

Maplewell Hall School: Main Site

Coronavirus risk assessment



This risk assessment documents the risk control measures in place from **28th January 2022**. It will be reviewed when new guidance is made available and updated regularly and as necessary.

This risk assessment is based on government guidance found [here](#) as of **27th January 2022**.

Staff should note that when working with vulnerable pupils with identified special needs, they retain a duty of care at all times and may need to ignore some of the advice set out in this risk assessment to keep pupils, themselves and other adults safe from emotional and physical harm. If REASONABLE, staff retain the power to use force.

Staff should also be aware that failure to comply with the guidance provided by this risk assessment without reasonable justification may result in disciplinary proceedings being taken against them. Health and Safety is everyone's responsibility and you are responsible for the health and safety of yourself, your colleagues, the students, and anyone else who comes on the school site.

The school's protection and control measures are based on:

1. Ensuring good hygiene for everyone
2. Maintaining appropriate cleaning regimes.
3. Keeping occupied spaces well-ventilated.
4. Following the UK Health Security Agency's advice on testing, self-isolation and managing confirmed cases and outbreaks.

In writing this Risk Assessment, school leaders have taken into account:

- That all staff have been offered the vaccine, almost all staff are fully vaccinated and all staff are able to book a booster vaccine.
- Students over the age of 12 have been offered the vaccine.
- The concerns of staff, students, parents and carers.
- Staff and pupil numbers.
- Individual risk assessments for staff and students.
- The needs of our pupils as identified on their EHC plans.
- The size and layout of the school premises.
- The resources we have in stock and can order easily (e.g. PPE, soap, cleaning products).
- **Current levels of positive cases in school.**

Throughout this document:

An identified contact is defined as a member of the tutor team, or a passenger on the same vehicle.

A confirmed case is defined as a case that has produced a positive result on a lateral flow or a PCR test.

A close contact is someone who has been identified by Test and Trace as a contact of a confirmed case.

Fully vaccinated adults refers to people who are 18 years and 6 months or older, and have had 2 doses of an approved vaccine.

Rob Cooper (Deputy Head) remains the senior leader with responsibility for all Covid related matters (Captain Covid).

This is a live document and will be regularly updated to reflect best practice and new guidance. Each section is rag-rated to help staff tasked with leadership or management responsibility for sections to easily identify areas for development. The Rag-Rated colours indicate:

- Red: this measure cannot be put in place in school.
- Amber: this measure isn't in place yet but will be in place by the date stated.
- Green: this measure is already in place.

To help staff make full use of this risk assessment, it is divided into sections covering:

1. General Site Management
2. Arrivals and Departures: Adults
3. Arrivals and Departures: Pupils
4. Teaching and Learning: Adults and Pupils in the Classroom
5. Illness: Symptomatic Adults and Pupils
6. Managing Confirmed Cases: Adults and Pupils
7. Extremely Clinically Vulnerable: Staff
8. Extremely Clinically Vulnerable – Pupils
9. Lateral Flow Testing: General and clinical activities on the asymptomatic testing site Maplewell Hall School
10. Close contacts and identified contacts of confirmed cases
11. Travel quarantine and educational trips and visits

1. GENERAL SITE MANAGEMENT

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
<p>Virus transmission causing harm to health or education.</p> <p>A person comes into contact with the virus and becomes ill.</p> <p>A person comes into contact with the virus and individuals or groups must self-isolate.</p>	<p>Everyone including:</p> <ul style="list-style-type: none"> • Drivers and Escorts • Parents and Carers • Staff • Pupils • Contractors • Visitors 	<ul style="list-style-type: none"> • All students will observe the one-way system in the main building. No students will travel along the corridor from reception in the direction of the playgrounds at any time. • All staff will observe the one-way system (Site and kitchen staff are exempt) at busy times. The times are displayed at both ends of the corridor. • All paid staff, including therapists, coaches and music teachers can continue to fulfil their contracted hours and duties, working across both sites where timetabled to do so. • There will be no live assemblies or organised meetings of more than 20 students. • There will be no live meetings of more than 4 staff. • All classrooms will be well-ventilated, using natural ventilation: <ul style="list-style-type: none"> ○ Opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space). Opening internal 	<p>Leadership: Rob Cooper</p> <p>Management: Matt Whitsey</p> <p>Implementation: All staff</p>	<p>January 4th</p>	<p>Rag-rated green as these measures are already in place</p> <p>Alcohol based hand sanitiser will not be allowed in school. There is a risk to students and staff related to the use of oxygen to manage health conditions.</p> <p>The widespread access to alcohol-based sanitiser across the site poses a risk of ingestion to students with identified special educational needs including but not limited to: Pica, ADHD; a lack of impulse control; self-harm, suicidal ideation</p>

1. GENERAL SITE MANAGEMENT

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		<p>doors can also assist with creating a throughput of air.</p> <ul style="list-style-type: none"> ○ If necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so). ○ CO2 monitors are available from the site team to monitor ventilation. <ul style="list-style-type: none"> • Face coverings are no longer recommended in classrooms or communal areas. • We would not ordinarily expect staff to wear a face covering in the school but they are free to do so if they choose. • Staff and students should also wear a face covering when travelling on school vehicles, public transport and dedicated transport to and from school. • Staff and students living in a household where there is a positive case of Covid, should wear a mask in school as much as possible. • Everyone in school will: <ul style="list-style-type: none"> ○ Stay at home if they are ill. ○ Frequently wash their hands with soap and water for 20 seconds and 			<p>and intent; sensory needs; and pica</p> <p>One-way system sign.doc</p> <p>Maplewell Hall COVID Fire Evacuation Pack PDF</p>

1. GENERAL SITE MANAGEMENT

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
		<p>dry thoroughly using NHS guidelines, or use hand sanitiser to cover all parts of their hands.</p> <ul style="list-style-type: none"> ○ Clean their hands-on arrival, after breaks, if they change rooms, before and after eating, and after sneezing or coughing. ○ Be encouraged not to touch their mouth, eyes and nose. ○ Use a tissue or elbow to cough or sneeze and use bins for tissue waste. <ul style="list-style-type: none"> • Supplies for soap, hand sanitiser and disposable paper towels and tissues, visors, face masks, and disposable gloves and aprons will be topped up regularly and monitored to make sure they're not close to running out. • Bins will be emptied regularly throughout the day. • All staff will bring mugs, plates, cutlery and crockery from their rooms at the end of the day to be washed at Butler's pantry. • Anyone self-isolating with symptoms will be advised to access testing and engage with the NHS Test and Trace process. • As a minimum, frequently touched surfaces should be wiped down twice a day, and one of 			

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		<p>these should be at the beginning or the end of the working day using standard cleaning products (e.g. bleach, detergent), including:</p> <ul style="list-style-type: none"> ○ Banisters. ○ Classroom desks and tables. ○ Bathroom facilities (including taps and flush buttons). ○ Door and window handles. ○ Furniture. ○ Light switches. ○ Reception desks. ○ Computer equipment (including keyboards and mouse). ○ Telephones. ○ Fingerprint scanners. <ul style="list-style-type: none"> • Cleaning materials will be available in all areas where shared resources are regularly handled (photocopier, kettles, library, staff rooms etc) for all staff to use. • Cleaning materials will be available in all classrooms where shared resources are regularly handled (Teaching and learning aids; Books and games and other classroom-based resources; 			

1. GENERAL SITE MANAGEMENT

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
		<p>Sports equipment; Hard toys; Outdoor play equipment.) for all staff to use.</p> <ul style="list-style-type: none"> • Items that need laundering (e.g. towels, flannels, bedding) will be washed regularly in accordance with the manufacturer's instructions, on the warmest water setting. These items will not be shared between children between washes. • If a person with coronavirus symptoms comes into school, a deep clean will take place in the areas that the person has been in, following decontamination guidance. • In areas where a positive case has been confirmed, waste items will be tied up and kept securely for 72 hours before being disposed of in the usual way. • Cleaning supplies will be topped up regularly and monitored to make sure they're not close to running out. • The school will follow any Track and Trace advice or advice from the East Midlands Health Protection Team. 			

2. ARRIVALS AND DEPARTURES: ADULTS

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
<p>Virus transmission causing harm to health or education.</p> <p>A person comes into contact with the virus and becomes ill.</p> <p>A person comes into contact with the virus and individuals or groups have to self-isolate.</p>	<p>Everyone including:</p> <ul style="list-style-type: none"> • Drivers and Escorts • Parents and Carers • Staff • Pupils • Contractors • Visitors 	<p>Only essential visitors will be allowed into school. Essential visitors are:</p> <ul style="list-style-type: none"> • Social workers and Police visiting for safeguarding purposes • NHS staff • Emergency services • Contractors carrying out essential work and maintenance • Governors <p>Staff attending meetings with any essential visitors should wear a mask.</p> <p>No adult should come on to the school site if they have Covid symptoms (High Temperature; Persistent cough; Loss/Change of taste or smell.)</p> <p>All visitors will be asked to wear a mask in communal areas if they are able to do so.</p> <p>Driver and Escorts, Parents and Carers, Staff, and Pupils, will be asked not to come into school if they need to self-isolate under current guidance. Regular reminders will be given about this by letter, WEDUC and other social media.</p> <p>On arrival, any essential visitors entering the main school building will enter via main reception and sign-</p>	<p>Leadership: Rob Cooper</p> <p>Management: Andrew Patterson, Mandy Paris and Matt Whitsey</p> <p>Implementation: All staff</p>	<p>January 4th</p>	<p>Rag-rated green as these measures are already in place.</p> <p>Transport Guidance for Vehicles.docx</p>

2. ARRIVALS AND DEPARTURES: ADULTS

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
		<p>in. They will have to sign a Covid declaration as they sign in to say they are symptom free. If not, they will be asked to leave.</p> <p>Hand sanitizer to be available reception and at other entry points.</p> <p>The school will follow any Track and Trace advice or advice from the East Midlands Health Protection Team.</p> <p>All staff will be offered LFD tests to use at home according to current guidance.</p>			

3. ARRIVALS AND DEPARTURES: PUPILS

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
<p>Virus transmission causing harm to health or education.</p> <p>A person comes into contact with the virus and becomes ill.</p> <p>A person comes into contact with the virus and individuals or groups have to self-isolate.</p>	<p>Everyone including:</p> <ul style="list-style-type: none"> • Drivers and Escorts • Parents and Carers • Staff • Pupils • Contractors • Visitors 	<ul style="list-style-type: none"> • No pupil should come on to the school site if they have Covid symptoms (High Temperature; Persistent cough; Loss/Change of taste or smell.) • Drivers and Escorts will follow their employer's guidance to reduce the risks to pupils and themselves and ensure that pupils do too. • Pupils will be strongly encouraged to wear face coverings, unless exempt on the journey to school unless travelling exclusively with members of their own household. • The school will follow any Track and Trace advice or advice from the East Midlands Health Protection Team. • Only students in 7MSS, 8MKD, 9MNJ, 10MST, and 11SL (Room 1) will enter the main building in the morning by the main front doors. All other students should be directed around the main building to join the one-way system. 	<p>Leadership: Rob Cooper</p> <p>Management: Craig Palmer and Jacqui Tarry</p> <p>Implementation: All staff</p>	<p>January 4th</p>	<p>Rag-rated green as controls are already in place.</p> <p>Transport Guidance for Vehicles.docx</p>

4. TEACHING AND LEARNING: ADULTS AND PUPILS IN THE CLASSROOM

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
<p>Virus transmission causing harm to health or education.</p> <p>A person comes into contact with the virus and becomes ill.</p> <p>A person comes into contact with the virus and individuals or groups have to self-isolate.</p>	<p>Everyone including:</p> <ul style="list-style-type: none"> • Drivers and Escorts • Parents and Carers • Staff • Pupils • Contractors • Visitors 	<ul style="list-style-type: none"> • All classrooms will be well-ventilated, using natural ventilation: <ul style="list-style-type: none"> ○ Opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space). Opening internal doors can also assist with creating a throughput of air. ○ CO2 monitors are available from the site team to monitor ventilation. ○ If necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so) • Teachers will: <ul style="list-style-type: none"> ○ Wash their hands or use sanitizer on arrival; ○ Display information at the start and end of the lesson reminding students of Hands, Face, Space and Catch It, Bin It, Kill It messages; ○ Ensure the room is well-ventilated – If the temperature in the room is very cold students and staff may leave outdoor 	<p>Leadership: Rob Cooper</p> <p>Management: Kasia Glinka</p> <p>Implementation: All staff</p>	<p>January 4th</p>	<p>This is rag-rated green as all measures are in place</p> <p>Covid Template.PPT</p>

4. TEACHING AND LEARNING: ADULTS AND PUPILS IN THE CLASSROOM

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
		<p>coats on. For students, outdoor coats must conform to school uniform policy;</p> <ul style="list-style-type: none"> ○ Leave sufficient time for equipment and surfaces to be wiped down; • We would not ordinarily expect staff or students to wear a face covering in the classroom but they are free to do so if they choose and should consider doing so when working closely, alongside or face to face with students. • Hand sanitizer to be available at the entrance to every classroom. • Cleaning materials will be provided for every classroom: All shared surfaces and equipment will be wiped down at the end of each lesson. • The school will follow any Track and Trace advice or advice from the East Midlands Health Protection Team. 			

5. ILLNESS: SYMPTOMATIC ADULTS AND PUPILS

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
<p>Virus transmission causing harm to health or education.</p> <p>A person comes into contact with the virus and becomes ill.</p> <p>A person comes into contact with the virus and individuals or groups have to self-isolate.</p>	<p>Everyone including:</p> <ul style="list-style-type: none"> • Drivers and Escorts • Parents and Carers • Staff • Pupils • Contractors • Visitors 	<ul style="list-style-type: none"> • If a symptomatic person comes into school, they will be sent home immediately or isolated until they can be picked up. Pupils will be isolated until they are able to go home. • If a pupil displays symptoms or appears ill, staff working or supervising the pupil should contact Claire Welch who will oversee their isolation and return home. • In the case of a symptomatic pupil who needs to be supervised before being picked up: <ul style="list-style-type: none"> ○ The student will be isolated from other staff and students. ○ If it is not possible to supervise the student remotely, supervising staff will wear a fluid-resistant surgical mask, disposable gloves and a disposable apron. ○ If there's a risk of splashing to the eyes, such as from coughing, spitting or vomiting, supervising staff will also wear eye protection. 	<p>Leadership: Rob Cooper</p> <p>Management: Claire Welch</p> <p>Implementation: All staff</p>	January 4th	This is rag-rated green as all measures are already in place

5. ILLNESS: SYMPTOMATIC ADULTS AND PUPILS

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
		<ul style="list-style-type: none"> ○ Supervising staff will wash their hands thoroughly for 20 seconds after the pupil has been picked up. • Parents will be advised that their child needs to be tested for Covid-19. Home testing kits will be offered to parents/carers collecting symptomatic children, and to staff who've developed symptoms at school, if providing one will increase the likelihood of them getting tested. • The child will not be allowed to return to school for up to 10 days unless they provide confirmation of a negative result. • Students should be collected by a member of their household and not sent home on their transport or taxi. • Only in exceptional circumstances will staff take symptomatic children home themselves, and in this case one of the following steps will be taken: <ul style="list-style-type: none"> ○ Use of a vehicle with a large school minibus (i.e. the driver is as far away as possible from the symptomatic child). 			

5. ILLNESS: SYMPTOMATIC ADULTS AND PUPILS

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
		<ul style="list-style-type: none"> ○ The driver and passenger will maintain a distance of 2m from each other; or ○ The driver will use PPE (the same PPE as when supervising a symptomatic pupil, as explained above) and the passenger will wear a face mask if they are old enough and able to do so. • Staff members who fall ill whilst at school should report to Claire Welch. If it is felt staff may have covid-19 then they will be sent home immediately advised to self-isolate and told to book a test. Staff cannot return to school until the results of their test are known and they have completed any self-isolation period as instructed. • Staff must inform Rob Cooper of their test result as soon as possible (Out of hours: email or 07549 288253). • A deep clean will take place in the areas that the symptomatic person has been in, and PPE will be disposed of properly, following decontamination guidance. • 999 will be called if anyone is seriously ill or injured or their life is at risk. 			

5. ILLNESS: SYMPTOMATIC ADULTS AND PUPILS

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
		<ul style="list-style-type: none"> The school will follow any Track and Trace advice or advice from the East Midlands Health Protection Team. 			

6. MANAGING CONFIRMED CASES: ADULTS AND PUPILS

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
<p>Virus transmission causing harm to health or education.</p> <p>A person comes into contact with the virus and becomes ill.</p> <p>A person comes into contact with the virus and individuals or groups have to self-isolate.</p>	<p>Everyone including:</p> <ul style="list-style-type: none"> • Drivers and Escorts • Parents and Carers • Staff • Pupils • Contractors • Visitors 	<ul style="list-style-type: none"> • In the event of a positive test result, Lateral Flow or PCR, Rob Cooper must be informed immediately (Out of hours email or 07549 288253). • A student who returns a positive LFD result whilst at school, will be treated as symptomatic and the procedures set out in section 5 of this risk assessment followed. • Anyone with COVID-19 symptoms or a positive test result should stay at home and self-isolate or go home immediately and self-isolate for up to 10 days. This is because they could pass the infection on to others, even if they don't have symptoms. • Staff will be asked to leave immediately and to leave without entering any additional rooms. • Students will be supervised in isolation and await collection. • The isolation period for confirmed cases starts immediately from when symptoms started, or, if no symptoms, from when the test was taken. This will be referred to as Day 0. The day following day 0 is the first day of isolation (Day 1). For anyone fully vaccinated, under 18 and 6 months, medically unable to be vaccinated, or participating 	<p>Leadership: Rob Cooper</p> <p>Management: Rob Cooper</p> <p>Implementation: All staff</p>	<p>January 4th</p>	<p>This is rag-rated green as all measures are already in place</p> <p>Text for Weduc message to parents/carers of a positive case:</p> <p>Day 0 (First Symptoms OR Tested Positive) =</p> <p>Day 1 (1st day of isolation)=</p> <p>Day 5 (Start Daily Testing) =</p> <p>Day 6 (Earliest Return Date) =</p> <p>Day 11 (Latest Return Date) =</p> <p>I am aware that BLANK tested positive today and just wanted to check that BLANK is OK. With the new</p>

6. MANAGING CONFIRMED CASES: ADULTS AND PUPILS

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
		<p>in a clinical trial, the isolation period may end on day 6, 7, 8, 9 or 10, subject to 2 consecutive negative daily lateral flow tests taken no less than 24 hours apart.</p> <ul style="list-style-type: none"> • Rob Cooper may contact the local health protection (LHP) team on 0344 2254524. The LHP team will carry out a rapid risk assessment to confirm who has been in close contact with the person. • All confirmed cases will be reported through the education status form 			<p>isolation rules, I also thought it might be helpful to clarify a few things.</p> <p>On BLANK, BLANK can start doing daily lateral flow tests. Once BLANK has returned 2 negative tests, BLANK can return to school.</p> <p>If BLANK is still isolating on BLANK , BLANK isolation period will finish at 23:59, so BLANK won't need to take an LFD test on BLANK and can return to school regardless.</p> <p>If BLANK cannot take daily lateral flow tests then BLANK will have to complete the full</p>

6. MANAGING CONFIRMED CASES: ADULTS AND PUPILS

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
					<p>isolation period and return on BLANK .</p> <p>All of this assumes that BLANK will be well enough to return to school. If BLANK still has symptoms or is otherwise unwell, then BLANK should stay at home until BLANK is well enough to attend school.</p> <p>If BLANK is well and you would like BLANK to have some school work while BLANK is isolating, please contact kasiaglinka@maplewell.leics.sch.uk</p> <p>I hope that is useful. Please let me know if my dates are incorrect.</p>

6. MANAGING CONFIRMED CASES: ADULTS AND PUPILS

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
					<p>Text for email to staff testing positive:</p> <p>Day 0 (First Symptoms OR Tested Positive) =</p> <p>Day 1 (1st day of isolation)=</p> <p>Day 5 (Start Daily Testing) =</p> <p>Day 6 (Earliest Return Date) =</p> <p>Day 11 (Latest Return Date) =</p> <p>With the new isolation rules, I thought it might be helpful to clarify a few things.</p> <p>On BLANK, you can start doing daily lateral flow tests. Once you have returned 2 negative tests, you can return to school.</p>

6. MANAGING CONFIRMED CASES: ADULTS AND PUPILS

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
					<p>If you are still isolating on BLANK , your isolation period will finish at 23:59, so you won't need to take an LFD test on BLANK and can return to school on BLANK.</p> <p>Once you start daily tests on day 5 (work days only), you will need to report your absence in the normal way and therefore you are advised to give yourself time to contact the cover phone before 07:30.</p> <p>If you cannot take daily lateral flow tests then you will have to complete the full isolation period and return on BLANK.</p> <p>All of this assumes that you will be well enough</p>

6. MANAGING CONFIRMED CASES: ADULTS AND PUPILS

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
					<p>to return to school. If you still have symptoms or are otherwise unwell, then you should stay at home until you are well enough to attend school.</p> <p>I hope that is useful.</p> <p>Take care.</p>

7. CLINICALLY EXTREMELY VULNERABLE STAFF AND THOSE PREVIOUSLY SHIELDING

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
<p>Staffing levels due to illness and self-isolation mean pupils can't be safely supervised.</p> <p>Pupils are not able to attend school and their access to education is put at risk.</p>	<p>Everyone including:</p> <ul style="list-style-type: none"> • Staff • Pupils 	<ul style="list-style-type: none"> • Adjustments to timetables and duties will be considered to reduce the number of contacts they have in school. • An individual risk assessment can be requested. • The school will follow any Track and Trace advice or advice from the East Midlands Health Protection Team. 	<p>Leadership: Rob Cooper</p> <p>Management: Rob Cooper</p> <p>Implementation: Andrew Patterson and Claire Welch</p>	<p>January 4th</p>	<p>This is rag-rated green as all measures are in place.</p> <p>Remote Learning Contingency Plan September 2020.docx</p>

8. CLINICALLY EXTREMELY VULNERABLE PUPILS

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
<p>Staffing levels due to illness and self-isolation mean pupils can't be safely supervised</p> <p>Pupils are not able to attend school and their access to education is put at risk..</p>	<p>Everyone including:</p> <ul style="list-style-type: none"> • Staff • Pupils 	<ul style="list-style-type: none"> • All CEV pupils should attend their school unless they are one of the very small number of pupils under paediatric or other specialist care and have been advised by their GP or clinician not to attend. Pupils who live with someone who is CEV should continue to attend school as normal. Pupils whose parents/carers are unsure if their condition makes them clinically extremely vulnerable will be supported to stay away from school until they have confirmation from their GP or consultant. • The school will follow any Track and Trace advice or advice from the East Midlands Health Protection Team. 	<p>Leadership: Rob Cooper</p> <p>Management: Rob Cooper</p> <p>Implementation: Andrew Patterson and Claire Welch</p>	<p>January 4th</p>	<p>This is rag-rated green as all measures are in place</p> <p>Remote Learning Contingency Plan September 2020.docx</p>

9. LATERAL FLOW TESTING

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
<p>Asymptomatic people on the school site infecting the school population.</p> <p>Restriction of education due to contingency measures to manage outbreaks.</p>	<ul style="list-style-type: none"> • Parents and Carers • Staff • Pupils • Contractors • Visitors 	<p>Staff Testing:</p> <ul style="list-style-type: none"> • All staff lateral flow (LFD) testing will be administered by staff at home. All staff are strongly encouraged to test twice a week. • Staff LFD test results should be reported to the NHS following the instructions provided in the LFD kits, and recorded using the appropriate form on WEDUC. <p>Student Testing:</p> <ul style="list-style-type: none"> • Students will be offered LFD kits to enable them to test twice weekly at home. • The school will retain a small asymptomatic test site at Woodhouse Eaves and Loughborough to offer minimal testing for students who are unable or unwilling to test at home will be able to continue to test at school. • In the event of an outbreak, the school may introduce daily in-school testing for students identified as a short-term, temporary measure. 	<p>Leadership: Jason Brooks, Chris Hoult and Rob Cooper</p> <p>Management: Claire Welch</p> <p>Implementation: Claire Welch</p>	January 4th	This is rag-rated green as all measures are in place.

10. CLOSE CONTACTS AND IDENTIFIED CONTACTS OF CONFIRMED CASES

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
<p>Virus transmission causing harm to health or education.</p> <p>A person comes into contact with the virus and becomes ill.</p> <p>A person comes into contact with the virus and individuals or groups have to self-isolate.</p>	<p>Everyone including:</p> <ul style="list-style-type: none"> • Drivers and Escorts • Parents and Carers • Staff • Pupils • Contractors • Visitors 	<p>Close Contacts</p> <ul style="list-style-type: none"> • Close contacts in schools are now identified by NHS Test and Trace and we are not expected to undertake contact tracing. • NHS Test and Trace will work with the confirmed case and/or their parent to identify close contacts. Contacts from school will only be traced by NHS Test and Trace where the confirmed case and/or their parent specifically identifies the individual as being a close contact. This is likely to be a small number of individuals who would be most at risk of contracting COVID-19 due to the nature of the close contact. School may be contacted in exceptional cases to help with identifying close contacts, as currently happens in managing other infectious diseases. • From 14 December 2021, adults who are fully vaccinated and all children and young people aged between 5 and 18 years and 6 months identified as a contact of someone with COVID-19 are strongly advised to take a LFD test every day for 7 days and continue to attend their setting as normal, unless they have a positive test result. Daily testing of close contacts applies to all contacts who are: 	<p>Leadership: Rob Cooper</p> <p>Management: SLT</p> <p>Implementation: Admin team and Andrew Patterson</p>	<p>January 4th</p>	<p>This is rag-rated green as all measures are in place.</p> <p>Text for Weduc message to parents/carers of an identified contact:</p> <p>Your child has been identified as a contact of a positive Covid case in school. Their contact with this case was on BLANK. If they were absent on these days, then you can ignore the rest of this advice.</p> <p>Your child is strongly advised to take a lateral flow device (LFD) test every day for 7 days instead of self-isolating, starting either this evening or tomorrow morning. If they test</p>

10. CLOSE CONTACTS AND IDENTIFIED CONTACTS OF CONFIRMED CASES

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
		<ul style="list-style-type: none"> fully vaccinated adults – people who have had 2 doses of an approved vaccine all children and young people aged 5 to 18 years and 6 months, regardless of their vaccination status people who are not able to get vaccinated for medical reasons people taking part, or have taken part, in an approved clinical trial for a COVID-19 vaccine <ul style="list-style-type: none"> If they test positive, they should self-isolate for up to 10 days. Staff who do not need to isolate, and children and young people aged under 18 years 6 months who usually attend school, and have been identified as a contact of someone with COVID-19, should continue to attend school as normal. <p>Identified Contacts</p> <ul style="list-style-type: none"> If there is a confirmed case in tutor teams (student or staff), all members of that tutor team will be counted as identified contacts and advised to take a lateral flow device (LFD) test every day for 7 days instead of self-isolating. All adults who are fully vaccinated and children aged 5 to 18 			<p>positive, they should isolate for up to 10 days. You should report positive lateral flow results to robcooper@mapleweil.leics.sch.uk including the date of the test.</p> <p>All test results (positive, negative or void) should be reported online through the report a COVID-19 rapid lateral flow test result page which should only take a couple of minutes and on WEDUC.</p> <p>Daily testing by identified contacts will help to slow the spread of COVID-19. Your child should continue to attend school as long as their daily test is negative and they are asymptomatic. If your</p>

10. CLOSE CONTACTS AND IDENTIFIED CONTACTS OF CONFIRMED CASES

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
		<p>years and 6 months, identified as a contact of someone with COVID-19 – whether Omicron or not – should take a lateral flow device (LFD) test every day for 7 days instead of self-isolating. Daily testing by close contacts will help to slow the spread of COVID-19. They will be advised that they should continue to attend school/work as long as their daily test is negative and they are asymptomatic.</p> <ul style="list-style-type: none"> • If they test positive, they must self-isolate for up to 10 days. • If there is an outbreak (5 or more confirmed cases that can be closely linked), then all staff and students in the year group will be classed as identified contacts and advised to take a lateral flow device (LFD) test every day for 7 days instead of self-isolating. All adults who are fully vaccinated and children aged 5 to 18 years and 6 months, identified as a contact of someone with COVID-19 – whether Omicron or not – should take a lateral flow device (LFD) test every day for 7 days instead of self-isolating. Daily testing by close contacts will help to slow the spread of COVID-19. They will be advised that they should continue to attend school/work as long as their daily test is negative and they are asymptomatic. 			<p>child is unable to do lateral flow tests at home, then they can continue to attend school but will have to stay at home and isolate for the full 10 days if they display any symptoms.</p> <p>You do not need to collect your child early from school and they will return home on their usual transport.</p> <p>Text for email to staff identified as a contact</p> <p>You have been identified as a contact of a positive Covid case. Your days of contact with this case fall between BLANK</p>

10. CLOSE CONTACTS AND IDENTIFIED CONTACTS OF CONFIRMED CASES

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
		<ul style="list-style-type: none"> • If they test positive, they must self-isolate for up to 10 days. If the PCR test is negative, they no longer need to self-isolate but should continue to carry out the remainder of the daily tests, and only need to isolate if it is positive. • All students who have travelled in the same vehicle as a confirmed case will be classed as an identified contact and advised to take a lateral flow device (LFD) test every day for 7 days instead of self-isolating. All adults who are fully vaccinated and children aged 5 to 18 years and 6 months, identified as a contact of someone with COVID-19 – whether Omicron or not – should take a lateral flow device (LFD) test every day for 7 days instead of self-isolating. Daily testing by close contacts will help to slow the spread of COVID-19. They will be advised that they should continue to attend school/work as long as their daily test is negative and they are asymptomatic. • If they test positive, they must self-isolate for up to 10 days. • Close and identified contacts who do not have symptoms of COVID-19, are legally required to self-isolate unless they meet at least one of the following conditions: 			<p>and BLANK. If you were absent for this period, then you can ignore the rest of this advice.</p> <p>If you are unvaccinated, then you must self-isolate for 10 days.</p> <p>If you have been fully vaccinated, or have a medical reason for not being vaccinated, then you are strongly advised to take a lateral flow device (LFD) test every day for 7 days instead of self-isolating starting either this evening or tomorrow morning.</p> <p>You will need to report your absence in the normal way if you do</p>

10. CLOSE CONTACTS AND IDENTIFIED CONTACTS OF CONFIRMED CASES

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
		<ul style="list-style-type: none"> ○ they 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. ○ they are below 18 years 6 months ○ they have taken part in or are currently part of an approved COVID-19 vaccine trial ○ they are not able to get vaccinated for medical reasons • Students who are an identified contact of a confirmed case who are unable to take daily lateral flow tests should continue to attend school as long as they are asymptomatic. • Parents/Carers of students who are an identified contact of a confirmed case will be informed by WEDUC • Staff who are an identified contact of a confirmed case will be informed by email • Drivers and escorts who are an identified contact of a confirmed case will be informed by Andrew Patterson. 			<p>test positive and therefore you are advised to give yourself time to contact the cover phone before 07:30.</p> <p>Daily testing by identified contacts will help to slow the spread of COVID-19. You should continue to attend school as long as your daily test is negative and you are asymptomatic.</p> <p>If you test positive, you should self-isolate for up to 10 days.</p>

10. CLOSE CONTACTS AND IDENTIFIED CONTACTS OF CONFIRMED CASES

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
		<ul style="list-style-type: none"> The school will follow any Test and Trace advice from the NHS, East Midlands Health Protection Team, or UKHSA. 			

11. TRAVEL QUARANTINE AND EDUCATIONAL TRIPS AND VISITS

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
<p>Asymptomatic people on the school site infecting the school population.</p> <p>Restriction of education due to contingency measures to manage outbreaks.</p>	<ul style="list-style-type: none"> • Parents and Carers • Staff • Pupils • Contractors • Visitors • Public 	<p>Travel Quarantine</p> <ul style="list-style-type: none"> • 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. • Parents travelling abroad should bear in mind the impact on their child's education which may result from any requirement to quarantine or isolate upon return <p>Educational Trips and Visits:</p> <ul style="list-style-type: none"> • Educational Trips and Visits can still continue. • Students and staff must adhere to all local and national measures in place at the time when out on an Educational Trip or Visit. Measures include: <ul style="list-style-type: none"> ○ All staff and students to wear masks in vehicles, including school mini-buses and public transport. ○ All staff and students to wear masks in shops. ○ All staff and students to wear masks in indoor, occupied spaces. • Risk assessments for all educational trips and visits must include COVID contingency measures, including how to manage a confirmed or suspected case whilst on the trip or visit. 	<p>Leadership: Jason Brooks, Chris Hoults and Rob Cooper</p> <p>Management: Visit Leader</p> <p>Implementation: All staff</p>	<p>January 4th</p>	<p>Travel quarantine: This is rag-rated green as all measures are in place.</p> <p>Educational trips and visits: This is rag-rated amber as measures will need to be identified and implemented for each trip or visit.</p>

		<ul style="list-style-type: none">• Trip leaders will need to justify how the educational benefits of the trip outweigh any associated Covid risks.			
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