

# Maplewell Hall School: Main Site

## Coronavirus risk assessment

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This risk assessment documents the risk control measures in place from 29<sup>th</sup> November 2021. 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 29<sup>th</sup> November 2021.

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 double 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).

**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.**

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"> <li>• Drivers and Escorts</li> <li>• Parents and Carers</li> <li>• Staff</li> <li>• Pupils</li> <li>• Contractors</li> <li>• Visitors</li> </ul>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• All staff will observe the one-way system (Site and kitchen staff are exempt) at busy times. The times are displayed at both end of the corridor.</li> <li>• 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.</li> <li>• All classrooms will be well-ventilated, using natural ventilation: <ul style="list-style-type: none"> <li>○ 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.</li> <li>○ if necessary external opening doors may also be used (as long as they</li> </ul> </li> </ul>	<p>Leadership: Rob Cooper</p> <p>Management: Matt Whitsey</p> <p>Implementation: All staff</p>	<p>November 29th</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

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>are not fire doors and where safe to do so).</p> <ul style="list-style-type: none"> <li>○ CO2 monitors are available from the site team to monitor ventilation.</li> <li>• Face coverings help protect the wearer and others against the spread of infection because they cover the nose and mouth, which are the main confirmed sources of transmission of COVID-19.</li> <li>• Face coverings should be worn by pupils, staff and adult visitors when moving around the premises, outside of classrooms, such as in corridors and communal areas. This is a temporary measure.</li> <li>• Pupils should also wear a face covering when travelling on public transport and dedicated transport to and from school.</li> <li>• We do not advise that pupils and staff wear face coverings in classrooms, but staff and pupils may choose to do so if they wish.</li> <li>• Face coverings do not need to be worn when eating or drinking, or when taking medication.</li> <li>• Everyone in school will:             <ul style="list-style-type: none"> <li>○ Stay at home if they are ill.</li> </ul> </li> </ul>			<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
		<ul style="list-style-type: none"> <li>○ Frequently wash their hands with soap and water for 20 seconds and dry thoroughly using NHS guidelines, or use hand sanitiser to cover all parts of their hands.</li> <li>○ Clean their hands-on arrival, after breaks, if they change rooms, before and after eating, and after sneezing or coughing.</li> <li>○ Be encouraged not to touch their mouth, eyes and nose.</li> <li>○ Use a tissue or elbow to cough or sneeze and use bins for tissue waste.</li> <li>● 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.</li> <li>● Bins will be emptied regularly throughout the day.</li> <li>● 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.</li> <li>● Anyone self-isolating with symptoms will be advised to access testing and engage with the NHS Test and Trace process.</li> </ul>			

## 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
		<ul style="list-style-type: none"> <li>• As a minimum, frequently touched surfaces should be wiped down twice a day, and one of these should be at the beginning or the end of the working day using standard cleaning products (e.g. bleach, detergent), including:               <ul style="list-style-type: none"> <li>○ Banisters.</li> <li>○ Classroom desks and tables.</li> <li>○ Bathroom facilities (including taps and flush buttons).</li> <li>○ Door and window handles.</li> <li>○ Furniture.</li> <li>○ Light switches.</li> <li>○ Reception desks.</li> <li>○ Teaching and learning aids.</li> <li>○ Books and games and other classroom-based resources.</li> <li>○ Computer equipment (including keyboards and mouse).</li> <li>○ Sports equipment.</li> <li>○ Hard toys.</li> <li>○ Telephones.</li> <li>○ Fingerprint scanners.</li> <li>○ Outdoor play equipment.</li> </ul> </li> </ul>			

## 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
		<ul style="list-style-type: none"> <li>• Cleaning materials will be available in all classrooms and areas where shared resources are regularly handled (photocopier, kettles, library etc) for all staff to use.</li> <li>• 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.</li> <li>• 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.</li> <li>• 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.</li> <li>• Cleaning supplies will be topped up regularly and monitored to make sure they're not close to running out.</li> <li>• The school will follow any Track and Trace advice or advice from the East Midlands Health Protection Team.</li> </ul>			



## 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"> <li>• Drivers and Escorts</li> <li>• Parents and Carers</li> <li>• Staff</li> <li>• Pupils</li> <li>• Contractors</li> <li>• Visitors</li> </ul>	<p><b>Only essential visitors will be allowed into school. Essential visitors are:</b></p> <ul style="list-style-type: none"> <li>• <b>Social workers and NHS staff visiting for safeguarding purposes</b></li> <li>• <b>Emergency services</b></li> <li>• <b>Contractors carrying out essential work and maintenance</b></li> <li>• <b>Governors</b></li> </ul> <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><b>All visitors will be asked to wear a mask in communal areas if they are able to do so.</b></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 <b>essential visitors</b> entering the main school building will enter via main reception and sign-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>Leadership: Rob Cooper</p> <p>Management: Andrew Patterson, Mandy Paris and Matt Whitsey</p> <p>Implementation: All staff</p>	<p>November 29th</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>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"> <li>• Drivers and Escorts</li> <li>• Parents and Carers</li> <li>• Staff</li> <li>• Pupils</li> <li>• Contractors</li> <li>• Visitors</li> </ul>	<ul style="list-style-type: none"> <li>• No pupil should come on to the school site if they have covid symptoms (High Temperature; Persistent cough; Loss/Change of taste or smell.)</li> <li>• Drivers and Escorts will follow their employers guidance to reduce the risks to pupils and themselves and ensure that pupils do too.</li> <li>• 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.</li> <li>• The school will follow any Track and Trace advice or advice from the East Midlands Health Protection Team.</li> <li>• <b>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.</b></li> </ul>	<p>Leadership: Rob Cooper</p> <p>Management: Craig Palmer and Jacqui Tarry</p> <p>Implementation: All staff</p>	<p>November 29th</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"> <li>• Drivers and Escorts</li> <li>• Parents and Carers</li> <li>• Staff</li> <li>• Pupils</li> <li>• Contractors</li> <li>• Visitors</li> </ul>	<ul style="list-style-type: none"> <li>• All classrooms will be well-ventilated, using natural ventilation:               <ul style="list-style-type: none"> <li>○ 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.</li> <li>○ <b>CO2 monitors are available from the site team to monitor ventilation.</b></li> <li>○ If necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so)</li> </ul> </li> <li>• Teachers will:               <ul style="list-style-type: none"> <li>○ Wash their hands or use sanitizer on arrival;</li> <li>○ Display information at the start and end of the lesson reminding students of Hands, Face, Space and Catch It, Bin It, Kill It messages;</li> <li>○ Ensure the room is well-ventilated – If the temperature in the room is very cold students and staff may leave <b>outdoor</b></li> </ul> </li> </ul>	<p>Leadership: Rob Cooper</p> <p>Management: Kasia Glinka</p> <p>Implementation: All staff</p>	<p>November 29th</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"> <li>○ Leave sufficient time for equipment and surfaces to be wiped down;</li> <li>• Hand sanitizer to be available at the entrance to every classroom.</li> <li>• Cleaning materials will be provided for every classroom: All shared surfaces and equipment will be wiped down at the end of each lesson.</li> <li>• The school will follow any Track and Trace advice or advice from the East Midlands Health Protection Team.</li> </ul>			

## 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"> <li>• Drivers and Escorts</li> <li>• Parents and Carers</li> <li>• Staff</li> <li>• Pupils</li> <li>• Contractors</li> <li>• Visitors</li> </ul>	<ul style="list-style-type: none"> <li>• 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 in <b>the Medical Room</b> until they are able to go home.</li> <li>• 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.</li> <li>• In the case of a symptomatic pupil who needs to be supervised before being picked up: <ul style="list-style-type: none"> <li>○ The student will be isolated from other staff and students.</li> <li>○ 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.</li> <li>○ If there's a risk of splashing to the eyes, such as from coughing, spitting or vomiting, supervising staff will also wear eye protection.</li> </ul> </li> </ul>	<p>Leadership: Rob Cooper</p> <p>Management: Claire Welch</p> <p>Implementation: All staff</p>	<p>November 29th</p>	<p>This is rag-rated green as all measures are already in place</p>

## 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"> <li>○ Supervising staff will wash their hands thoroughly for 20 seconds after the pupil has been picked up.</li> <li>• 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.</li> <li>• The child will not be allowed to return to school for at least 10 days unless they provide confirmation of a negative result.</li> <li>• 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"> <li>○ Use of a vehicle with a large school minibus (i.e. the driver is as far away as possible from the symptomatic child).</li> <li>○ The driver and passenger will maintain a distance of 2m from each other; or</li> <li>○ The driver will use PPE (the same PPE as when supervising a symptomatic pupil, as explained</li> </ul> </li> </ul>			

## 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>above) and the passenger will wear a face mask if they are old enough and able to do so.</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Staff must inform Rob Cooper of their test result as soon as possible (Out of hours: email or 07549 288253).</li> <li>• 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.</li> <li>• 999 will be called if anyone is seriously ill or injured or their life is at risk.</li> <li>• The school will follow any Track and Trace advice or advice from the East Midlands Health Protection Team.</li> </ul>			

## 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"> <li>• Drivers and Escorts</li> <li>• Parents and Carers</li> <li>• Staff</li> <li>• Pupils</li> <li>• Contractors</li> <li>• Visitors</li> </ul>	<ul style="list-style-type: none"> <li>• 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).</li> <li>• 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.</li> <li>• Anyone with COVID-19 symptoms or a positive test result should stay at home and self-isolate or go home immediately. This is because they could pass the infection on to others, even if they don't have symptoms.</li> <li>• The isolation period <b>for confirmed cases</b> starts immediately from when symptoms started, or, if no symptoms, from when the test was taken. <b>The</b> isolation period includes the day symptoms started (or the day the test was taken if no symptoms), and the next 10 full days. This means that if, for example, symptoms started at any time on the 15th of the month (or if no symptoms but the first positive COVID-19 test was taken on the 15th), the isolation period ends at 23:59 hrs on the 25th.</li> </ul>	<p>Leadership: Rob Cooper</p> <p>Management: Rob Cooper</p> <p>Implementation: All staff</p>	<p>November 29th</p>	<p>This is rag-rated green as all measures are already in place</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
		<ul style="list-style-type: none"> <li>• 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.</li> <li>• All <b>confirmed</b> cases will be reported through the education status form</li> </ul>			

## 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"> <li>• Staff</li> <li>• Pupils</li> </ul>	<ul style="list-style-type: none"> <li>• Adjustments to timetables and duties will be considered to reduce the number of contacts they have in school.</li> <li>• An individual risk assessment can be requested.</li> <li>• The school will follow any Track and Trace advice or advice from the East Midlands Health Protection Team.</li> </ul>	<p>Leadership: Rob Cooper</p> <p>Management: Rob Cooper</p> <p>Implementation: Andrew Patterson and Claire Welch</p>	<p>November 29th</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"> <li>• Staff</li> <li>• Pupils</li> </ul>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• The school will follow any Track and Trace advice or advice from the East Midlands Health Protection Team.</li> </ul>	<p>Leadership: Rob Cooper</p> <p>Management: Rob Cooper</p> <p>Implementation: Andrew Patterson and Claire Welch</p>	<p>November 29th</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"> <li>• Parents and Carers</li> <li>• Staff</li> <li>• Pupils</li> <li>• Contractors</li> <li>• Visitors</li> </ul>	<p><b>Staff Testing:</b></p> <ul style="list-style-type: none"> <li>• All staff lateral flow (LFD) testing will be administered by staff at home. All staff are strongly encouraged to test twice a week.</li> <li>• 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.</li> </ul> <p><b>Student Testing:</b></p> <ul style="list-style-type: none"> <li>• Students will be offered LFD kits to enable them to test twice weekly at home.</li> <li>• 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.</li> <li>• In the event of an outbreak, the school may introduce daily in-school testing for students identified as a short-term, temporary measure.</li> </ul>	<p>Leadership: Jason Brooks, Chris Houlton and Rob Cooper</p> <p>Management: Claire Welch</p> <p>Implementation: Claire Welch</p>	<p>November 29th</p>	<p>This is rag-rated green as all measures are in place.</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>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"> <li>• Drivers and Escorts</li> <li>• Parents and Carers</li> <li>• Staff</li> <li>• Pupils</li> <li>• Contractors</li> <li>• Visitors</li> </ul>	<p><b>Close Contacts</b></p> <ul style="list-style-type: none"> <li>• Close contacts in schools are now identified by NHS Test and Trace and we are not expected to undertake contact tracing.</li> <li>• 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.</li> <li>• All individuals who have been identified as a close contact of a suspected or confirmed case of the Omicron variant of COVID-19, irrespective of vaccination status and age, will be contacted directly and required to self-isolate immediately and asked to book a PCR test. They will be informed by the local health protection team or NHS Test and Trace if they fall into this category and provided details about self-isolation.</li> </ul>	<p>Leadership: Rob Cooper</p> <p>Management: SLT</p> <p>Implementation: Admin team and Andrew Patterson</p>	<p>November 29th</p>	<p>Rag-rated green as these measures are already in place.</p> <p>An identified contact is defined as: A member of the tutor team, or a passenger on the same vehicle.</p> <p>Text of WEDUC message: Your child has been identified as a contact of a confirmed case of Covid19. The UK Health Security Agency advises you to book a PCR test for them. To avoid disruption to their learning please try to avoid appointments during the school day where possible. Your child can continue to attend school while they</p>

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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"> <li>• Further actions may be advised by a local Incident Management Team (IMT) investigating a suspected or confirmed case of the Omicron variant of COVID-19.</li> <li>• For everyone else, isolation rules are unchanged. Individuals are not required to self-isolate if they live in the same household as someone with COVID-19 who is not a suspected or confirmed case of the Omicron variant, or are a close contact of someone with COVID-19 who is not a suspected or confirmed case of the Omicron variant, and any of the following apply:               <ul style="list-style-type: none"> <li>• they are fully vaccinated</li> <li>• they are below the age of 18 years and 6 months</li> <li>• they have taken part in or are currently part of an approved COVID-19 vaccine trial</li> <li>• they are not able to get vaccinated for medical reasons</li> </ul> </li> <li>• Instead, they will be contacted by NHS Test and Trace, informed they have been in close contact with a confirmed case and advised to take a PCR test. School will encourage all individuals to take a PCR test if advised to do so.</li> </ul>			<p>wait for the results as long as they are asymptomatic. You may wish to do additional lateral flow tests while you wait for the PCR results.</p>

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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"> <li>• 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 close contact of someone with COVID-19 who is not a suspected or confirmed case of the Omicron variant, should continue to attend school as normal.</li> </ul> <p><b>Identified Contacts</b></p> <ul style="list-style-type: none"> <li>• 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 book a PCR test. They will be advised that they should continue to attend school/work while they wait for results as long as they are asymptomatic.</li> <li>• 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 book a PCR test. They will be advised that they should continue to attend school/work while they wait for results as long as they are asymptomatic.</li> <li>• All students who have travelled in the same vehicle as a confirmed case will be classed as an identified contact and advised to book a PCR test. They will be advised that they should continue to</li> </ul>			

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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>attend school/work while they wait for results as long as they are asymptomatic.</p> <ul style="list-style-type: none"> <li>Adults who have been fully vaccinated (double-jabbed), adults who are unable to be vaccinated for medical reasons and anyone under 18 and 6 months are not required to self-isolate if they are an identified contact of a confirmed case of Covid-19.</li> <li>Students who are an identified contact of a confirmed case should continue to attend school as long as they are asymptomatic.</li> <li>Parents/Carers of students who are an identified contact of a confirmed case will be informed by WEDUC and advised to book a PCR. Students can still attend school while they await the results. Parents/Carers do not need to collect their children early from school unless they display symptoms.</li> <li>Staff who are an identified contact of a confirmed case will be informed by email and advised to book a PCR. Staff can still attend school while they await the results. Staff may wish to take additional lateral flow tests while they wait for the PCR results.</li> </ul>			

**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"> <li>• Drivers and escorts who are an identified contact of a confirmed case will be informed by Andrew Patterson.</li> <li>• The school will follow any Test and Trace advice from the East Midlands Health Protection Team.</li> </ul>			

## 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"> <li>• Parents and Carers</li> <li>• Staff</li> <li>• Pupils</li> <li>• Contractors</li> <li>• Visitors</li> <li>• Public</li> </ul>	<p><b>Travel Quarantine</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• 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</li> </ul> <p><b>Educational Trips and Visits:</b></p> <ul style="list-style-type: none"> <li>• Educational Trips and Visits can still continue.</li> <li>• 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"> <li>○ All staff and students to wear masks in vehicles, including school mini-buses and public transport.</li> <li>○ All staff and students to wear masks in shops.</li> <li>○ All staff and students to wear masks in indoor, occupied spaces.</li> </ul> </li> <li>• 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.</li> </ul>	<p>Leadership: Jason Brooks, Chris Houlton and Rob Cooper</p> <p>Management: Visit Leader</p> <p>Implementation: All staff</p>	November 29th	<p><b>Travel quarantine:</b> This is rag-rated green as all measures are in place.</p> <p><b>Educational trips and visits:</b> This is rag-rated amber as measures will need to be identified and implemented for each trip or visit.</p>