team established to offer support and signpost services as appropriate Staff wellbeing programme ongoing (running club, yoga, pampering, High Impact Training, cooking, meditation)		
	Arrangements for accessing testing are in place. Staff are clear on how and when to access a test.	Knowledge of Government testing and tracing regime	M	All staff aware of procedures: Lewisham ESSOP (September 2021) disseminated to staff. Guidance in Lewisham's ESSOP (September 2021) followed. Lateral flow device tests (LFDs) supplied to school for screening tests and appropriate arrangements in place for use of test kits: distribution for staff in school, working at home or making necessary visits; procedures for informing NHS/school (COVID	03/09/21 and ongoing	L

				<p>email and phone number) and recording relevant details. Risk assessment for process carried out and recorded.</p> <p>Procedures clarified and emailed to all staff.</p>		
	<p>Arrangements in place for any visitors/ contractors on site, protocols and expectations shared.</p> <p>NB: Their employer may require them to wear PPE. This should be documented as part of the risk assessment carried out by the Contractor.</p>	Failure to control access arrangements	M	<p>We will assess whether visitors to the school during the school day are essential, and a decision will be made based on risk assessments ie non-essential visitors will come onto site out of school hours.</p> <p>Only essential visitors- those who cannot fulfil their responsibilities without being on-site (eg. occupational therapists, specialist music teachers, curriculum workshops) will be allowed (by prior arrangement and with the agreement of the HT). They will be made fully aware of relevant school policies and procedures regarding Covid-19. If working with children, visitors/employers should provide their own Risk Assessments for the meeting/activities.</p> <p>Only essential contractors will be allowed on site (fire or electrical safety, for example), and wherever</p>	03/09/21 and ongoing	L

				possible they will work outside school hours or in isolated areas. Risk assessments will be checked for PPE and any school specific requirements. School protocols will be shared.		
	Arrangements in place for any externally employed adults delivering learning in school e.g. sports coaches, music tutors, forest school leaders. Protocols and expectations shared.	Failure to control access and teaching arrangements	M	Any external providers will provide own Risk Assessment and will follow school procedures. Protocols and expectations shared in all cases.	03/09/21 and ongoing	
Catering	Arrangements for the continued provision of FSMs for eligible children not attending school due to self-isolation are in place.	Failure to make appropriate arrangements	H	Appropriate arrangements in place with catering provider. Continue to work in partnership with LCC to provide regular food parcels for vulnerable families not eligible for FSM.	03/09/21	L
PPE	PPE requirements understood and appropriate supplies in place.	Failure to review requirements	M	Requirements reviewed and appropriate quantities of PPE in stock.	03/09/21	L
	Appropriate PPE - Although no longer a requirement, we follow good practice to have PPE available in the event of a symptomatic person or outbreak.	Lack of PPE	H	Emergency PPE available & publicised; guidelines in staff handbook. RAs for pupils requiring physical care include PPE requirements.	03/09/21	L
Response to suspected/ confirmed case	Approach to suspected COVID19 cases in place: during school day <ul style="list-style-type: none"> Which staff member/s should be informed/ take action 	Lack of appropriate procedures and guidance.	H	If a child or adult begins to display symptoms of COVID19 during the day: HT and SLT immediately informed; child/adult is isolated and parent/carer or appropriate adult is called immediately. They	03/09/21	L

of COVID19 in school	<ul style="list-style-type: none"> Area established to be used if an individual is displaying symptoms during the school day and needs to be isolated Cleaning procedure in place Arrangements for informing parent/carer community in place 	.		<p>wait to be collected in the isolation room.</p> <p>Room will be deep-cleaned after use. HT will then follow relevant guidance (ESSOP, Sept 2021)</p> <p>Any staff member who begins to display symptoms of COVID19 during the day, immediately informs HT and leaves the site as soon as possible. A PCR test should then be taken ASAP. (See ESSOP Sept 2021). Arrangements for informing parents/community in place.</p>		
	<p>Approach to confirmed COVID19 cases in place: during school hours. Cleaning procedure in place. Arrangements for informing parent community in place</p>	Failure to follow LA/DfE guidance	H	<p>Enhanced cleaning for affected classroom. Arrangements for informing parents/community in place.</p> <p>Close contacts are now identified by NHS test and trace following a confirmed case.</p> <p>Those who have been double vaccinated or under 18 do not need to isolate but asked to take a PCR instead. Lewisham's on call service/ PHL team will be contacted for advice for advice.</p>	03/09/21	M

				School will follow ESSOP Sept. 2021 and 'Outbreak Management Plan' (below)		
	<p>Approach to confirmed COVID19 cases in place: outside of school hours</p> <ul style="list-style-type: none"> Cleaning procedure in place <p>Arrangements for informing parent community in place</p>	Failure to follow LA/DfE guidance	H	<p>As above</p> <p>Parents / carers are encouraged to inform the school via the COVID email address or COVID phone number.</p>	03/09/21	M
Remote Education Plan	Contingency plan for remote learning developed should self-isolation or restricted attendance be required.	Failure to plan	H	Plans for remote and physical learning are complete and in place. Plans for pastoral support also in place. See Remote Learning Offer.	03/09/21	L
	Technology support in place. DFE laptop allocation ordered, for contingency purposes.	Lack of support and supplies	H	Staff and children trained by ICT specialist in use of MS Teams. Laptop allocation ordered and received. Parents/carers have been asked to contact the school if they require a laptop for remote learning access. Survey has been carried out regarding technology.	03/09/21	L
Safeguarding	Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.	Lack of preparation	M	<p>Staff know processes and procedures for disclosures and are well-prepared to support pupils' well-being.</p> <p>DSL has requested all staff to be vigilant regarding signs of potential safeguarding issues.</p> <p>Refresher training held on INSET day.</p>	03/09/21	L
	Updated Child Protection Policy in place.	New guidance not acted upon	M	Adopted most recent Child Protection Policy – training in virtual staff meeting following	03/09/21	H

				release of updated 'Keeping Children Safe in Education 2021' on 1 st September 2021		
	Where appropriate, work with other agencies, such as social care, has been undertaken to support vulnerable CYP and families to complete risk assessments and planning.	Procedures not in place	H	DSL and DDSL liaise with all appropriate agencies (and SENDCO, CTs and other relevant staff) to ensure that all support possible is provided to vulnerable children and families through appropriate assessments and planning.	03/09/21	L
	Where physical contact is required in the context of managing behaviour, ensure appropriate hygiene measures are in place to mitigate any risk of transmission.	Procedures not in place	H	3 children across the school. If a child starts Torridon who requires physical care, a RA will be written and put in place for them. Visor and other PPE supplied for staff supporting. Parents and carers to have the individual plans shared with them. All staff to know where PPE is located and how to dispose of it – in staff handbook.	03/09/21	L
Curriculum / learning environment	Current learning plans, revised expectations and required adjustments have been considered.	Unreasonable expectations of children	M	SLT and Class Teachers have reviewed and adapted current learning plans to take account of potential missed learning during lockdowns. Dynamic assessments for learning take place to fill gaps in knowledge and/or skills.	03/09/21 and ongoing	L

	<p>Whole school approach to adapting curriculum (S/M/L term), including:</p> <ul style="list-style-type: none"> • Wellbeing curriculum • recognising 'non-curriculum' learning that is being done at home • capturing pupil achievements/ outcomes • utilising the DFE 'catch-up' funding and programmes • contingency remote learning plan 	Failure to adapt curriculum appropriately	M	<p>Curriculum has been adapted for whole school, including Recovery Curriculum considerations.</p> <p>Year group leads to support planning.</p> <p>Outcomes to be celebrated – display, star of the week, phone calls home, HT awards</p> <p>CTs will identify gaps through formative assessment and respond appropriately. Inclusion team to support staff.</p> <p>Regular pupil progress meetings held with CTs, year group lead and member of SLT to utilise interventions and 'catch up' funding.</p> <p>Plans for remote and physical learning are complete and in place. Plans for pastoral support also in place.</p> <p>Remote Learning offer remains available on website.</p>	03/09/21 and ongoing	L
	Student behaviour policy reviewed and amended where necessary to reflect the current circumstances.	Failure to communicate changes	M	Basic expectations unchanged. Covid 19 addendum to behaviour Policy in place	03/09/21	L
	Arrangements for teaching pupils how to keep themselves safe online are in place and aligned to	Failure to address	H	Online safety is part of the school curriculum and is taught	03/09/21	L

	the contingency remote learning plan.	online safety issues		throughout the school in a variety of contexts. CTs reinforcing message to online learners. Online protocols/home school agreements to be re-issued.		
Attendance	Approach to promoting and supporting attendance for all-pupils determined, including those who may be anxious.	Lack of agreed approach	M	Attendance officer will continue to support attendance, liaising with HT, SLT and CTs. LA attendance team can be involved in individual cases Positive class and whole school approach towards maintaining full attendance. School staff available to support relevant children at start of day. Welfare team in regular contact with pupils and their families to relieve anxiety by phone calls, and home visits if appropriate. Daily attendance phone calls in line with policy.	03/09/21	L
	Approach to support for parents where rates of persistent absence were high before closure.	Lack of staff and agreed approach	M	Attendance officer will continue to support attendance of children with high rates of PA before lockdown, liaising with HT.	03/09/21	L
Communication	Information shared with staff around the updated plan, including returning to some pre COVID arrangements and some new arrangements – as appropriate.	Lack of communication	M	Staff made aware of new plans and current arrangements via Inset Day reminders and emails.	3/06/21 and ongoing	L

	Union representatives informed of updated plans.	Lack of communication	M	Union Reps informed	September 2021	L
	Updated Risk Assessment published on website.	Lack of communication	M	RA published	September 2021	L
	Symptoms and self-isolation Pupils, staff and other adults should follow public health advice on <u>when to self-isolate and what to do</u> . They should not come into school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine).	Lack of communication	H	Regular reminders to staff, parents & pupils about symptoms & self-isolation. <u>when to self-isolate and what to do</u> . Pupils, staff and other adults will follow procedures in Lewisham's ESSOP, September 2021.	03/09/21 and ongoing	M/L
	Communications with parents on the: <ul style="list-style-type: none"> Revised plans, any control measures that remain in place and any that have ceased Contingency plans Outbreak management plans Wellbeing/ pastoral support 	Lack of communication	H	Parents/carers advised of current control measures (continuing and changed) via email and newsletters. Parents/carers aware of remote learning offer and home learning processes. Outbreak management plans are detailed at the bottom of this document.	03/09/21	L

				<p>Relevant details of steps taken if Outbreak Management Plan triggered will be passed on.</p> <p>Parents/carers advised of support offered by school and LA.</p> <p>Welfare team will be in regular contact with pupils and their families to relieve anxiety by phone calls, and home visits if appropriate.</p>		
	<p>Pupil communications around:</p> <ul style="list-style-type: none"> • Revised plans, any control measures that remain in place and any that have ceased • Contingency plans • Outbreak management plans 	Lack of communication	H	<p>Pupils fully informed regarding current measures via parents/carers out of school and school staff within school.</p> <p>Pupils are fully aware of processes of home learning.</p> <p>Relevant details of steps taken if Outbreak Management Plan triggered will be passed on to pupils.</p>	03/09/21 and ongoing	L
	On-going regular communication plans determined to ensure parents are kept well-informed	Lack of communication	H	Communication maintained via letters, website updates, emails and texts.	03/09/21 and ongoing	L
Governors/ Governance	<p>Governors have oversight of plans and risk assessments.</p> <p>Approach to communication between Leaders and governors is clear and understood.</p>	Lack of communication	H	H/T liaises regularly with governors and feedback is given during regular meetings. Governors are aware of the most up to date risk assessments / plans, and are informed if there is an outbreak.	Ongoing	L

	Governors have oversight of all staff wellbeing and appropriate arrangements in place to support Headteacher and SLT.	Lack of communication	H	Governors work closely with the H/T to review the support in place and implement strategies as required.	Ongoing	L
Finance	Additional costs incurred due to COVID19 are understood and clearly documented.	Unexpected costs	H	H/T and Governors to monitor expenditure closely and distributes resources as required.	Ongoing	L
	Claims submitted for reimbursement for example, increased premises related costs; additional cleaning; support for FSM	Lack of communication / Unexpected costs	H	Financial monitoring and responses to any requests for funding reimbursements.	Ongoing	L
	Any loss of income understood, including the impact of lettings and the financial implications of possibly not restarting.	N/A	N/A	N/A	N/A	N/A
Testing	Test kits are securely stored and distributed to staff.	Kits not stored appropriately	M	Test kits are stored in secure area adjacent to H/T office and distributed to staff by H/T or D/H/T.	03.09.21 Ongoing	L
	Staff are aware of how to safely take and process the test. Shared the following : <ul style="list-style-type: none"> NHS instruction leaflet Training video and online resources on the document sharing platform Contact details if queries Process for reporting incidents 	Lack of communication	M	NHS instruction leaflet is given out with tests. H/T will give 1:1 demonstration for any member of staff new to the process. Training video and online resources signposted. COVID number and email address for any queries	03.09.21 and updating as required	L
	Staff are aware of how to report their test results to school and to NHS Test and Trace.	Lack of communication	M	School has shared all relevant details with staff on INSET day.	03.09.21 and updating	L

					as required	
	Staff are aware of how to report any incidents both clinical and non-clinical.	Lack of communication	M	School has shared all relevant details with staff	03.09.21 and updating as required	L
	Process in place to monitor and replenish test supplies	Lack of test kits	H	School maintains a supply of lateral flow tests via weekly stock check of kits.	03/09/21 and ongoing	L
Educational visits	Full and thorough risk assessments in relation to all educational visits and ensure that any public health advice, such as hygiene and ventilation requirements, is included as part of that risk assessment. H&S on educational visits OEAP	Failure to carry out and receive appropriate Risk Assessments	H	Obtaining risk assessments from venues prior to any visits is standard school practice. All venues are/will be asked to supply additional Covid based assessments. School assessments always consider vulnerable children and this will continue. Where necessary, advice will be sought to ensure adequate insurance cover (including cancellation).	03/09/21 and ongoing	L
Outbreak Management Plan	Outbreak management plan developed to cover arrangements should children, pupils, students or staff test positive for COVID19, and how the school shall operate if advised to take extra measures to help break chains of transmission.	Failure to have plans in place for reintroduction of some/all preventative measures.	H	School will work with health protection teams and follow Outbreak Management Plan as detailed below. If required, school will reintroduce previous measures in place prior to September – bubbles, face coverings, remote learning - as directed by relevant	06/09/21 and ongoing	M/L

	<p><i>The school will continue to have a role in working with health protection teams in the case of a local outbreak. If there is a substantial increase in the number of positive cases in a setting (<u>Stepping measures up and down</u>) or if central government offers the area an enhanced response package, a director of public health might advise the school to temporarily reintroduce some control measures.</i></p>			<p>authorities. All staff are aware of these measures and are aware of their role within them. Communications with parents/carers and children regarding this will be made through regular channels as and when appropriate.</p>		
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Appendix A- Outbreak Management Plan

1. Outbreak Management

1.1. Any outbreak management measures in Torridon Primary School which will only be considered with advice from Public Health, kept to the minimum number of pupils/staff or groups possible, and for the shortest amount of time possible. The re-introduction of some additional protective measures may be a necessary response to a potential outbreak in school. In all cases, any educational drawbacks should be balanced with the benefits of managing transmission.

1.2. The school, with advice from Public Health may consider taking extra actions if the number of positive cases substantially increases. The DFE guidance states:

Action may be required for most education and childcare settings, whichever of these thresholds is reached first:

- 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
- For special schools, residential settings, and settings that operate with 20 or fewer children, pupils, students and staff at any one time: 2 children, pupils, students and staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period

1.3. Contacts -Identifying a group that is likely to have mixed closely together might be:

- A class
- A friendship group mixing at break times
- Staff / children taking part in the same activity session together
- Wrap around care
- Sports teams
- Tutor offering one-to-one support to a child or multiple children at the same time (music lessons etc)

1.4. This plan will focus on the following main themes in the school's response to a COVID outbreak

- a) Prevention: put in place control measures (further details in section 2 above)
- b) Identification and management: work with NHS test and trace, the London Borough of Lewisham, and the London Coronavirus Response Cell (LCRC) to support the identification of emerging outbreaks; control and risk mitigation to reduce spread of COVID-19.
- c) Isolation of cases at home, and virtual learning
- d) Testing: ongoing lateral flow device (LFD) testing in staff and secondary aged pupils
- e) Contact tracing: supporting NHS test and trace when further, detailed information is needed
- f) Data collection: accurately record on the registers when students and staff are isolating
- g) Engagement and communication: keep staff, pupils and their families informed with current situations.

1.5. The following scenarios are considered below, mapped to the themes above. For definitions of confirmed and possible COVID-19, and of being identified as a contact, see Glossary.

- A. When a confirmed diagnosis of COVID-19 has been at Dalmain School (see Glossary for 'case-definition')
- B. Multiple people diagnosed with COVID-19 (2 or more linked diagnoses within 14 days) are reported within Dalmain School
- C. When there is substantial community transmission, involving an outbreak within the wider local community.
- D. What to advise when someone is unwell with COVID symptoms in the school setting

2. Scenario A – Single Confirmed COVID Case

- 2.1. Pupils, staff and other adults should follow public health advice about when to self-isolate. They should not come into school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID e.g. they are required to quarantine.
- 2.2. Prevention – control measures will be in place across the school (see section 2 above)
- 2.3. Identification and management - School will be notified of the case/absence and will record the absence on the school register
- 2.4. Isolation of cases – cases will be requested to provide their end of isolation date and this will be recorded on the school system
- 2.5. Testing – Staff will be encouraged to continue testing on LFD twice a week (from the start of the autumn term until review due end of September 2021)
- 2.6. Contact tracing - School will encourage the case to engage with NHS test and trace
- 2.7. Data collection – school will keep accurate records of absences and end of isolation dates
- 2.8. Engagement and communication – instructions on virtual learning for those self-isolating will be clearly communicated with the school community

3. Scenario B - Multiple people within the school setting diagnosed with COVID-19: an outbreak

- 3.1. Prevention – control measures will be in place across the school (see section above) including consideration of exclusion of non-essential visitors to the site during the outbreak. Face coverings are no longer advised for pupils, staff, and/or visitors. However, in the event of an outbreak face coverings may be recommended on a temporary basis. Should this happen, they must be worn unless exempt from wearing face coverings. Social distancing is no longer a requirement but may be reinstated in the event of an outbreak.
- 3.2. Identification and management - School will be notified of the cases/absence and will record the absence on the school register. Bubbles no longer exist. However, should an outbreak occur, bubbles may be reintroduced after consideration of its impact on the wider school community and taking account of the detrimental impact they can have on the delivery of education in our school.
- 3.3. Isolation of cases – cases will be requested to provide their end of isolation date and this will be recorded on the school system
- 3.4. Testing – Staff will be encouraged to continue testing on LFD twice a week (from the start of the autumn term until review due end of September 2021)
- 3.5. Contact tracing - School will encourage the case to engage with NHS test and trace. Schools are no longer required to contact trace pupil or staff cases. However, in special circumstances, they may be required to assist NHS test and trace with contact tracing. The school will respond in a timely way to any direct approaches from NHS test and trace or public health England.
- 3.6. Data collection – school will keep accurate records of absences and end of isolation dates. Schools will share seating plans with NHS test and trace if required to do so.
- 3.7. Engagement and communication – instructions on virtual learning for those self-isolating will be clearly communicated with the school community. The school will liaise with NHS test and trace and their local authority to communicate the situation to the wider school community. DfE will be notified of any decisions that impact on the teaching within the school.

- 3.8. In some situations, it may be necessary to set up an Incident Management Team (IMT) meeting to bring together all relevant partners. An IMT will usually, but not always, be called by Public Health England, or the local authority public health team. A draft agenda for the IMT is included at appendix A.
- 3.9. The purpose of the IMT is to agree and coordinate the activities of the key stakeholders involved to manage the investigation and control of an individual outbreak situation. This includes assessing the risk to the public's health and ensure control measures are implemented as soon as possible.
- 3.10. Notification of an incident or outbreak will come via various sources and this will trigger data flow. IMT meetings may be convened when there are:
- 3 or more cases in a complex setting / 3 or more bubbles affected/self-isolating in an educational setting
 - Where there is concern/very high potential for ongoing transmission at the setting
 - Where there is high potential for additional interventions in relation to a large outbreak
 - Any COVID-19 related deaths associated with a complex setting
 - Concern about stakeholder communications for an outbreak in a complex setting

4. Scenario C - When there is substantial community transmission, involving an outbreak within the wider local community.

- 4.1. Prevention – control measures will be in place across the school (see section above) including consideration of exclusion of non-essential visitors to the site during the period of increased transmission. Face coverings are no longer advised for pupils, staff, and/or visitors. However, in the event of increased transmission, face coverings may be recommended on a temporary basis.
- 4.2. Identification and management - School will be informed of the increase in cases via the local authority. They will take advice from the local Director of public health and their team and NHS test and trace.
- 4.3. Isolation of cases – cases will be requested to provide their end of isolation date and this will be recorded on the school system
- 4.4. Testing – Staff and secondary aged pupils will be encouraged to continue testing on LFD twice a week (from the start of the autumn term until review due end of September 2021)
- 4.5. Contact tracing – Schools are no longer required to contact trace pupil or staff cases. However, in special circumstances, they may be required to assist NHS test and trace with contact tracing. The school will respond in a timely way to any direct approaches from NHS test and trace or public health England.
- 4.6. Data collection – school will keep accurate records of absences and end of isolation dates. Schools will share seating plans with NHS test and trace if required to do so.
- 4.7. Engagement and communication – The school will liaise with NHS test and trace and their local authority to communicate the situation to the wider school community. DfE will be notified of any decisions that impact on the teaching within the school.

5. Scenario D - What to advise when someone is unwell with COVID symptoms in the school setting

- 5.1. Pupils, staff and other adults should follow public health advice about when to self-isolate. They should not come into school if they have symptoms. If anyone develops symptoms whilst in the setting, they should be sent home and told to follow public health advice.
- 5.2. An isolation room must be identified for any persons suspected of having Covid. Access to PPE for this room is a must. The isolation room should not be used to house any person indefinitely, but for a brief period until transport has been arranged to deliver the person into suitable custody of an adult or home if a member of staff. Self-isolation rules apply. The room must also be adequately ventilated.
- 5.3. Anyone with symptoms should avoid using public transport and, if necessary, be collected by a member of their family or household.

- 5.4. Prevention – control measures will be in place across the school (see section above)
- 5.5. Identification and management - If a pupil or staff member is unwell, they should be escorted to the isolation room. They should be left in a room on their own if possible and safe to do so. A window should be opened for fresh air ventilation if possible. Appropriate PPE should also be used if close contact is necessary. Any rooms they use should be cleaned after they have left.
- 5.6. Isolation of cases – cases will be requested to isolate from the date of the symptoms start date if they go on to test positive. Their end of isolation date will be recorded on the school system
- 5.7. Testing – Staff and secondary aged pupils will be encouraged to continue testing on LFD twice a week (from the start of the autumn term until review due end of September 2021)
- 5.8. Contact tracing – the school will encourage the case to engage with NHS test and trace. Schools are no longer required to contact trace pupil or staff cases. However, in special circumstances, they may be required to assist NHS test and trace with contact tracing. The school will respond in a timely way to any direct approaches from NHS test and trace or public health England.
- 5.9. Data collection – school will keep accurate records of absences and end of isolation dates. Schools will share seating plans with NHS test and trace if required to do so.
- 5.10. Engagement and communication – instructions on virtual learning for those self-isolating will be clearly communicated with the school community.

6. If the whole school has to move to virtual learning

- 6.1. In exceptional circumstances, schools may need to move to virtual learning and close their physical setting. The following will be considered:
 - 6.1.1. If some attendance restrictions are needed, all vulnerable children, children of critical workers and others as instructed by Government or LA should still be allowed to attend. If, by exception, attendance is restricted further, vulnerable children and children of critical workers should still be allowed to attend.
 - 6.1.2. Safeguarding: • It is expected that all schools have a DSL on site, if this is not possible a senior leader will take on the responsibility for coordinating safeguarding
 - 6.1.3. Wellbeing calls will be made regularly (in line with individual pupil risk assessments) to ensure that pupils are safe and well at home.
 - 6.1.4. Meals will continue to be provided for those on site, those in receipt of free school meals who are not on site will either be provided with vouchers or food for the time the pupil is isolating, or the school is restricting attendance.
 - 6.1.5. IT Access: As part of the school remote learning plan, details will be held of who requires a device to be provided. These will be available to be collected from school or, if there is prior warning, they will be distributed prior to class/school closures. Part of the wellbeing calls will be to monitor this provision and pupil access to the remote learning so that support can be given as required.

Appendix B Outbreak Management Plan template (to be used in the event that outbreak management action is to be taken)



Insert name of setting

Incident Management Team (IMT) Meeting

Insert date

Insert time

AGENDA

Agenda Items:

1. Introductions – Chair
2. Purpose of the meeting
3. Review of situation
 - a. Cases / Contacts
 - b. Exposure
 - c. Test results
4. Public Health England (PHE) / London Coronavirus Response Cell (LCRC) advice – LCRC representative
5. Current Risk Assessment
6. Control Measures
7. Decision making
 - a. Self-isolation
 - b. School closure
 - c. Testing
8. Communications required
 - a. Staff / Students
 - b. Media
 - c. Healthcare providers
 - d. Others
9. Agreed Actions
10. AOB
11. Date for next meeting

Appendix C

Actions taken to contain an outbreak

Impacted year group:		Impacted staff:		Date:	
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Guidance	Action taken	Date commenced	Date of Review	Review Outcome
Self-isolation of close contacts <i>In some cases, health protection teams may recommend that a number of other pupils self-isolate at home as a precautionary measure. This could be the class or year group.</i>	<i>Advice sought from Public Health Lewisham. X students isolating from X to X.</i>			<i>Self-isolation period ended, X further cases within group tested positive and isolating with household.</i>
Re-introduction of Face Coverings <i>The reintroduction of face coverings for pupils, students or staff may be advised for a temporary period in response to particular localised outbreaks, including variants of concern.</i>	<i>Face coverings advised for adults and students in corridors and crowded areas.</i>			<i>Compliance is high. Plan to continue arrangements for another week.</i>
Asymptomatic Testing <i>Additional testing may be recommended to pick up any asymptomatic testing in the school community.</i>	<i>Letter to parents re home testing.</i>			<i>Home testing uptake not increased. Onsite testing considered.</i>
Increased ventilation <i>The Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak and CIBSE COVID-19 advice provides more information.</i>	<i>Additional reminders to keep windows opened as much as possible. Investigating options for improving mechanical ventilation system.</i>			
Increased cleaning	<i>Reinforced importance of cleaning in between groups. Enhanced cleaning schedules & recording sheets in (list places)</i>			

Reduce mixing of students	<i>Reviewed start and end times, lunch and break arrangements and re-instated small groups for PE etc.</i>			
Communications to staff	<i>All staff advised of potential outbreak and mitigating actions.</i>			
Communications to students	<i>All students advised of potential outbreak and mitigating actions.</i>			
Communications to parents/ carers	<i>Letter to parents/carers advised of potential outbreak and mitigating actions.</i>			
Remote Education	<i>Remote education provided to those pupils who need to self-isolate. Devices distributed to identified pupils</i>			
Free School Meals	<i>Catering company providing vouchers for FSM children who are at home</i>			