

Dayspring Trust

Spring Term 2022 Whole School COVID-19 Risk Assessment

The Dayspring Trust Tunstall Bank Ryhope Sunderland SR2 0SX Tel 0191 5239745		
Venerable Bede CE Academy and Ian Ramsey CE Academy are part of the Dayspring Trust (DST)		
Head teacher: Mr David Airey	Name of Person Completing the Risk Assessment- Mrs Gill Booth (Executive Headteacher)	
Current Number of Staff Employed: 142 Teaching: 61 Support Staff: 73	Date of assessment – January 2022	Date risk assessment reviewed – <u>11th January 2022</u> <u>19th January 2022</u>
Current Number of Pupils on Roll- 899		
<p>Consultation -The Covid-19 Risk Assessment and associated COVID Policy have been shared with the Directors, Academy Council and Staff members. The Academy Council of the school are to be informed of any staff members or Parent/Carers concerns.</p> <p>This Risk Assessment will be subject to regular review - every Executive Leadership Team meeting has a H&S item to ensure the dialogue and assessment of protective measures is constantly and regularly reviewed to keep staff and pupils safe. Staff attend briefings twice weekly for updates on any changes and to receive regular reminders of good practice.</p>		

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Communication -The Covid-19 Risk Assessment and associated COVID Policy has been shared with the whole staff team. The school have more than 50+ members and staff and to comply with the current [Schools Coronavirus \(COVID-19\) Operational Guidance](#) and to ensure compliance with the [Health and Safety Executive \(HSE\)](#) a copy of this risk assessment has been placed on the school website.

Persons covered by this assessment – **The School Community, visitors, professionals, and contractors working in/attending the school site to provide support etc. to the school on a day to day basis.**

Coronaviruses are a large family of viruses that cause respiratory infections. These can range from the common cold to more serious diseases. COVID-19 is caused by a new form of coronavirus known as SARS-CoV-2 (severe acute respiratory syndrome coronavirus 2). It was first reported in December 2019.

The virus is thought to spread mainly from person-to-person.

- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets produced when an infected person coughs, sneezes, or talks.
- These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
- COVID-19 may be spread by people who are not showing symptoms.

The COVID 19 Risk Assessment has been prepared and will be updated in response to the on-going COVID 19 pandemic, Government guidance and the guidance provided by the UK Health Security Agency.

RISK RATING		Likelihood		
		Probable Occurs repeatedly, to be expected or could affect large number of people	Possible Could occur sometime or effect a few people	Remote Unlikely to occur or not many people to be affected
Impact	Major Major injury, permanent disability, or ill-health	High	High	Medium
	Severe Injury requiring medical treatment	High	Medium	Low
	Minor First aid treatment	Medium	Low	Low

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The school are following the guidance [Schools coronavirus \(COVID-19\) operational guidance](#).

Public Health England advice systems of controls to minimize coronavirus (COVID-19) risks in school environments, the school are adhering to the four key current systems of control;

1. Ensure good hygiene for everyone.
2. Maintain appropriate cleaning regimes.
3. Keep occupied spaces well ventilated.
4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.

COVID-19 will be a feature of our lives for the foreseeable future, so we need to learn to live with it and manage the risk to ourselves and others-[Coronavirus: how to stay safe and help prevent the spread](#).

Ian Ramsey CE Academy is continuing to follow the additional measures advised by Amanda Healy-Director of Public Health in November 2021/December 2021, and the latest government guidance, in light of the increasing case numbers of COVID-19 and the Omicron variant:

1. The use of face coverings for secondary age pupils.
2. Staggering start and finish times (where appropriate).
3. Reducing mixing of pupils in school by grouping pupils by class or year group.
4. To cancel or postpone educational visits and residential trips unless deemed appropriate.
5. Open days or events to move to a virtual format where possible.
6. To cancel or postpone whole school events e.g. assemblies.

An appropriate level of communication is maintained to engage parents and carers. Parents/carers receive regular e-mails/letters whenever there is a change in level of protective measures and are kept well informed by the School/Academy

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Hazards / issue	Controls currently in place	Further action to be taken during the Spring Term 2022.	By whom & when	Risk Rating H/M/L
1) Lateral Flow Device (LFD) Asymptomatic Testing Site (ATS) testing in school and LFD testing at home.				

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Home LFD Testing	<p>-Staff and Parents/Carers are aware to continue to to report LFD Test results via -Report a COVID-19 rapid lateral flow test result.</p> <p>-The school have provided Staff, Parent and Carers with an e-mail address/contact details to report a positive LFD/PCR test in and out of school hours. The e-mail address and contact details are monitored on at least a daily basis by the C19 team who are sent any covid alerts via the website and at least once over the weekend period.</p> <p>-The school are following; Testing for secondary schools and FE colleges guidance</p> <p>-Where Staff/Pupils have tested positive for COVID-19 within the last 90 days, they are strongly encouraged to take part in LFD testing on-site through school support or at home once they have completed their isolation period for their prior infection.</p> <p>-Staff and pupils advised to continue twice weekly testing 3-4 days apart (ideally Sunday and Wednesday) during the Christmas break and over the Spring Term.</p> <p>-Staff and pupils do not attend the school/academy site if they have a positive LFD test.</p> <p>-Staff, Parents and Carers advised to report LFD Test results reported via -Report a COVID-19 rapid lateral flow test result.</p> <p>-Staff have completed a LFD test prior to attending the start of the Spring Term.</p> <p>-Log maintained of Staff and Pupils participating in the home LFD testing.</p> <p>-Home LFD testing risk assessment in place.</p> <p>-Case log maintained at the school for all positive cases and trends monitored.</p>	<p>- Continue to advise Staff, Parents and Careers to report LFD Test results reported via -Report a COVID-19 rapid lateral flow test result.</p> <p>-Maintain a small on-site LFD test centre in secondary schools to allow for those unable to take LFD test at home, to take it on site and is available upon request.</p> <p>-Ensure that a stock of LFD testing kits are held by the school/academy and regularly distributed to Staff and Pupils.</p> <p>-Ensure that LFD testing kits are ordered as required throughout the Spring Term. (Lisa Cockburn.)</p> <p>- LFD test kits can be ordered via the online ordering platform for education settings. Please contact 119 if you require further advice or support.</p>	Head teacher	L

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2)Transmission of all variants of COVID-19 within the school community				
Number of Staff/Pupil positive cases	<p>-The school continues to follow the Outbreak Threshold guidance for mainstream Secondary Schools</p> <p>-Case log maintained at the school for all positive cases and trends monitored.</p> <p>5 pupils or staff, who are likely to have mixed closely*, test positive for COVID-19 within a 10-day period</p> <p>Or 10% pupils or staff who are likely to have mixed closely* test positive for COVID-19 within a 10-day period.</p> <p>Or If any case of COVID19 in school has resulted in that person being hospitalised</p> <p>*In the same cohort, for example class/year group/activity group/friendship group/home to school transport</p> <p>-The school/academy will continue to work with local health protection teams in the case of a local outbreak.</p> <p>-Outbreak Management Plan in place.</p>	<p>-Cases are to be reported to the Executive Headteacher on at least a weekly basis, so that discussions can take place with the Executive Operations Manager and, where need identified, support will then be provided to the school/academy to manage the risk identified.</p> <p>-Where need identified, the Outbreak Management Plan introduced to safeguard staff and pupils at the school where the Outbreak Threshold is reached.</p>	Head teacher- As required	M
Staff/Pupils identified as close contacts	<p>-Staff were reminded in the Autumn Term the Definition of a 'Close Contact';</p> <p>-Anyone who lives in the same household as another person who has COVID-19 symptoms or has tested positive for COVID-19.</p> <p>-Anyone who has been in close contact with someone who has tested positive for COVID-19:</p> <p>-Face-to-face contact including being coughed on or having a face-to-face conversation within one metre.</p>	<p>-Staff who are not double vaccinated and are identified as close contacts will need to self-isolate for 10 days.</p> <p>-Reminders will be sent to all parents / carers and staff about the processes regarding being a close contact.</p>	Head teacher- As required	M

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	<p>-Been within one metre for one minute or longer without face-to-face contact.</p> <p>-Been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day).</p> <p>-A person may also be a close contact if they have travelled in the same vehicle or plane as a person who has tested positive for COVID-19.</p> <p>-If you have been identified as a contact, you have been assessed as being at risk of developing COVID-19, even if you don't currently have symptoms. You should follow all the guidance in this document.</p> <p>-From Tuesday 14 December, those who have been identified as a contact of someone with COVID-19 - whether Omicron or not</p> <ul style="list-style-type: none"> • Should take an NHS rapid lateral flow test every day for 7 days to help slow the spread of COVID-19. This replaces the requirement for Omicron contacts to isolate for 10 days. Daily testing of close contacts applies to all contacts who are: • Fully vaccinated adults (people who have had 2 jabs) • All pupils/students aged 5 to 18 years and 6 months (regardless of vaccination status) • Individuals who can prove they are unable to be vaccinated for clinical reasons and • People taking part, or have taken part, in an approved clinical trial for a COVID-19 vaccine. • Symptomatic individuals and those who record a positive test result, will still be required to self-isolate. • -Case log maintained at the school for all positive cases and trends monitored. 			

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Transmission of COVID-19 in the Spring Term 2022 within the school community	<p>-Staff and Pupil sickness absence monitored on a day to day basis.</p> <p>-NHS COVID-19 Vaccination -programme is well established and is available to all staff.</p> <p>-COVID-19 Booster programme in place and is available to all Staff.</p> <p>-Priority is currently being given to women who are pregnant to receive the vaccination.</p> <p>-Pregnant staff are aware that they can get vaccinated against COVID-19 if aged 18 or over.</p> <p>-COVID-19 vaccination programme for children and young people commenced in the Autumn Term. The immunisation team attended the school site in the Autumn term. Pupils attending the school received their first vaccination.</p> <p>-This winter all children aged 12 to 15 years are being offered 2 doses of the COVID-19 vaccination.</p> <p>-The flu vaccination programme 2021-2022 commenced during the Autumn Term. Pupils attending the school received their flu jab if parents / carers gave consent.</p> <p>-A register is in place at the school identifying staff members who have received the vaccination for COVID-19. Staff are fully vaccinated 14 days after having received 2 doses of an approved vaccine (such as Pfizer/BioNTech, AstraZeneca or Moderna /Spikevax) or one dose of the single-dose Janssen vaccine.</p> <p>-Staff, Parents/Carers are aware of the symptoms of COVID-19.</p> <p>- The academy/school have provided Staff, Parents and Carers with a link on the website to report a positive LFD/PCR test in and out of school hours. The e-mail address and contact details are monitored on at least a daily basis.</p> <p>-Staff/ pupils who are experiencing coronavirus (COVID-19) symptoms, will not attend the school and advised to self-isolate.</p>	<p>-Remind all staff on their return to school that the NHS COVID-19 Vaccination programme can still be accessed-Book or manage your coronavirus (COVID-19) vaccination.</p> <p>-Ensure that the COVID-19 staff vaccination/booster register is kept up to date during the Spring Term 2022.</p> <p>-Staff to be made aware that the A booster vaccine programme can still be accessed.</p> <p>-Staff to be made aware that the Flu jab is free on the NHS to people who:</p> <ul style="list-style-type: none"> are 50 and over (including those who'll be 50 by 31 March 2022) have certain health conditions are pregnant receive a carer's allowance, or are the main carer for an older or disabled person who may be at risk if you get sick live with someone who is more likely to get infections (such as someone who has HIV, has had a transplant or is having certain treatments for cancer, lupus or rheumatoid arthritis) <p>-Staff and Parents/Carers to be reminded via the schools' communication links (through attendance and pastoral teams) that Staff/Pupil must not attend the school,</p>	Head teacher-Immediate	M

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	<p>Staff/Parent/Carers are advised to arrange a PCR test where symptoms are presented.</p> <p>-Staff and Parent/Carers follow the sickness absence procedure in place at the school</p> <p>-Staff and Pupil attendance records maintained each day.</p> <p>-All staff and pupils adhere to any instructions, advice, guidance, and site rules provided to them.</p> <p>-Identified staff and pupils are participating in voluntary Lateral Flow Device testing twice weekly, 3-4 days apart during the Spring Term.</p> <p>-Case log maintained at the school for all positive cases and trends monitored</p> <p>-Weekly updates circulated to Head teachers by LA director.</p>	<p>even if they are feeling better, until they receive their PCR test results.</p> <p>-Where coronavirus symptoms presented Staff and Parents/Carers advised to follow the Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection.</p> <p>-Staff and Parents/Carers to be reminded to report the LFD/PCR results to NHS Test and Trace.</p> <p>-If the PCR test is negative the staff/pupil can return to school.</p> <p>-Where a positive case is identified NHS Test & Trace will contact those who test positive – or their parent or legal guardian</p> <p>-Staff and Parent/Carers advised to report the outcome of their LFD/PCR tests results to the school via the previously agreed route.</p> <p>-Staff who are not double vaccinated and are identified as close contacts will need to self-isolate for 10 days.</p> <p>-Outbreak Management Plan in place to ensure safe staffing levels are achievable, agreed established and monitored appropriate to group sizes/ pupil needs and the activities being undertaken.</p> <p>-Where a Parent/Carer insists that a pupil attends the school, the Head teacher can take the decision to refuse the pupil entry into school if, in the Head teachers reasonable judgement, it is necessary to</p>		

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		<p>protect other pupils and staff from possible infection of COVID-19.</p> <p>-Staff to be advised to continue to make sensible decisions regarding their proximity to others both in class and when working with colleagues.</p>		
Positive LFD/PCR test result during the Spring Term	<p>-Staff and Parents/Carers previously advised to report the outcome of their LFD/PCR tests results to the school via the website.</p> <p>-Staff, and parent/carers are aware to report the LFD/PCR test results via the NHS Online reporting system for both negative, void, and positive test results.</p> <p>-Case log maintained at the school for all positive cases and trends monitored.</p>	<p>-Parent/Carers reminded to report the results of the PCR test via the school e-mail address/contact details provided by the school (link on website). The e-mail address/contact details are monitored by the school on at least a daily basis.</p> <p>-Staff, and parent/carers are to be reminded to report the test result via the NHS Online Test and Trace reporting system for both negative, void, and positive test results.</p> <p>-If the PCR test is negative the Staff/Pupil can return to school.</p> <p>-Where a positive case is identified NHS Test & Trace will contact those who test positive – or their parent or legal guardian</p> <p>-Staff who are not double vaccinated and are identified as close contacts will need to self-isolate for 10 days.</p> <p>-Outbreak Management Plan in place.</p> <p>-For individuals or groups of self-isolating pupils, remote education plans are in place and academy/school will provide this provision when necessary.</p> <p>-Free School Meals: support will be provided to those who are eligible for benefits-related free school meals.</p>	Head teacher- On going	L

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		-SEND: the school will work collaboratively with families to put in place reasonable adjustments o Access: school will work with families to ensure all pupils are able to access remote education (devices, internet etc.)		
Staff/Pupils identified as close contacts by NHS Test and Trace	<p>-Staff who are fully vaccinated or pupils under the age of 18 years old will no longer be required to self-isolate if they are contacted by NHS Test and Trace as a close contact of a positive COVID-19 case.</p> <p>-A register is in place at the school identifying staff members that have received the vaccination for COVID-19 to ensure that unvaccinated staff can be clearly identified regarding close contacts of Staff/Pupils who have tested positive for COVID-19.</p> <p>-Staff who are not fully vaccinated will have to isolate if they are identified by NHS Test and Trace as being a close contact/Identified by the school as being in close contact of a positive case within the school.</p> <p>-Close contacts will now be identified via NHS Test and Trace.</p>	<p>-Staff/Pupils identified as close contacts will be contacted by NHS Test and Trace and further advice will be given.</p> <p>-Staff who are not double vaccinated and are identified as close contacts will need to self-isolate for 10 days.</p> <p>-Staff/Pupils identified as close contact will not need to self-isolate while they are awaiting their test results.</p> <p>-If the PCR result is positive, the individual must isolate, and NHS Test and Trace will work with the staff/pupil /parent/carer to identify their close contacts.</p> <p>-The school will continue to keep a case log of pupils and staff known to be symptomatic or to have had an LFD/PCR positive test, so that they can ensure the safety of staff identified as close contacts.</p> <p>-Consideration be given to continuing with seating plans in classrooms.</p>	Head teacher	L
Isolation periods for positive cases	-Staff/Pupils who test positive for COVID-19 or are identified as close contacts and are not double vaccinated have to self-isolate. The isolation period starts immediately from when symptoms started, or, if no symptoms, from when they had positive LFD or PCR test was taken, whichever test was taken first. The isolation period includes the day symptoms started (or	-Staff and Parent/Carers to be informed that they must Report the LFD test results after taking each test. If Staff and	Head teacher- As required	L

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	the day your LFT was taken if you do not have symptoms), and the next 10 full days. -The school are aware that Staff and Pupils can end their self-isolation period before the end of the 10 full days. They can take an LFD test from 5 days after the day your symptoms started (or the day your test was taken if you did not have symptoms), and another LFD test on the following day. The second LFD test should be taken at least 24 hours later. If both these test results are negative, and they do not have a high temperature, they may end their self-isolation after the second negative test result. (day 6)	Pupils still feel unwell after taking the LFD tests they are not to return to school.		
COVID-19 Outbreak	-The LA Public Health Team are monitoring all positive cases reported in their authority. -Case log maintained at the school for all positive cases and trends monitored. -Where COVID-19 threshold met Cases reported via COVID-19 Education settings reporting tool.	-Outbreak Management Plan in place. - Children of critical workers and vulnerable children who can access schools or educational settings . guidance followed	Head teacher- As required	M
3)Day to day infection control				
Infection Control within the school	-Behaviour Policy Addendum updated in the Autumn Term to reflect the controls in place in relation to pupils' adherence to the use of face coverings, hand and respiratory hygiene to ensure the safety of Staff, Visitors and Pupils. -First Aid Policy in place. -First Aid risk assessment in place. -The school is consistent in its approach to the management of suspected and confirmed cases of COVID-19. -Staff and pupils who experience COVID-19 symptoms whilst at school are sent home as soon as possible and advised to arrange to have a PCR test. Parents/Carers are contacted to collect pupils from the school site.	-From 20 th January, face coverings are no longer advised for pupils, staff and visitors in classrooms. From 27 th January, use of face coverings are no longer advised for pupils, staff and visitors in communal areas. From 27 th January, staff and pupils should follow https://www.gov.uk/government/publication/s/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-	Head teacher	M

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	<ul style="list-style-type: none"> -Pupils who experience COVID-19 symptoms are to be collected from school as soon as possible. They are kept 2m apart from all other pupils and staff whilst on site, where possible. -If a pupil needs direct personal care until they can return home, staff wear gloves, an apron, and a face mask. Eye protection should also be worn if deemed risk from coughing/spitting/vomiting. -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. -Staff/ Pupils who test positive for COVID 19 should self-isolate. -Close contacts should take a PCR test but do not need to isolate; they can continue to attend the school setting whilst they are waiting for their results (unless they develop symptoms). - Infection Control Risk assessment in place to manage other biological hazards within the school community. 	<p>when-to-wear-one-and-how-to-make-your-own outside of school, including on school transport.</p> <ul style="list-style-type: none"> -Consideration be given to providing staff and pupils with an exemption card if they are medically exempt. -Staff to be advised to continue to make sensible decisions regarding their proximity to others both in class and when working with colleagues. -If Staff and pupils are presenting COVID-19 symptoms they should avoid using public transport and, wherever possible, be collected by a member of their family or household. -Staff members well being assessed as to whether they are fit enough to make their own way home. Where need identified, next of kin to be contacted. 		
Social Distancing within the school building	<ul style="list-style-type: none"> -One-way system in place around the school -Floor markings in place for one-way systems/keeping left -Dedicated dining area/times for year groups -All occupied areas within the school are ventilated throughout the school day. -Corridor windows are open where available throughout the day where possible -Staff workstations are positioned so that Staff can maintain a degree of social distancing from pupils. 	<ul style="list-style-type: none"> -Consideration be given to pupils wearing their PE kits to school on the days that they have PE, due to the lack of ventilation/space in the PE changing rooms. -Staff are to be advised to continue to make sensible decisions regarding their proximity to others both in class and with colleagues. 	Head teacher	M

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	<ul style="list-style-type: none"> -Year groups have access to dedicated toilet areas/dedicated time to access the toilet areas where possible. -Where possible desks are positioned so that pupils face the front of the classroom -Dedicated areas for year group break periods/lunch time periods -Staff have access to dedicated toilet areas that have adequate supplies of water and soap. Toilet areas are well ventilated. -Staff have access to dedicated welfare facilities, that have Hand, cleaning, and respiratory stations and are ventilated when occupied. Staff will open windows where necessary. 	<ul style="list-style-type: none"> -Staff enforce the use of face coverings in communal areas and the classroom throughout the school day. -Where need identified the Behaviour Policy is followed where pupils are not adhering to COVID-19 control measures. 		
Office Areas	<ul style="list-style-type: none"> -Doors and windows opened when rooms are occupied. -Alternative work spaces made available. -Furniture removed to allow more space/movement of furniture. -Face coverings worn when moving around communal areas 			M
Meeting rooms	<ul style="list-style-type: none"> -Doors – when possible for confidentiality reasons - and windows opened when occupied. -Seating positioned where possible for social distancing. -Meetings take place remotely where possible. -Surfaces cleaned following use. -Meeting rooms included in cleaning schedule. -Face coverings advised and worn unless a suitable distance can be maintained. 			M
Lift Access	<ul style="list-style-type: none"> -Authorised access only by Staff and, where need identified, by pupils. -Hand santiser applied prior to entering the lift -Face coverings worn unless exempt. -No more than two persons to access the lift at any one time. -Passengers travelling in the lift do not face one another. -Lift space and controls Included in the cleaning schedule 	<ul style="list-style-type: none"> -Ensure that hand sanitiser is located at the entrance to the lift. -Stock levels of the hand sanitiser monitored by the cleaning team/premises team. 	Cleaning/ Premises Team	M

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4) Maintaining Hand and Respiratory Hygiene				
Hand and Respiratory Hygiene	<p>-All staff and pupils are aware to:</p> <ul style="list-style-type: none"> Frequently wash their hands with soap and water for 20 seconds and dry or apply hand sanitiser; Clean their hands on arrival at school, before and after eating and break times, and after sneezing or coughing; Are encouraged not to touch their mouth, eyes and nose Use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it') <p>-Supplies of hand sanitiser (60-70% alcohol) available at entrance points and where there are no handwashing facilities around the school site and other learning environments (as well as in offices and communal areas).</p> <p>-Hand, cleaning, and respiratory stations remain within communal and classroom environments.</p> <p>-Sufficient handwashing facilities are available around the school/academy.</p> <p>-Soap hand towels and hand dryers readily available.</p> <p>-Handwashing, and hand sanitiser posters located in Staff and Pupil toilet areas and around the school site.</p> <p>- Help is available for pupils who have trouble cleaning their hands independently.</p> <p>-A supply of tissues/bins are available in classrooms, office areas and bins are emptied at the end of the day.</p> <p>-All occupied spaces within the school spaces are as well ventilated as possible using natural ventilation (opening windows), operating mechanical ventilation where available.</p> <p>- Doors around the school site are propped open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation.</p> <p>-Staff ensure that windows are open where a workspace is occupied.</p>	<p>-Handwashing guidance and Handwashing video to be shared with staff so that pupils can be reminded how to wash their hands/apply sanitiser.</p> <p>-Pupils to be prompted to use hand sanitiser when they enter the school building and subject classrooms.</p> <p>-Pupils are to be reminded to cough or sneeze into their elbow and use a tissue to cover their mouths where possible, disposing of the tissue in waste bin immediately.</p> <p>-Premises/Cleaning team to ensure that stocks of hand soap, paper towels and hand sanitiser (Supplies regularly monitored & maintained).</p> <p>Premises/Cleaning team ensure that the hand, cleaning, respiratory stations consists of;</p> <p>Hand sanitiser, facial tissues. Cleaning spray and cloth/disposable paper roll.</p> <p>-Premises staff to check on COVID-19 supplies on a weekly basis.</p> <p>-Staff to be reminded to close windows in their classrooms when they leave at the end of the school day.</p> <p>-Premises staff to ensure that all doors and windows are closed prior to securing the school site each day.</p>	Head teacher	M

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Face Coverings	<p>-Face coverings help protect the wearer and others against the spread of infection because they cover the nose and mouth, pupils and staff wear face coverings over their nose and mouths.</p> <p>--From 20th January, face coverings are no longer advised for pupils, staff and visitors in classrooms.</p> <p>From 27th January, use of face coverings are no longer advised for pupils, staff and visitors in communal areas.</p> <p>From 27th January, staff and pupils should follow https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own outside of school, including on school transport.</p> <ul style="list-style-type: none"> - The use of face coverings on home to school transport for secondary aged pupils -Parents accessing the school site are instructed to wear face covering. -The school holds a stock of face coverings. -Face coverings made available to visitors attending the school site at the main entrance. -Staff and pupils wash or sanitise their hands when they remove their face covering. -Access to handwashing facilities and hand sanitiser readily available around the school site. -Face covering guidance followed. -Face visors or shields can be worn by those exempt from wearing a face covering but they are not an equivalent alternative in terms of source control of virus transmission. They may protect the wearer against droplet spread in specific circumstances but are unlikely to be effective in preventing the escape of smaller respiratory particles when used without an additional face covering. They should only be used after carrying out a risk 	<p>-Consideration be given to providing medically exempt pupils with an exemption card.</p> <p>-Staff and pupils to be reminded at the start of the Spring Term; When wearing a face covering, staff and pupils should:</p> <ul style="list-style-type: none"> • Wash their hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on. • Avoid touching the part of the face covering in contact with the mouth and nose, as it could be contaminated with the virus. • Change the face covering if it becomes damp or if they've touched the part of the face covering in contact with the mouth and nose. • Avoid taking it off and putting it back on a lot in quick succession to minimise potential contamination When removing a face covering, staff, visitors and pupils should: • Wash their hands thoroughly with soap and water for 20 seconds or use hand sanitiser before removing. • Only handle the straps, ties or clips. • Not give it to someone else to use. • If single-use, dispose of it carefully in a household waste bin and do not recycle. • Once removed, store reusable face coverings in a plastic bag until there is an opportunity to wash them. 	Head teacher- On going	M

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	assessment for the specific situation and should always be cleaned appropriately.	<ul style="list-style-type: none"> If reusable, wash it in line with manufacturer's instructions at the highest temperature appropriate for the fabric -Face covering guidance followed. 		
Use of Personal Protective Equipment when supporting pupils	-First Aid Policy in place. -First aid risk assessment in place. -First aid/medication activities carried out in a well-ventilated area at all times. -Supply of PPE readily available; gloves/aprons/face coverings. -EHCP's in place for identified pupils.	-Staff wishing to wear face coverings when providing first aid/medication/personal care support are to be permitted to do so. -Premises check stocks of PPE daily. -Premises to undertake weekly stock checks.	Head teacher-On going	M
5)Ventilation around the school site and on public/dedicated transport				
Poor Ventilation	- Good ventilation, together with mask-wearing, frequent handwashing/hand sanitising, can help reduce the risk of spreading COVID-19. -CO2 monitors actively in use where available and readings recorded. -Risk Assessment and CO2 monitor guidance in place. -Poorly ventilated areas identified -Ventilation risk assessment in place -Windows/doors around the school building are opened prior to the start of the school day and during the school day. -Staff advised to open windows when classrooms are unoccupied to fully ventilate the room. -Ventilation is achieved by opening windows, classroom doors and vents. -Unoccupied spaces such as dining halls, studios and sports halls windows and doors are open all day to allow a through put of air around the building.	- HSE ventilation video to be shared with staff. -Continually remind staff during briefing sessions that Office, Classroom doors and windows to be ajar when the room is occupied. -Poorly ventilated areas are identified that don't have natural ventilation/vents or mechanical ventilation and reviewed as to whether alternative workspaces can be utilised. -Where a room is in use and there are no means of ventilation ensure that the door is open at all times unless safeguarding / confidential meeting is underway -Where concerns are raised regarding lack of ventilation consideration given to; <ul style="list-style-type: none"> Open doors and windows 	Head teacher-On going	M

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	<p>-Where there is continuous talking, singing, or high levels of physical activity, indoors keeping CO2 levels below 800ppm is recommended.</p> <p>-Classrooms, offices, kitchens, and corridor areas etc. are well ventilated prior to the start of the school day.</p> <p>-During the Spring Term windows are opened just enough to provide constant background ventilation.</p> <p>-Where available high-level windows opened in preference to low level windows to reduce draughts.</p> <p>-Windows are opened fully during break and lunchtime periods to purge the air in classroom areas.</p> <p>-Internal doors/cross corridors opened to assist with creating a throughput of air.</p> <p>-Where need identified external doors opened where safe to do so.</p> <p>-Mechanical ventilation systems used where available – they are adjusted to increase the ventilation rate wherever possible and checked to confirm that normal operation meets current guidance systems adjusted to full fresh air.</p> <p>-Where fresh air is not available, then systems should be operated as normal (as long as they are within a single room and supplemented by an outdoor air supply).</p> <p>-Mechanical ventilation tested and inspected as per manufacturer's instructions.</p> <p>-The HSE guidance and CIBSE COVID-19 guidance for ventilation followed.</p>	<ul style="list-style-type: none"> Switch off the air-recirculation function on air-conditioning If fitted, air handling units should be set to draw in the maximum fresh air Ensure curtains and equipment are not blocking any windows or air vents <p>-Where need identified staff and pupils advised to wear additional clothing during the spring term.</p> <p>-CO2 monitoring sheets to be returned to the appropriate site manager.</p> <p>CO2 monitoring sheets to be reviewed by Lisa Cockburn, Executive Business Manager (lisa.cockburn@venerablebede.co.uk) and where need identified appropriate action taken.</p> <p>-Head teachers to identify whether Air cleaning units are needed within their school/academy</p> <p>-Details of eligibility criteria for how the school/academy can apply for 7000 DfE funded air cleaning units for poorly ventilated teaching areas (where quick fixes are not possible) guidance on applying for an air cleaning unit. Applications close at 9am on Monday 17th January.</p>		
6) Cleaning carried out on the school site				

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Use and storage of cleaning products	<ul style="list-style-type: none"> -Hand, respiratory, cleaning stations located around the school site. -Staff read the labels of chemicals/substances used to clean surfaces prior to use. -Full Stock check completed in the Autumn Term regarding available resources /stock currently held. - COSHH and MSDS sheet held for the chemical used and shared with staff carrying out cleaning activities. -Stocks replenished where need identified. -Cleaning products stored away from pupils in the classroom environment. -Cleaning products stored in designated secure areas around the school site. -All cleaning products clearly labelled and used as directed. -Appropriate PPE worn. 	-Premises/Caretaker monitors stock levels on a weekly basis.	Premises Staff/Caretaker	L
Cleaning schedule on the school site	<ul style="list-style-type: none"> - COVID-19:cleaning non-healthcare settings outside the home. guidance followed. -Member of staff employed to carry out cleaning activities during the school day. Frequent touch points cleaned throughout the day. -Enhanced cleaning schedules put in place at the beginning of the pandemic throughout the school day will continue. -Hand, cleaning, and respiratory stations remain within communal and classroom environments. -Cleaning staff allocated specific areas to clean within the school environment. -Cleaning products and cloths/paper roll available in each classroom, for staff use. -Where staff 'hot desk', work surfaces and equipment cleaned after use. 	-Where need identified the cleaning, schedule is reviewed, and additional cleaning carried out.	Head teacher	L

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	<ul style="list-style-type: none"> -Desks, tables, surfaces clear at the end of each day to allow for cleaning of surfaces. -A regular cleaning schedule is maintained. This includes twice daily cleaning (using standard detergent and disinfectant products.) of all areas and equipment, with a particular focus on frequently touched surfaces: -Work surfaces -Toilets -Door Handles/ Access Buttons -Handrails -Light switches -Kitchen areas and associated equipment -Water dispensers/ coolers - Printers/ Photocopiers -Shared resources -Meeting rooms clearly identified if they require cleaning after use. -Office areas -Reprographic areas -Dining tables thoroughly cleaned with detergent and disinfectant prior to each sitting. -Appropriately competent cleaning staff employed at the school to undertake cleaning tasks. -Communal equipment including fridges and kettles etc. wiped down following use. - Cleaning staff will only be required to wear the PPE that they would normally use when undertaking cleaning activities -Minibuses and cars to be wiped down inside after use. 			
Waste from the school site	<ul style="list-style-type: none"> -External bin store in place -Contractor SLA in place to remove waste materials from the school site. -Waste removed from the school building at the end of each day and placed in the designated bin store 			L

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7)Pupil/Staff Anxiety				
Staff Anxiety	<ul style="list-style-type: none"> -SLT ensure that staff members who have to self-isolate are contacted each week or more frequently where need identified. -Staff workload monitored by the SLT. -Staff sickness absence monitored. 	<ul style="list-style-type: none"> -SLT to ensure that information is shared with staff in a timely manner. -Staff to raise concerns with the SLT as and when they arise. -Where need identified refer staff to LA Occupational Health. -Continue to remind Staff members of the support available from; Education Support provides a free helpline for school staff and targeted support for mental health and wellbeing and the Our Frontline: Wellbeing toolkit for educators brings together a range of resources and support for staff. -The school will utilise sources of support to help those experiencing emotions such as extra mental health support for pupils and teachers. -Staff to be advised to continue to make sensible decisions regarding their proximity to others both in class and when working with colleagues. -Where Staff are absent from work due to self-isolating contact made by personnel to check on Staff members welfare. 	Head teacher	L
Pupil Anxiety	<ul style="list-style-type: none"> -Safeguarding Policy in place and reviewed in line with COVID-19. - Mental Wellbeing continues to be part of the curriculum for the Spring Term 2022. -The school are working with agencies who regularly support their pupils with social and emotional support. -Pastoral support readily available to pupils 	<ul style="list-style-type: none"> -Staff to raise concerns with the Delegated Safeguarding Lead in the first instance. 	Head teacher	L

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8) Staff and Pupils previously identified as Clinically Extremely Vulnerable (CEV) or Clinically Vulnerable (CV) in the school community.				
Staff	<ul style="list-style-type: none"> -The government has ensured that everyone on the Shielded Patient List (CEV/CV) should already have been offered the COVID-19 vaccine and booster jab. -Register in place of staff members who have received the COVID-19 vaccination. -Medical ill Health risk assessment completed where need identified. -People previously considered to be particularly vulnerable, clinically extremely vulnerable (CEV), and high or higher-risk are not being advised to shield again (any personal advice from a specialist or clinician on additional precautions to take should continue to be followed). 	<ul style="list-style-type: none"> - If staff who were previously identified as CEV or CV have not yet received their first vaccination, they can contact their GP, book your vaccination appointment online or call 119 -Staff to be made aware that A booster vaccine programme is available for all staff. -Review the Medical ill Health risk assessment during the Spring Term. -Where need identified refer staff to DCC occupational Health. -Staff to be advised to continue to make sensible decisions regarding their proximity to others both in class and when working with colleagues. 	Head teacher	M
Pupils	<ul style="list-style-type: none"> -Individual healthcare plans are in place for identified pupils. -All CEV pupils are attending the school unless they have been advised not to by their GP or clinical specialist, or because they have tested positive for COVID-19 -Professionals supporting pupils who attend the school site are made aware of the schools' current systems of control prior to attending the school site. -Pupil sickness absence monitored. -Log maintained of all pupils who have tested positive/have on-going sickness absence. 	<ul style="list-style-type: none"> -Where need identified by the Safeguarding Lead/SENCo or at the request of Parent/Carer, pupils are contacted by an identified member of staff. 	Head teacher	L
9) New and Expectant mums in the school community				

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New and Expectant Mums	<p>-New and Expectant Mum risk assessment in place.</p> <p>-The school and New and Expectant Mum are following the guidance NHS Pregnancy and coronavirus (COVID-19), and guidance from The Royal College of Obstetricians & Gynaecologists</p> <p>-Hand, cleaning, and respiratory stations located within the classroom environment.</p> <p>-Working area well ventilated throughout the school day.</p> <p>-New and Expectant mums have been advised to participate in the twice weekly home LFD testing programme.</p> <p>-New and Expectant mums are aware of the symptoms of COVID-19.</p> <p>-New and Expectant mums are supported by their midwife/GP.</p> <p>-New and expectant mum are given time during work hours to attend all medical appointments as required.</p>	<p>-Where New and Expectant Mum risk assessments have previously been completed, they are to be reviewed during the Spring Term.</p> <p>-Staff to be advised to continue to make sensible decisions regarding their proximity to others both in class and when working with colleagues.</p> <p>-New and Expectant Mum to raise concerns with their immediate manager in the first instance.</p> <p>-The new and Expectant Mum is to be advised to follow the guidance-How to avoid catching and spreading coronavirus (COVID-19);</p> <ul style="list-style-type: none"> • Get vaccinated – everyone aged 18 or over can book COVID-19 vaccination appointments now • Meet people outside if possible • Open doors and windows to let in fresh air if meeting people inside • Limit the number of people you meet and avoid crowded places • Wear a face covering when it's hard to stay away from other people – particularly indoors or in crowded places • Wash your hands with soap and water or use hand sanitiser regularly throughout the day <p>Don't</p> <ul style="list-style-type: none"> • Do not touch your eyes, nose, or mouth if your hands are not clean 	Head teacher	L

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		-Staff are to be advised to continue to make sensible decisions regarding their proximity to others both in class and with colleagues.		
10)Domestic and International Educational Visits				
EVOLVE	<ul style="list-style-type: none"> -Visits uploaded to EVOLVE in a timely manner. -Educational visits planning guidance followed. -Suitable and sufficient risk assessments are completed for the identified educational visit. 	<ul style="list-style-type: none"> -When considering booking a new educational visit, whether domestic or international, you are advised to ensure that any new bookings have adequate financial protection in place. -Coronavirus (COVID-19):safer travel guidance for passengers and Red, amber and green list rules for entering England to be reviewed prior to new bookings being made. -Currently, no international visits are being planned until further notice 	EVC-On going	L
11)Professionals/Visitors and Contractors on site.				
Visitors/ Contractors and External Support Staff on the school site.	<ul style="list-style-type: none"> -Signage in place at the entrance to the building advising that face coverings are to be worn within the school building. -All visitors sign in when they attend the school site. -Hand sanitiser station in place at the main entrance. -Clear signage in place at the main entrance in relation to use of hand sanitiser and face coverings. - Hand sanitiser (60-70% alcohol applied before entering the school building. -Face covering guidance followed. -Main reception area spot cleaned throughout the day. 	<ul style="list-style-type: none"> -Professionals/Visitors and Contractors to be advised in advance of the schools wishes regarding wearing face coverings on the school site; Face coverings worn at all times when in the building. -Consideration be given to all contractors and visitors (including parents) being asked to take a lateral flow device (LFD) test before entering the building. 	Visitors Staff	L

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	<ul style="list-style-type: none"> -A supply of face coverings readily available at the main entrance for visitors to the site. -The school reserves the right to deny access or request a person to leave the school premises if the person was deemed to be displaying coronavirus symptoms or being aggressive or abusive to school staff. · Were possible, school will endeavour to ensure contractors and visitors attend outside of normal school operating hours if safe to do so. 	All contractors and visitors are to complete a visitor's questionnaire (updated) : [The electronic signing in system has been updated]		
Catering Contractors		The school's catering contractors are to continue to follow the Working Safely During Coronavirus (COVID-19).guidance		L
12) Coronavirus spread from one country to another.				
Coronavirus spread from one country to another	<ul style="list-style-type: none"> -Current UK Government Travel guidelines will be followed · All travellers arriving into the UK will need to isolate and get a PCR test by 'day two' after arrival. They may end their isolation once they receive a negative result. If the result is positive, they should continue to isolate and follow rules on isolation following a positive test. · Unvaccinated arrivals aged over 18 will follow the existing, more onerous, testing and isolation regime. · All Red list arrivals will enter quarantine. https://www.gov.uk/guidance/travel-to-england-from-another-country-during-coronavirus-covid-19			L

For further advice and support contact Lisa Cockburn, Executive Business Manager, for support;
(lisa.cockburn@venerablebede.co.uk)

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All relevant guidance contained in this document is subject to updates as required

Guidance	
Date updated	Guidance
02/01/2022	Actions for schools during the coronavirus outbreak
02/01/2022	Children of critical workers and vulnerable children who can access schools or educational settings.
02/01/2022	What parents and carers need to know about early years providers, schools and colleges during COVID-19
17/12/2021	COVID-19 vaccination programme for children and young people: guidance for schools (version 3)
15/12/2021	Outbreak Plan- Contingency framework: education and childcare settings
08/12/2021	Plan B- Autumn and Winter Plan 2021
COVID-19 Response :Autumn & Winter Plan 2021	
<p>COVID-19 Education settings reporting too Mainstream schools</p> <p>Schools COVID-19 Operational Guidance.</p> <p>Early Years and Childcare settings.</p> <p>Further education, colleges, and providers.</p> <p>Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection.</p> <p>Symptoms of coronavirus (COVID-19)</p>	

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Rapid asymptomatic testing in specialist settings (applies from step 4
Regular rapid lateral flow coronavirus (COVID-19) tests.
Report a COVID-19 rapid lateral flow test result.
Book or manage your coronavirus (COVID-19) vaccination.
Coronavirus: how to stay safe and help prevent the spread.
Use of PPE in education, childcare, and children's social care.
Guidance
COVID-19: cleaning non-healthcare settings outside the home.
Contingency framework: education and childcare settings.
Face coverings: when to wear one, exemptions, and how to make your own.
Red, amber, and green list
Coronavirus (COVID-19): safer travel guidance for passengers
Catch it, bin it, kill it.
E Bug COVID-19 website.
COVID-19: cleaning non-healthcare settings outside the home.
HSE Guidance

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HSE Ventilation guidance
HSE Ventilation Video
CIBSE COVID-19
Kitchen Contractors
Working Safely During Coronavirus (COVID-19).
New and Expectant Mums
NHS Pregnancy and coronavirus (COVID-19)
How to avoid catching and spreading coronavirus
Pregnancy, breastfeeding, fertility, and coronavirus (COVID-19) vaccination
Book or manage your coronavirus (COVID-19) vaccination.
The Royal College of Obstetricians & Gynaecologists
Mental Well-being
Promoting and supporting mental health and wellbeing in schools and colleges
extra mental health support for pupils and teachers.

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