

## **COVID -19 School Risk Assessment**

Date: 14-07-2020

### **Introduction**

This risk assessment is to support schools in assessing risks associated with full opening to all cohorts of children following the COVID-19 pandemic. Schools need to consider all local and national guidance, guidance indicated in this document is correct at the date of issue, schools will need to ensure they are aware of changes in guidance and should respond accordingly. You must consider how you safely deliver provision to children within your community. Each school community has different and varying needs and you should consider what you already know and evidence the safest response for children and staff within your school.

**Signature of the responsible officer in school**

I confirm that I have read this document and  
will ensure that the control measures are undertaken. Date:

## Index Page- All the page numbers below are hyperlinks

[A1- General introduction](#)

A2- Index.

[A3- Notes to assist with Risk Assessment completion](#)

[B1- Front sheet for IPRA. School information](#)

[B2- Summary of key information](#)

[B3- Risk rating explained](#)

[C1- Policies and procedures](#)

[C2 - General site safety](#)

[C3- Electrical supply, systems and equipment](#)

[C4- Heating and ventilation](#)

[C5- Fire safety](#)

[C6- Invacuation and lockdown](#)

[C7- Cleaning](#)

[C8- Infection control](#)

[C9- Social distancing](#)

[C10- Pupil wellbeing](#)

[C11- Staff wellbeing](#)

[C12- Parents and family wellbeing](#)

[C13 - Access to learning](#)

[C14- Safeguarding](#)

[C15 - Communication](#)

[C16 - Visitors on site](#)

[C17 - Travel to school](#)

[C18- Educational visitors/ workshops](#)

[D1 - The System of Controls: Protective measures](#)

[E1 - What to do if you have a case of COVID-19 in your school](#)

[F1- Contacts - a list of useful contacts](#)

[G1 - Bradford Symptomatic Key Worker Referral Form](#)

[G2 - Key worker referral form guidance notes](#)

[Glossary](#)

RA- Risk Assessment

IHCP- Individual Health Care Plan

EHCP- Education Health Care Plan

CYP- Child Young Person

MOS- Member of staff

CV19 - COVID-19

RAG - Red Amber Green, RAG Rating

PEP - Personal Evacuation Plan

PPE - Personal Protective Equipment

## Notes to assist with Risk Assessment completion

Schools and settings should take account of all local and national guidance in relation to COVID-19 and education settings and update relevant parts as a result of new guidance issued

Use section B1 to make reference to any relevant documents which should be considered in line with these risk assessments. It also has links to current guidance which you will need to keep updated

B2 allows schools and settings to consider the numbers of children accessing education, specific vulnerabilities which may need to be considered and staffing

B3 explains RAG rating . You should RAG rate the risk before control measures are implemented and again afterwards. Control measure should, in most instances, reduce the identified risk. For each identified risk you should consider the likelihood of the instance happening and the impact of harm if it does.

Each of the tabs C1- C16 should be an appendix to **existing** policies, procedures and risk assessments that schools will already have in place for each identified area.

D1 The system of controls **must** be followed for prevention and response

E1 Provides guidance for your response to confirmed or suspected COVID case

F1 Contains useful contact information

G1 and F2 contain the referral information for testing for school staff who are symptomatic. This should be used in conjunction with the guidance issued alongside this document



## Summary of Key Information

Below provides a summary of key information to be considered in managing the return of all children to school in September

Children and resourcing	Total number	Shielding
Total number of children on school roll (656)		
Number of children with an EHCP (SK, MM)	10	
Number of children on CP Plan (SK, MM)	5	
Number of children on CIN Plan (SK, MM)	8	
Number of children on Early Help Plan (Sk, MM)	9	
Number of children who were previously Persistently Absent pre COVID - Jan - March 2020 106 -Current students, 111 including		
Number of children who are considered vulnerable (SK, MM)	39	
Children with Risk Assessment/Positive handling plan (SK, MM)	2	
Children with a medical Risk Assessment (MM)	18	
Children with an intimate care plan (SK, MM)	15	
Children with a PEP (SK, MM)	2	
Staff with a PEP	0	
Total number of teaching staff/Number shielding	36	2
Total Number of SLT/Number shielding	3	0
Total Number of support staff/Number shielding	60	1
Total number of administration support / Number shielding	6	5
Total number of catering staff / Number shielding	12	0
Total number of site staff / Number shielding	2	0
Total number of cleaning staff / Number shielding	12	0
Number of available entrances to school site	9	

## Risk rating

		Likelihood of occurrence		
		Likely (3)	Possible (2)	Unlikely (1)
Likely impact	Extremely Harmful (3)	Unacceptable	Substantial	Moderate
	Harmful (2)	Substantial	Moderate	Acceptable
	Slightly Harmful (1)	Moderate	Acceptable	Acceptable

<p><b>Unacceptable</b> Action must be taken immediately to reduce risk. External, professional advice should be sought to mitigate and alleviate the prescribed risks of harm</p>	<p><b>Substantial</b> Further action should be taken immediately to reduce the risk of harm. Setting may wish to engage the services of external professionals.</p>	<p><b>Moderate</b> If it is reasonably practicable to do so then additional controls should be put into place to further reduce the risk.</p>	<p><b>Trivial and Acceptable</b> No action is required for the risk rating. All documents should be kept for future reference.</p>
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[Back to Index](#)

**Area of concern: Policies and procedures**

Consider all policies and procedures relevant to the day-to-day running of your school and whether an appendix should be added in the context of COVID-19. Ensure policies are revisited with staff and any additions and changes are highlighted.

Identified Risk	RAG	Control measures	RAG	Owner	Review date	Adaptations for Early Years	Additional resourcing required	Links to relevant policies
<b>C1-17 Sections are to be used as appendices for existing policies and procedures</b>								
Health and Safety	Red	Sections C1-9	Green	PK/JL	End September			
First Aid Policy :	Red	Preventative measures and what do if a child/ staff member shows symptoms see D1 E1	Green	PK/JL	End September			
Emergency plan:	Red	Fire evacuation, invacuation and lockdown C5 C6	Green	PK/JL	End September			
COSHH - (Premises Management policy)	Red	Cleaning materials C7	Green	PK/JL	End September			
Premises Management -	Red	Site safety and site cleaning C7 C16	Green	PK/JL	End September			
Safeguarding Policy -	Red	Safeguarding on site and off C16	Green	SA/SK	End September			
Staff Well Being -	Red	Staff welfare C11	Green	SA/SK	End September			
Staff Absence Policy -	Yellow	Staff welfare C11	Green	PK/JL	End September			
ICT and Communications Policy	Red	Communication with parents and online learning C13 C15	Green	SA/SK	End September			
Pupil well being	Red	Section C10	Green	SA/SK	End September			
Parental engagement policy -	Yellow	Sections C13 C15	Green	SA/SK	End September			
Teaching and Learning policy -	Yellow	section C13	Green	SA/SK	End September			
<b>Shared with</b>	<b>Yes, N/A</b>	<b>Date shared</b>	<b>Policy, document or risk assessment links</b>					
Governors	Yes	15/07/2020						
SLT	Yes							
Teaching Staff	Yes							
Support staff	Yes							
All staff	Yes							
Parents	Yes							
Children (Staff will discuss RA in a child friendly manner)	Yes							
Website	Yes							

**Area of concern: Site safety**

Staff arrival, children's arrival and numbers of entrances open (think about security and social distancing), visible guidance (lines on playgrounds, signs etc), start and finish times

Identified Risk	RAG	Control measures	RAG	Owner	Review date	Adaptations for Early Years	Additional resourcing required
Staff arriving safely into school.	Yellow	There is a one way system from the car park. Staff use social distancing measures as they move into the building. Staff member waits until entrance is clear. Staff go to their teaching spaces after signing in.	Green	PK/JL	Every Friday		waterproof signs
Children arriving safely into school.	Red	Each class arrives at different times at a specific gate. Each year group uses a specific entrances to minimise contact with other groups. Children must arrive during their allocated time slot. Children who are late will have to wait by the wall near their entrance gate with the parents in the morning until 8:40 am and staff will bring them to the wall near the main pupil entrance. Staff will then be radioed by a gate staff member for a TA to collect the child. At home time the child will be kept with teacher until 3:05pm. At 3:05pm child will be brought to the pupil entrance wall and the teacher should radio the office to make a call to the parents. If not collected by 3:15 child will need to go to the main reception in school and let office know to let parents know that as it is very late they will have to collect from main entrance. When they arrive child will be handed over at the door maintaining social distance. Please keep walkie talkies on until 8:55 and until 3:15pm. Children wash their hands as they arrive in the building. Children are welcomed by staff using social distancing wherever they can.	Green	SA/ SK	Every Friday	Prior to starting staff, will have completed a door step visit. Parents will be hand over child to staff and they will hand over child whilst maintaining social distancing. Only in essential circumstances will parents be allowed to go into outdoor area to settle child. Staff who may need to take the child may wear a face mask if they feel they need to.	waterproof signs
Parents socially distancing.	Red	Parents will wait at their allocated gates on the lines painted for them. Parents will be encouraged to socially distance by staff at the gates. Parents will be advised to wear face coverings. Parents will not be allowed on site without a prior appointment in certain circumstances.	Green	SA/ SK	Every Friday		
Contractors on site.	Red	Visitors will be minimal and only where necessary will come on site with a prior appointment. Office will have a script. They will have been asked questions relating to COVID 19 and if they have no symptoms, will be asked to bring a face covering. Contractors will come in through the main entrance only when there is no one in the Reception area. They will clean their hands with gel as they enter the building. They will be advised to wear a face covering. They will be escorted round the outside of the building to the area they need to access. They will work outside the school opening times for children where possible.	Green	PK/JL	Every Friday		
Staff social distancing	Red	Staff will need to social distance from other adults. Limited contact should take place wherever possible. There will be four areas for staff for breaks/ lunch - upstairs and downstairs staffrooms. Only 12 staff members should be in the staffroom upstairs and 8 downstairs at any time. 8 in the library and 5 in the old PPA room. Staff will have access to outdoors areas to have lunch. Staff must wear a face covering when moving around the staffroom or walking through these spaces and when moving around school if not with children. When dealing with Parents staff must wear a face covering. Parents/ carers will be advised to wear a face covering for meetings and to drop and pick child up.	Yellow	PK/JL	Every Friday		
<b>Shared with</b>	<b>Yes, N/A</b>	<b>Date shared</b>	Policy, document or risk assessment links				
Governors	Yes	15/07/2020					
SLT	Yes						
Teaching Staff	Yes						
Support staff	Yes						
All staff	Yes						
Parents	Yes						
Children (child friendly version)	Yes						
Website	Yes						



**Area of concern: Electrical supply, systems and equipment**

If all or part of your site has been closed, ensure you revisit all policies and procedures in relation to supply, systems and equipment. Some equipment may need to be moved or removed to reduce risks in relation to infection control. Consider safe storage of items moved.

Identified Risk	RAG	Control measures	RAG	Owner	Review date	Adaptations for Early Years
Classrooms and all areas of school are safe and clean. School has not been closed, therefore areas have been operational.	High	A deep clean is planned to be completed in the Summer holidays. Each classroom will be cleaned will be locked to ensure it remains clean.	Low	PK/JL	Every Friday	
	High	Health and safety inspection of the school will take place prior to school opening.	Low	PK/JL	Every Friday	
Use of equipment such as photocopier, laminator may cause risk of infection.	High	Laminating will be done by office staff. Office staff will wipe down the laminator and wash hands/use gel before and after use. Photocopying will be done by office staff. Where staff wish to photocopy, they will: wash hands/use gel before and after and wipe the copier down after use.	Low	PK/JL	Every Friday	
Excessive furniture in classroom may cause hinder social distancing and increase risk of infection	High	Staff will not have excessive furniture in their classrooms. This will be stored away safely.	Low	PK/JL	Every Friday	
Other identified risks are: phones, walkie talkies, laptops, computer screens and keyboards.	High	Staff will wipe before and after use. SBM will consider the use of hands free set for the office.	Low	PK/JL	Every Friday	
There is an increased risk of transmission from surfaces such as doors handles and other high use areas around school.	High	In school, we have a cleaner working from 10am-2pm. She will wipe down doors and surfaces. Most internal doors on corridors have touch free buttons. We will have two additional cleaners on site from 10am-2pm to clean surfaces in classrooms/staff areas when children are in outdoors areas.	Low	PK/JL	Every Friday	
Risk of infection from touching laptops / Ipads	High	Laptops/ Ipads will be wiped down with wipes. Before and after use	Medium	PK	Weekly	

Shared with	Yes, N/A	Date shared
Governors	Yes	15/07/2020
SLT	Yes	
Teaching Staff	Yes	
Support staff	Yes	
All staff	Yes	
Parents	Yes	
Children (child friendly version)	N/A	
Website	Yes	

**Policy, document or risk assessment links**

**Area of concern: Heating and ventilation**

Consider use of heating and air conditioning systems and seek guidance on potential risks of use and infection control. Consider Government guidance on ventilation across all areas of the school where children and staff will be.

Identified Risk	RAG	Control measures	RAG	Owner	Review date	Adaptations for Early Years
Ventilation is needed within school.		Staff are required to have windows open for ventilation in the classrooms. Wherever it is safe and non-fire-doors, prop door open for ventilation. Site manager to ensure that all windows can be opened by staff. Class 3P, upstairs rooms and offices have skylight windows and staff will have these open. There is AC in Class 3P and the dining hall and this can be used if necessary for ventilation.		PK/JL	Every Friday	Being outdoors will reduce the risk of transmission.

Shared with	Yes, N/A	Date shared
Governors	Yes	15/07/2020
SLT	Yes	
Teaching Staff	Yes	
Support staff	Yes	
All staff	Yes	
Parents	Yes	
Children (child friendly version)	Yes	
Website	Yes	

**Policy, document or risk assessment links**

**Area of Concern: Fire safety**  
 Consider fire procedures including evacuation. Provide guidance to staff on decisions around what becomes the greater risk in the ability to socially distance during evacuation, if there is a risk of fire. Ensure a fire evacuation procedure is planned, explained and practiced soon after the whole school returns.

Identified Risk	RAG	Control measures	RAG	Owner	Review date	Adaptations for Early Years
Fire procedures will need to be maintained to ensure everyone is safe and out of the school building in a calm manner.		There are a number of fire exit points to leave the building and in case of fire, the nearest exit is used. The children will leave the building and in the case of fire the aim would be to get out of the building. Social distancing will not be possible. Once out, social distancing can and will resume. Children and staff line up in their designated lines. Staff will ensure that children leave the building in a safe and calm manner and line up safely. Teachers have their register list and the office manager will have the register ipad to confirm numbers and check off staff and visitors.		PK/JL	Sept 14th	
Shared with	Yes, N/A	Date shared	Policy, document or risk assessment links			
Governors	Yes	15/07/2020				
SLT	Yes					
Teaching Staff	Yes					
Support staff	Yes					
All staff	Yes					
Parents	Yes					
Children (child friendly version)	Yes					
Website	Yes					

**Area of concern: Invacuation and lockdown**

Consider procedures around invacuation and lockdown. Provide guidance to staff on decisions around what becomes the greater risk in the ability to socially distance during these situations. Provide guidance to children and visitors.

Identified Risk	RAG	Control measures	RAG	Owner	Review date	Adaptations for Early Years
Invacuation procedures will need to be maintained to ensure everyone is safe and calm in the building.		We will follow the 'Emergency Plan' to ensure that procedures are followed. Children will have a safe spot in their class bubble. Children have had some practises in the past. However, we are aware that for some children this could be a traumatic experience and within the curriculum and social stories, this will be discussed with the children.		PK/JL	Sept 30th	Children will need many social stories around this
Invacuation procedures will need to be maintained to ensure vistors are safe and calm in the building.		There will be no parents on site unless they have made an appointment. Parents will have had to sign in and safeguarding, fire evacuation and invacuation details will be displayed for them to read. Visitors will also follow the same procedures.		PK/JL	Sept 30th	
<b>Shared with</b>	<b>Yes, N/A</b>	<b>Date shared</b>	<b>Policy, document or risk assessment links</b>			
Governors	Yes	15/07/2020				
SLT	Yes					
Teaching Staff	Yes					
Support staff	Yes					
All staff	Yes					
Parents	Yes					
Children (child friendly version)	Yes					
Website	Yes					

**Area of concern: Cleaning**

Use Government guidance in respect of cleaning to reduce risk of infection spread. Revisit relevant policies and consideration of additional training for staff.

Identified Risk	RAG	Control measures	RAG	Owner	Review date	Adaptations for Early Years
Cleaning procedures in school are in place. Cleaners have had COVID 19 training and are updated with the guidance from their company. High use areas of school are cleaned more frequently such as door handles.		School employs a reputable firm to clean the school. Cleaners have had the appropriate training. Cleaners clean every part of the school daily. School has additional three cleaners to clean the school from 10am-2pm daily.		PK/JL	Every Friday	Nursery will be cleaned after the morning session by cleaners and staff will ongoing clean. The Nursery team will have boxes with resources to swtich over for the afternon children.
Staff will have relevant training and guidance to ensure they are taking all the necessary precautions.		Staff and children will ensure that areas/equipment are cleaned after use in their classroom bubble or the intervention room used. Staff have had the guidance/COSHH training from the site manager. Site manager will ensure that staff have the appropriate cleaning materials and gloves.		PK/JL	Every Friday	The AHT for EYFS will carry out additional training with the staff on Friday 4th September.
Cleaning products/materials will be used safely within the school closely monitored by the site manager.		Data sheets are obtained by the site managed for any cleaning materials on site. COSHH risk assessment completed for any new materials. COSHH risk assessment updated and staff made aware of cleaning products in classroom.		PK/JL	Every Friday	
<b>Shared with</b>	<b>Yes, N/A</b>	<b>Date shared</b>	<b>Policy, document or risk assessment links</b>			
Governors	Yes	15/07/2020				
SLT	Yes					
Teaching Staff	Yes					
Support staff	Yes					
All staff	Yes					
Parents	Yes					
Children (child friendly version)	Yes					
Website	Yes					

Area of concern: Infection control						
Should be considered in conjunction with all other relevant risk assessment and policies such as cleaning and social distancing.						
Identified Risk	RAG	Control measures	RAG	Owner	Review date	Adaptations for Early Years
Limiting the spread of the virus in school by children and staff.		School has ensured that soap and water/hand gel is available for handwashing in every classroom and in other areas of the school as well as toilets. There are posters displaying effective ways in classrooms to wash hands. Children will be taught how to wash their hands. Children will wash hands when they enter/ leave the classroom and before eating. Children will be encouraged not to touch parts of the face. If children leave the classroom, they will return and wash hands.		PK	Every Friday	Learn songs to help children remember how to wash hands.
Limiting the spread of the virus in school by children and staff by "Catch it, bin it, kill it."		Provide tissues in all areas close to the children. Teach them to take a tissue if they need to cough or sneeze, put it to their nose and then dispose of it in a lidded bin. They must then wash their hands. Teachers lead by example. Teach children to use crook of elbow if tissues were not available. Lidded bins are provided in all areas of the school. Bins will be double bagged if there is an outbreak or for other infectious substances.		PK	Every Friday	
A child or staff member shows symptoms of COVID 19.		<p>Protocols for child showing symptoms</p> <p>If a child shows symptoms, please radio for Matt. If Matt is not available, Gurpreet, or SLT. Please do not move the child. The teacher/ TA needs to stay in class and use the walkie talkie.</p> <ol style="list-style-type: none"> <li>1. Matt/ Gurpreet/ SLT will assess the child</li> <li>2. If the assessment is child is showing symptoms child will be taken by Matt/ GK/ SLT to outdoor area bench/ old PPA room and check temperature if necessary. Only the assessor will do this.</li> <li>3. The adult must wear a mask.</li> <li>4. The assessor will radio the office to make a call home and office to collect siblings</li> <li>5. The assessor will advise parents to get a test done and let us know the result. They will need to isolate for 10 days and family for 14 days. If test is negative, they may come back to school. They need to show school the result. If a staff member shows symptoms, they will be advised to go home and get a test done. Advice will be followed from the local health team and PHE if the test comes back positive.</li> </ol>				
A child or staff member tests positive for COVID 19.		Guidance and advise to be followed from the local Health team and flow chart on sheet E1 need to be followed.				
Parents wanting their child to wear a mask.		If a Parents insists a child wears a mask/ shield they will be advised that the guidance is primary school children do not need to but if they insist, then we would support the child. The child may want to take off during the day and must follow the procedure wash hands, take off loops from ears and take off. The child must put away and no one touches the mask.				
Staff in contact with each other		As much as possible we are trying to keep a class bubble in tact, staff cannot go to each others classroom/ leave/ come to school together / cannot mix/ socialise/ with other teachers from other classes including your year group teachers. Where necessary, strictly keep 2 metres distance or 1 metre plus with face covering.				
Schools will actively engage with Parents for infection control		Posters and signs at gates. Conversations with parents. Messages on website and twitter				
Under the guidance Nov 2020 CEV children to isolate		Parents of children who could be CEV will be contacted and discussions will take place. If consultants have given a letter to say they are CEV, home learning will be provided				
<b>Shared with</b>	<b>Yes, N/A</b>	<b>Date shared</b>	Policy, document or risk assessment links			
Governors	Yes	15/07/2020				
SLT	Yes					
Teaching Staff	Yes					
Support staff	Yes					
All staff	Yes					
Parents	Yes					
Children (child friendly version)	Yes					
Website	Yes					

**Area of concern: Social Distancing**

Consider what measures need to be taken to implement this across the school day. For example, staggered social times, children and staff working in 'pods', one way systems, entrances and exits.

Identified Risk	RAG	Control measures	RAG	Owner	Review date	Adaptations for Early Years	Additional resourcing required
Maintaining safe social distancing at arrival and departure times.	Red	There is a one way system around the entrance to the school. Each year group class will have an allocated time to arrive and depart. Parents will be asked to wait on the lines and stay at the gate. Children will enter the playground and stand on the steps footprint/ designated place to line up.	Yellow	SA/SK	Every Friday		
Limit the spread of infection by encouraging social distancing as much as possible at break times/outdoor learning/around school.	Red	The children will be encouraged to social distance in classes walking in lines as much as possible. There will be no assemblies or gatherings in big groups. Movement around school is minimal. The guidance is clear that in primary schools social distancing is difficult to maintain. We will aim to keep classes/year groups together. The children in classes will have their own allocated break time/time for outdoor learning/lunch times. When passing in corridors the risk is low.	Yellow	SA/SK	Every Friday		
Limit the spread of infection by encouraging social distancing at lunch time.	Red	have a school lunch. This is to reduce the number of parents on site and number of interactions in school. Children will wash their hands before lunch and after lunch. We will have limited year groups in the hall in order to ensure there is adequate time to clean and maintain the level of hygiene that is required. Over a week, each year group will have 2/3 hot meals in the dining halls and 2/3 sandwich meals in the classroom. Tables will be cleaned in the classroom. In the classroom the TA will wash hands and hand the sandwich pack and food to each child. Sanatising hands throughout. Only the child will touch their food and dispose of their rubbish. The TA/Lunch Time Supervisor in the classroom will oversee this. Children will wash hands after lunch. In the hall, children will enter and a staff member will hand them their knives, forks and tray. Children will be served their lunch and they will sit at their table and eat. When they have finished, children will put their tray back and wait for their class to finish. The TA/Lunch Time Supervisor will supervise the class back to classroom/outdoor area designated for them. If a child has been authorised to have a packed lunch, no one else should touch the lunch bag and child will put all rubbish back in the bag to take	Yellow	SA/SK			
Limit the risk of infection in classrooms.	Red	Children will be working within their classroom bubble as far as possible. Children may be taken for interventions etc and will social distance in lines and have their room cleaned before and after by the TA. They will take their own equipment.	Yellow	SA/SK	Every Friday	This is neither practical nor desirable due to the mental health needs of the very young. Robust hygiene measures must be used to reduce the spread of infection. The use of outdoor learning space is crucial as being in outdoors reduces the transmission of the virus. Outdoor equipment will be organised with designated areas for groups. Outdoor equipment will be cleaned at the end of the session/ day by staff.	
Certain individuals may be at a greater risk: Pregnant staff, new mothers, older staff, BAME	Red	Individual risk assessments and measures will be considered if individuals feel there is a need	Yellow	PK	Ongoing	EYFS staff will work with parents to leave children at gates. Only if essential, parents will come to settle in outdoors area. Staff may wear a mask if they feel they need to.	
Certain children may be a greater risk i.e: health needs.	Red	Individual risk assessments will be conducted by the SENDCO and the parents.	Yellow	SENDCO	Ongoing		
Staff social distancing	Red	Staff will need to social distance from other adults. Limited contact should take place wherever possible. There will be four areas for staff for breaks/ lunch - upstairs and downstairs staffrooms. Only 12 staff members should be in the staffroom upstairs, 8 downstairs staffroom, 8 library and 5 in the old PPA room. . As much as possible we are trying to keep a class bubble in tact, staff cannot go to each others classroom/ leave/ come to school together , do not mix/ socialise/ with other teachers from other classes including your year group teachers. Where necessary, keep 2 metres distance or 1 metre plus with face covering.	Yellow	PK	Ongoing		
Parents/ Carers talking to staff	Red	Staff will need to social distance from other adults. Limited contact should take place wherever possible. Twhe talking to Parents staff can wear a face covering	Yellow	SK/SA	Ongoing		
<b>Shared with</b>	<b>Yes, N/A</b>	<b>Date shared</b>	<b>Policy, document or risk assessment links</b>				
Governors	Yes	15/07/2020					
SLT	Yes						
Teaching Staff	Yes						
Support staff	Yes						
All staff	Yes						
Parents	Yes						
Children (child friendly version)	Yes						
Website	Yes						

**Area of concern: Pupil Wellbeing**

Consider current policies and procedures. Up to date resources specifically designed for COVID-19. Staff training/guidance on emerging themes around pupil wellbeing.

Identified Risk	RAG	Control measures	RAG	Owner	Review date	Adaptations for Early Years	Additional resourcing required
Children have had a considerable amount of time off and will need to adjust to school life and routines.	Red	Parents have been informed about the school opening procedures for September. School has sent parents a transition booklet to inform them who their teacher is and which class they will be in. The leaflet also provides information about the class activities.	Green	SA/SK	Daily		
Vulnerable/EHCP/ SEND children may require additional support.	Red	SENDCO/FSW have been making contact throughout summer term with families requiring support and providing information around September. The support staff supporting the children in September have also conducted some door step visits to introduce themselves. The schools CIO will also visit some families prior to school starting to offer support. The SENDCO and FSW will request Social Workers to make a visit to certain families.	Green	SA/SK	Daily		
Children are withdrawn.	Red	Staff will provide reassurance through: routines, visual timetables, individual time to talk. Staff have completed the IHASCO mental health training to recognise signs and support children.	Green	SA/SK	Daily		
Children are aggressive/upset.	Red	Staff will provide time away to talk with a member of staff. Establish what the child's concerns are. Seek support from SENDCO if necessary. Staff have completed the IHASCO mental health and resilience training to recognise signs so they can support children.	Green	SA/SK	Daily		
Children are suffering from a bereavement.	Red	In school we have three members of staff trained for bereavement counselling. All staff will be trained in the Autumn term by the EP/SENDCO. Staff will use expertise in school and from the EP to support children with sensitivity and care. Staff will wash hands after supporting the child. Staff have completed the IHASCO mental health training to recognise signs in order to support children.	Green	SA/SK	Daily		
Children who may need to have a physical intervention.	Red	All deescalation strategies will be employed by staff and team teach trained staff. If it is necessary to use team teach, strategies will be used for safe holds and to avoid face to face as much as possible. Staff will wash hands after supporting the child.	Green	SA/SK	Daily		
Children who may have to shield due to health needs.	Red	SENDCO will offer support and online learning. Other pastoral support will be provided by the SENDCO and class teacher.	Green	MM	weekly		
<b>Shared with</b>	<b>Yes, N/A</b>	<b>Date shared</b>	<b>Policy, document or risk assessment links</b>				
Governors	Yes	15/07/2020					
SLT	Yes						
Teaching Staff	Yes						
Support staff	Yes						
All staff	Yes						
Parents	Yes						
Children (child friendly version)	Yes						
Website	Yes						



**Area of concern: Staff Wellbeing**

Consider current policies and procedures. Up to date resources specifically designed for COVID-19. Additional support for staff who are shielding. School leaders, supervision and support.

Identified Risk	RAG	Control measures	RAG	Owner	Review date	Adaptations for Early Years	Additional resourcing required
Staff well being.		Ensure everyone is clear about the potential risks and measures in place. Ensure staff are clear about the measures taken and the rationale behind them. Listen to all concerns and address them appropriately. Be available on the telephone, for online meetings or face-to-face meetings. Provide training for staff to support their children's emotional well being. Staff have accessed IHASCO mental health training. Staff also are aware of the Health and Wellbeing Committee group and express their concerns. There is also an anonymous staff voice box for staff to express their concerns. School will conduct a staff audit once school is re-open in September.		SA/SK	End September		
Staff may have had a bereavement.		The SBM will meet with the staff member and if required will offer further support such as an individual risk assessment or Occupational Health referral.		SA/SK	End September		
Staff who are shielding.		There are no staff members identified as shielding for September. Some may have to isolate due to family having symptoms. Should we have anyone we would provide support via phone, online meetings and emails. Shielding staff will need to know that SLT are available for support.		SA/SK	Ongoing		
Staff who may be at higher risk as defined by the Gov Nov 2020		Staff have been emailed the guidance for extra measures that they should be taking. Staff advised to meet the SBM for a meeting to assess whether a risk assessment is needed. If a staff member feels a risk assessment is needed, this will be completed with the staff member and mitigation will be discussed. Staff member to discuss with school any Gov guidance they receive.		SA/SK/ PK	Ongoing		
Staff who may be at higher risk: Age, Males, Pregnancy, new mothers, BAME.		Individual risk assessments will be carried if staff feel there is a need.		PK	Ongoing		
Staff may feel anxious around Parents/ Carers		Staff must wear face covering if they meet parents / at home time/ early morning		PK	Ongoing		
<b>Shared with</b>	<b>Yes, N/A</b>	<b>Date shared</b>	<b>Policy, document or risk assessment links</b>				
Governors	Yes	15/07/2020					
SLT	Yes						
Teaching Staff	Yes						
Support staff	Yes						
All staff	Yes						
Parents	Yes						
Children (child friendly version)	N/A						
Website	Yes						

**Area of concern: Parent and family wellbeing**

Consider virtual communication. Communicating with parents about how they can seek support differently (used to come into school office/drop off points).

Identified Risk	RAG	Control measures	RAG	Owner	Review date	Adaptations for Early Years	Additional resourcing required
Communication with parents.	Amber	School will continue to communicate with parents via texts, the school website and Twitter. Parents have received their child's report containing: information for their child's class in September, entry/exit gates and times to arrive/leave. They have received a newsletter informing them about the guidance and some of the measures we will have in place. Parents will be reminded to make phone appointments to speak to Heads or other members of staff for support or information. On site visits will strictly will be by appointment and anyone showing symptoms will be advised not to come into school.	Green	SA/SK	Every Friday		
Arriving and departing with children.	Red	Parents have been sent information for entry and exit to school with allocated times. School will sent another text to inform parents to refer to website on Friday 4th September. If further refinements are made, tests will be sent to Parents.	Green	SA/MD	Every Friday	EYFS have conducted some door step visits to see children and parents and supply then with information. They will do these again in September in the first week back. Staff will observe social distancing.	
<b>Shared with</b>	<b>Yes, N/A</b>	<b>Date shared</b>	<b>Policy, document or risk assessment links</b>				
Governors	Yes	15/07/2020					
SLT	Yes						
Teaching Staff	Yes						
Support staff	Yes						
All staff	Yes						
Parents	Yes						
Children (child friendly version)	N/A						
Website	Yes						

**Area of concern: Access to learning**

Children on site and children off site, SEN and vulnerable children. Meeting learning needs, plans for learning, curriculum access.

Identified Risk	RAG	Control measures	RAG	Owner	Review date	Adaptations for Early Years	Additional resourcing required
School is compulsory from September and some children may not attend.	Red	Normal school attendance management procedures will apply. The FSW, CIO and SENDCO will support families from day 1 absences for high risk families and those school know will require support/reassurance.	Yellow	SA/SK	Every Monday		
Vulnerable children may not attend.	Red	The FSW will monitor the attendance of these children on a daily basis and will follow the attendance procedures working with the school CIO and also social workers where there is involvement.	Yellow	SA/SK	FSW daily		
Children with EHCP/SEND not attending school.	Red	SENDCO will work with the CIO/FSW to support families. Virtual videos will be shared to support families to understand the measures in place for reassurance. The risk assessment will be available for parents to access on the school website.	Yellow	SA/SK	Suprvision fortnightly Friday		
Education for the children on site.	Yellow	School will intially have a focus on routines, good hygiene and keeping safe. Once embedded, we will still continue with these expectations. School will focus on PSED and ensure that children have outdoor learning and are active. The school will address other gaps as quickly as they can.	Green	SA/SK	Weekly by AHT	There will be a focus on prime areas for the EYFS children.	
In case of a local lockdown or a confirmed case in school.	Red	Advise would be followed from the Public health team and the flow chart on E1. Public Health advise would be followed using their letters templates etc. The AHT would lead the online learning for the children via purple mash and the shadow curriculum National Oak Academy. The AHT will have records of children who do not have IT access and learning packs will be posted. In the case of the AHT being unable to do this, she/he will have organised the most senior person in the year group to take this responsibility. Where small numbers of children from a bubble are sent to self isolate due to close contact with an infected person. The teacher will provide learning packs and online purple mash homework. If entitled to FSM this will be provided.	Yellow	AHT	Weekly by AHT		
PE: Spread of the virus through shared contact of equipment and surfaces.	Red	a) All PE lessons will be taught in class groups (bubbles). b) Activities will be planned to avoid/limit close contact c) Whenever possible activities will take place outside. d) If a lesson has to take place indoors the area will be well ventilated and children's travel around the space will be limited by participating in activities such as Pilates, Yoga and Gymnastics. e) Children will not change into PE kit for lessons as it is not possible to ensure changing areas are well ventilated. Children will stay in their bubbles as class/ year groups. All equipment will be cleaned at the end of every lesson using antiviral disinfectant before being used by a different year group.	Yellow	PE TLR	daily		
PE: Spread of the virus through shared contact of equipment and surfaces.	Red	a) Children will be taught in Class bubbles b) All equipment will be cleaned at the end of every lesson. c) Sharing of equipment will be limited as much as possible. d) All children and staff will clean their hands before and after the lesson.	Yellow				
Cross contamination of bubbles via PE teaching staff.	Red	a) PPA staff will keep to social distancing and avoid close face to face contact with children. b) PPA staff will clean and sanitize hands between sessions and regularly throughout the sessions	Yellow				
Playground equipment	Red	Plastic footballs will be distributed to each class. These will be well labelled with the name of the class they belong too to avoid mixed use and will be wiped down with a disinfectant wipe after use.	Yellow				
Outdoor play and equipment	Red	Plastic footballs will be distributed to each class. These will be well labelled with the name of the class they belong too to avoid mixed use and will be wiped down with a disinfectant wipe after use.	Yellow	PE TLR	daily		
Reading books being sent home	Red	Book can be sent home. When they are returned they will go into quarrantine for 72 hours.	Yellow	RR/ class teach	Weekly		
Sharing resources, equipment, books in classrooms	Red	Children will stay in their bubbles as class/ year groups. Guidance is in year groups/ classes children can share. However, children will be given their own stationary packs	Yellow	AHT	Weekly by AHT		
Teaching of Music	Red	Children will be encouraged to sing quietly. All will face forward. Where practical this will be done in smaller groups. We will not have any wind instrument lessons. Violins for year 3 will continue. They are not shared within the groups and will be cleaned after use. they will be left in quarrantine.	Yellow	SS/ HOS	Weekly		

Shared with	Yes, N/A	Date shared
Governors	Yes	15/07/2020
SLT	Yes	
Teaching Staff	Yes	
Support staff	Yes	
All staff	Yes	
Parents	Yes	
Children (child friendly version)	Yes	
Website	Yes	

Policy, document or risk assessment links

**Area of concern: Safeguarding**

Responsibilities in respect of safeguarding haven't changed, referral routes should remain the same.  
Consider heightened risks to children in the context of COVID-19.

**Inform any changes of provision arrangements to Social Workers to allow for a reassessment of risk.**

Identified Risk	RAG	Control measures	RAG	Owner	Review date	Adaptations for Early Years	Additional resourcing required
Ensure all safegurading procudeures are robust.		School safeguarding procedures are ensured by the HT. All staff will receive training in September. Attendance procedures will be followed for non-attendance and necessary action to be taken.		SA/SK	Daily		
Ensuring all safeguarding procedures are in place in the context of COVID 19 for parents who may not want to send children in.		Schools safeguarding and attendance procedures will be followed and appropriate actions will be taken. We will continue working with other agencies. FSW will continue with CIN, CP reviews and SENDCO will continue with the PEP reviews.		SA/SK	Daily		
<b>Shared with</b>	<b>Yes, N/A</b>	<b>Date shared</b>	<b>Policy, document or risk assessment links</b>				
Governors	Yes	15/07/2020					
SLT	Yes						
Teaching Staff	Yes						
Support staff	Yes						
All staff	Yes						
Parents	Yes						
Children (child friendly version)	Yes						
Website	Yes						

**Area of concern: Communication**

How does communication need to change? Parents/children without IT access.

Identified Risk	RAG	Control measures	RAG	Owner	Review date	Adaptations for Early Years	Additional resourcing required
Parents who do not have IT access - All parents have mobiles and school has access to their numbers.		Use texting, posting letters and telephone calls for communication. Where all these measures have been unsuccessful then a door step visit may be considered. If there are concerns for the child's welfare then a door step visit will take place.		SA/SK AHT	Every Friday		
In the case of a local lockdown, or a year group bubble closing, parents without IT access will need support and communication.		In such cases, parents would be sent a text and learning packs would be posted by staff.		SA/SK AHT	Every Friday	The learning packs would be ideas for play based learning ie 50 things to do before you are 5 and phonics ideas for Reception age.	Learning packs need to be ready by AHT.
<b>Shared with</b>	<b>Yes, N/A</b>	<b>Date shared</b>	Policy, document or risk assessment links				
Governors	Yes	15/07/2020					
SLT	Yes						
Teaching Staff	Yes						
Support staff	Yes						
All staff	Yes						
Parents	Yes						
Children (child friendly version)	N/A						
Website	Yes						

[Back to Index](#)

**Area of concern: Visitors on site**

Managements of planned and unplanned visits to site.

Identified Risk	RAG	Control measures	RAG	Owner	Review date	Adaptations for Early Years	Additional resourcing required
Planned visits for Visitors or Parents to school		This will be minimal and where we can, we will resolve matters over the phone. Where we feel deem necessary, we will plan an appointment with the Parent or Visitors. Office will ask Visitors if they are feeling well and have they or their family have any symptoms any symptoms of COVID. If anyone or they has tested positive in the last 14 days. If they have travelled to/ from a different country. They will be asked to wear a face mask and sanitise hands.		PK	daily		
Unplanned visitors or parents in school.		The office staff will manage the unplanned visit by staying behind their screen and via telecom informing the school's procedures and to ring school. School will have a holding Reception area for parents and visitors and people within this area will not have contact with the children. The procedure will be ask the visitor to santaise hands, ask if they have any symptoms, ask them to wear a mask. Provide a mask, if they do not have one,		PK	daily		

Shared with	Yes, N/A	Date shared
Governors	Yes	15/07/2020
SLT	Yes	
Teaching Staff	Yes	
Support staff	Yes	
All staff	Yes	
Parents	Yes	
Children (child friendly version)	N/A	
Website	Yes	

Policy, document or risk assessment links

**Area of concern: Travel to school**

Consider advice to families: Walk to school where possible, households who don't live together shouldn't travel together in private vehicles, mitigation of risk, refer to system of controls.

Identified Risk	RAG	Control measures	RAG	Owner	Review date	Adaptations for Early Years	Additional resourcing required
Travelling to school could increase risk.	Red	Advice will be given to walk to school and avoid using transport and cars. Households not living together should not arrive together and not travel in a car together. Families using public transport need to adhere to the guidelines to wear a face covering.	Green	PK	September 15th		

Shared with	Yes, N/A	Date shared
Governors	Yes	15/07/2020
SLT	Yes	
Teaching Staff	Yes	
Support staff	Yes	
All staff	Yes	
Parents	Yes	
Children (child friendly version)	Yes	
Website	Yes	

Policy, document or risk assessment links
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**Area of concern: Educational visitors/ workshops in school**

Consider the provider's risk assessment and further mitigation of specific risk, refer to system of controls on planning record. Monitored and evaluated by Mr Dennison.

Identified Risk	RAG	Control measures	RAG	Owner	Review date	Adaptations for Early Years	Additional resourcing required
Risk of spread of infection:		The provider will have their own risk assessment/ class teacher will complete a planning and risk assessment		SLT/ MD	Nov 15th		
		Social distancing will take place in and around school					
		Visitors will teach from the front of the class maintaining social distance					
		Around school and with adults a mask will be worn					
		Handwashing/ sanitising on arrival / departure in school					
		Handwashing/ sanitising on arrival/ departure in classroom					
		Any specific equipment being used will be risk assessed					
		Prior to coming on site 24h hours, office will evaluate risk by call					
		On arrival office will ask questions relating to symptoms					
<b>Shared with</b>	<b>Yes, N/A</b>	<b>Date shared</b>	<b>Policy, document or risk assessment links</b>				
Governors	Yes	15/07/2020					
SLT	Yes						
Teaching Staff	Yes						
Support staff	Yes						
All staff	Yes						
Parents	Yes						
Children (child friendly version)	Yes						
Website	Yes						



## The system of controls: Protective measures

### The System of controls **must** be followed to support prevention and response for schools

Having assessed their risk, schools must work through the below system of controls, adopting measures in a way that addresses the risk identified in their assessment, works for their school, and allows them to deliver a broad and balanced curriculum for their pupils, including full educational and care support for those pupils who have SEND.

If schools follow the guidance set out here they will effectively reduce risks in their school and create an inherently safer environment.

#### Prevention:

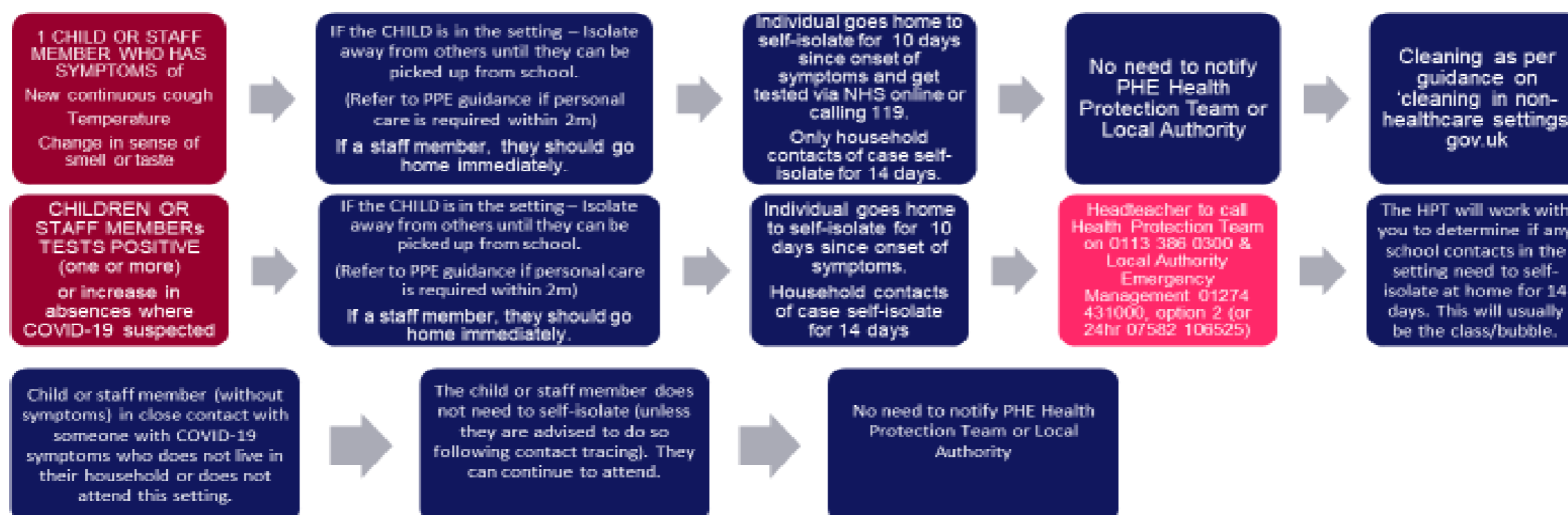
- 1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school
- 2) clean hands thoroughly more often than usual
- 3) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- 4) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
- 5) minimise contact between individuals and maintain social distancing wherever possible
- 6) where necessary, wear appropriate personal protective equipment (PPE)

- **Numbers 1 to 4 must be in place in all schools, all the time.**

#### Response to any infection:

- 7) engage with the NHS Test and Trace process
- 8) manage confirmed cases of coronavirus (COVID-19) amongst the school community
- 9) contain any outbreak by following local health protection team advice

# What to do if you have a case of COVID-19 in your school



If you have symptoms and start isolating but then have a negative test result, you can end isolation and return to school if well. However, if you are isolating because you live with someone who has symptoms, you must continue to isolate even with a negative test result. You may end isolation early if the person with symptoms in your household receives a negative test

Other important control measures to reduce risk to other children and staff include: minimising contact with those who are unwell, handwashing, respiratory hygiene, cleaning, minimising mixing and contact by altering the environment and daily schedules.

**USEFUL CONTACTS**
**CONTACT DETAILS FOR LA**

Name	Role	Email	Phone number
Danielle Wilson	Interim Strategic Manager, Education Safeguarding	<a href="mailto:danielle.wilson@bradford.gov.uk">danielle.wilson@bradford.gov.uk</a>	07967 772544
Emma Hamer	Strategic Manager, Intelligence and Sufficiency	<a href="mailto:emma.hamer@bradford.gov.uk">emma.hamer@bradford.gov.uk</a>	7582102545
Jane Hall	Strategic Manager, SEND Transformation & Compliance	<a href="mailto:jane.hall@bradford.gov.uk">jane.hall@bradford.gov.uk</a>	07971 577232
Lynn Donohue	Strategic Manager, Specialist Teaching and Support Service	<a href="mailto:lynn.donohue@bradford.gov.uk">lynn.donohue@bradford.gov.uk</a>	07582 109266
Marium Haque	Deputy Director, Education and Learning	<a href="mailto:marium.haque@bradford.gov.uk">marium.haque@bradford.gov.uk</a>	7970004628
Niall Devlin	Strategic Manager, SEN Assessment Team and Educational	<a href="mailto:niall.devlin@bradford.gov.uk">niall.devlin@bradford.gov.uk</a>	07971 757960
Rachel Phillips	Strategic Manager, Admissions	<a href="mailto:rachel.phillips@bradford.gov.uk">rachel.phillips@bradford.gov.uk</a>	07582 100546
Sue Lowndes	Strategic Manager, School Standards and Performance	<a href="mailto:sue.lowndes@bradford.gov.uk">sue.lowndes@bradford.gov.uk</a>	07773 221727

**OTHER USEFUL CONTACT DETAILS**

<b>Health Protection Team</b>		<b>0113 3860300</b>	
<b>Local Authority</b>			
Occupational Safety Team		<a href="mailto:occupational.safety@bradford.gov.uk">occupational.safety@bradford.gov.uk</a>	01274 431007
Children's Initial Contact Point		<a href="mailto:childrens.Enquiries@bradford.gov.uk">childrens.Enquiries@bradford.gov.uk</a>	01274 435600
Emergency Duty Team		<a href="mailto:childrens.Enquiries@bradford.gov.uk">childrens.Enquiries@bradford.gov.uk</a>	01274 431010
Educational Psychology Team		<a href="mailto:ruth.dennis@bradford.gov.uk">ruth.dennis@bradford.gov.uk</a>	01274 439444
Education Safeguarding Team		<a href="mailto:EdSafeTeam@bradford.gov.uk">EdSafeTeam@bradford.gov.uk</a>	01274 437043
FM school meals enquires		<a href="mailto:chris.morton@bradford.gov.uk">chris.morton@bradford.gov.uk</a>	01274 433565
PPE supply		<a href="http://www.gov.uk/guidancelocal-resilience-forums-contact-details#england">www.gov.uk/guidancelocal-resilience-forums-contact-details#england</a>	
DFE COVID Support for schools			0800 0468687
Edenred		<a href="https://www.edenred.co.uk/reward-recipient/Free-School-Meal-Vouchers/">https://www.edenred.co.uk/reward-recipient/Free-School-Meal-Vouchers/</a>	
Testing log in for Headteachers		<a href="mailto:portalservicedesk@dhsc.gov.uk">portalservicedesk@dhsc.gov.uk</a>	

STAFF TESTING REFERRAL FOR SYMPTOMATIC STAFF/FAMILY ONLY - FOR REFERRALS TO NATIONAL TESTING CENTRES PLEASE REFER TO SUPPORTING GUIDANCE

Date of Referral	Is person to be tested within first 1-4 days of symptoms? Yes/No <i>(If no worker is not eligible for test)</i>	Service Manager Name	Bradford Council Service Area or Commissioned Service Provider Name	Person to be tested Forename	Person to be tested Surname	Staff Member or Family Member with symptoms?	If Family/Household Member - Name of Key Worker & Job Title	Job Title of person to be tested	DOB of person to be tested	Car Registration on the day of Attendance <i>(if no vehicle provide home address in column O)</i>	Mobile Number of person to be tested	E-mail address of person to be tested	Comments e.g. Home address if no vehicle
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**If you are collecting data from a family/household member of the key worker you must ensure that when obtaining the information you provide the person with an overview of this statement. You can read them this verbally over the phone or you can attach to an email where you have requested this data. This process must be followed to ensure we remain GDPR compliant**

"The Secretary of State for Health & Social Care has given notice under Regulation 3(4) of the Health Service Control of Patient Information Regulations 2002 that the Council is required to process and share necessary health and social care data for the COVID-19 pandemic. This will involve the processing of personal data (such as name, address etc.) of individuals including in many cases sensitive, 'special category' personal data such as data relating to health information. Data protection law does not stand in the way of the provision of healthcare and the management of public health issues; therefore we take important considerations into account specifically for Coronavirus

*\*Notes for completing the referral form*

*It is really important that all details on the referral form are completed and all fields should be considered mandatory. The data being captured is critical to running the process as efficiently as possible and any missing information may result in delays in getting your key worker. It is also really important that the fields are completed correctly with the correct contact information for the person to be tested including email and phone number. Where you are submitting a family/household member for the test you must provide their details on the form*

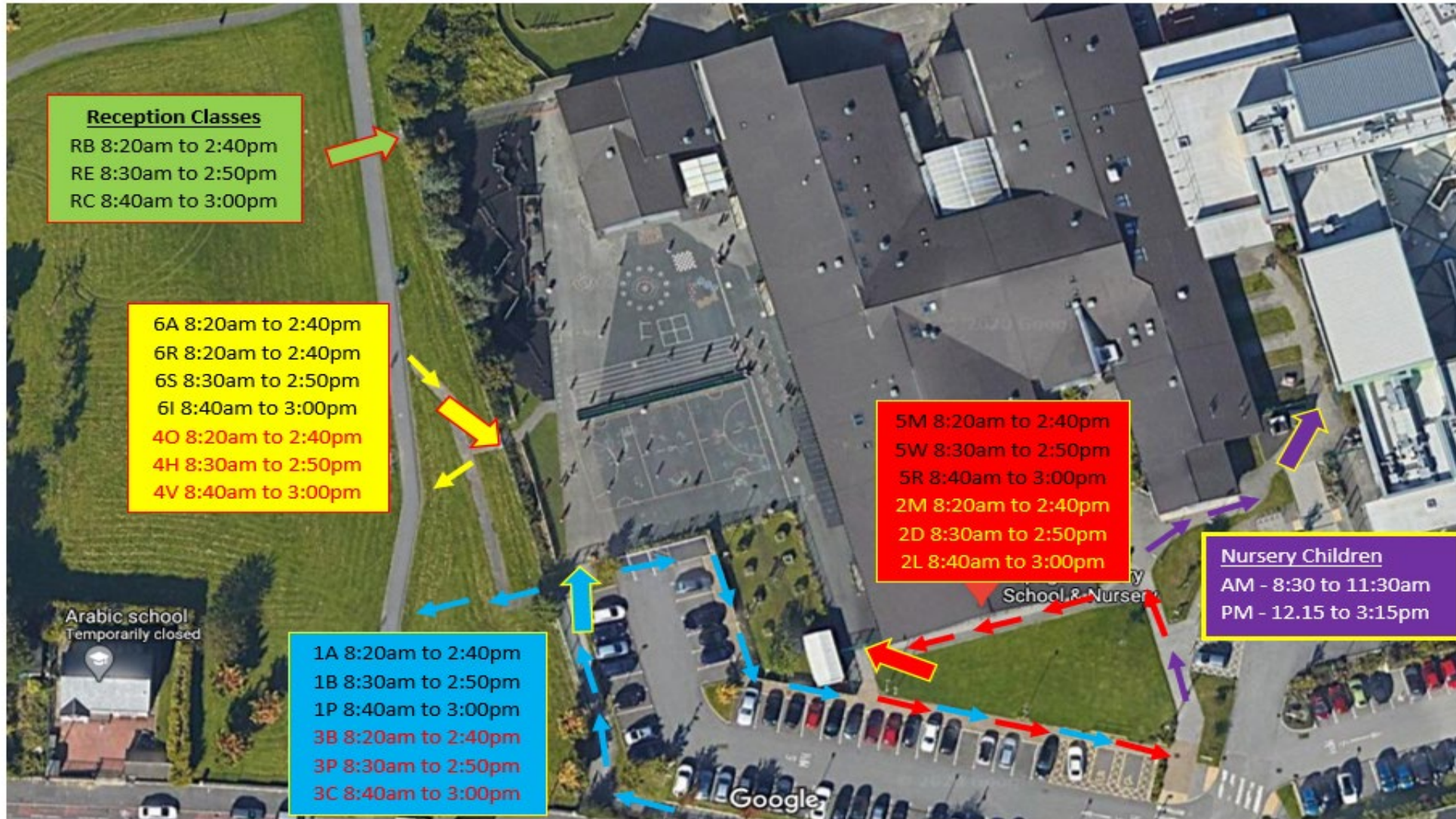
If your key worker or family/household member **does not have access to a household vehicle** and requires an alternative testing process please put "no vehicle" in field that asks for vehicle details and enter address details in comments box at the last column

If the person to be tested is a **child under 18 and over 5 years** old you must provide the CONTACT details of the parent/guardian who will be performing the test on the child.

Staff who will be over day 5 at the time they arrive at the test centre will NOT be tested and will be referred back to the Council they will not be eligible for a test.

If the key worker does not currently have any symptoms then they are classed as "Asymptomatic" and further separate instruction will be provided for such referrals

Lapage Primary School – Opening and Closing Procedures – September 2020



# Responding to Cases and Outbreaks of COVID-19 in School and Educational Settings: Partnership working arrangements

## **Bradford District v1.3 (29<sup>th</sup> June 2020)**

### **Purpose:**

To describe joint-working arrangements between the Public Health England (PHE) Health Protection Team (HPT), Bradford Local Authority and Bradford District educational settings.

To outline the approach to managing cases & outbreaks of COVID-19 in educational settings, covering schools, special schools, FE colleges and early years settings. Residential educational settings and Young Offender settings are included in separate SOPs. To reduce coronavirus transmission and protect the most vulnerable.

### **Key messages**

**1] Possible cases (without a test)** > self-isolation of case and their family contacts, no self-isolation for school contacts, Do NOT need to inform HPT and LA

**2] Confirmed case (with a positive test result)** > self-isolation of case and school contacts, inform PHE Health Protection Team (HPT) and the Local Authority

**3] More than one confirmed case** > self-isolation of case and contacts, inform HPT and Local Authority as a potential outbreak.

**4] Confirmed cases in parents** > only contacts of that case should isolate (e.g a child of the case)

### **Actions for schools**

For **2] confirmed case & 3] confirmed cases (outbreak)** the Headteacher should:

Complete the **Local Authority / PHE Information Sharing Template** (Appendix F)

Discuss this information with the PHE Health Protection Team (HPT) who will risk assess the situation & advise on isolation of contacts, school closure & infection control. Schools should speak to the HPT before taking the decision to close schools.

Share these decisions and the information (Appendix F) with the LA (using the usual Incident Reporting System)

### **Contacts:**

PHE Health Protection Team (HPT) - **0113 386 0300**

Local Authority Incident Reporting - **01274 431000** & ask for Emergency Management (or 24hr Duty Phone: **07582 106525**)

## **Contents**

Principles and joint working .....	3
Summary of Guidance.....	4
Standard Operating Procedures .....	5
Possible (suspected) coronavirus case .....	5
Confirmed coronavirus case .....	5
Outbreaks .....	6
Practical considerations .....	8
Appendix A: Contact information.....	9
Appendix B: Guidance for education settings on people displaying symptoms.....	10
Appendix C: Guidance for education settings on pupil attendance and clinical vulnerability.....	10
Appendix D: Guidance for education settings on staff attendance and clinical vulnerability.....	10
Appendix E: Case/Contact Definitions.....	11
Appendix F: Local Authority / PHE Information Sharing Template .....	12
Appendix G: PPE for educational settings .....	13
Appendix H: Coronavirus action card for school and early years settings.....	15
Other resources.....	17

## Principles and joint working

### Principles:

- Joint working and whole system approach
- Consistency in approach across settings and local systems
- Build on what works using existing and newly developed outbreak plans
- Develop clear roles and responsibilities and prevent duplication
- Ensure local voice

### Joint Working between the Local Authority and Y&H Health Protection team (HPT)



The suggested overarching joint approach to managing **complex cases and outbreaks** will be as follows:

- Y&H HPT will **advise** on swabbing and testing for symptomatic individuals when first aware of an outbreak in line with local arrangements.
- Y&H HPT will undertake a risk assessment and give advice to the setting and the local system on the management of the outbreak;
- The local system (Bradford Local Authority and partners) will follow-up and support the setting to continue to operate whilst managing the outbreak, including support with infection prevention and control;
- Y&H HPT will continue to give advice on complex situations on request from local systems, including advice on closing and opening care homes to admissions
- Local authorities will continue to support individuals who are shielding and may also support those self-isolating if required.

## Summary of Guidance

### **Guidance collection: Coronavirus (COVID-19): guidance for schools and other educational settings**

<https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings>

### **Coronavirus (COVID-19): implementing protective measures in education and childcare settings**

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

### **Cleaning and disinfection in non-healthcare settings here**

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

### **Health protection in schools and other childcare facilities**

<https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities>

The Department of Education's helpline for schools - 0800 046 8687 - should respond to all queries from schools (particularly in relation to published guidance). Lines are open from 8am to 6pm, Monday to Friday, and 10am to 4pm at weekends.

## Standard Operating Procedures

## Possible (suspected) coronavirus case

**Possible cases (without a test)** > self-isolation of case and their family contacts, no self-isolation for school contacts, Do NOT need to inform HPT and LA

### **Definition of a possible (suspected) coronavirus case**

- a new continuous cough and/or high temperature and/or anosmia

If a child or member of staff has these symptoms they should use the NHS 111 online symptom checker: <https://111.nhs.uk/covid-19/>

If a child or member of staff:

- lives with someone who is displaying COVID-19 symptoms.
- has arrived at the setting with COVID-19 symptoms.
- has become unwell with COVID-19 symptoms whilst at the setting.

they should not enter a school or educational setting. They must self-isolate for 7 days from the onset of symptoms, and their household members should isolate for 14 days.

## Confirmed coronavirus case

**Confirmed case (with a positive test result)** > self-isolation of case and school contacts, inform PHE Health Protection Team (HPT) and the Local Authority

- Schools should notify the Health Protection Team (HPT) [0113 386 0300] and Local Authority of any **confirmed** COVID cases (in staff or students) reported to them.
- The HPT *will also* be notified separately through Track and Trace of any staff or student who is tested and confirmed to have COVID-19, but schools are asked to notify directly to ensure cases are not missed and to support early-action.
- Schools should complete the Local Authority / PHE Information Sharing Template (Appendix F) and share this information with the PHE Health Protection Team (HPT) and the LA (using the usual Incident Reporting System). This will support the PHE Health Protection Team (HPT) who will risk assess the situation & advise on isolation of contacts, school closure & infection control.

### **Definition of a confirmed case**

- laboratory positive case of COVID-19 with or without symptoms (new continuous cough, high temperature or anosmia).

### **Contacting a case**

On notification of a confirmed case, the HPT will contact the case to obtain further information, undertake a risk assessment and provide advice on self-isolation to the case.

If the case **has not been** in school 48 hours prior to symptoms (or test result) or within 7 days after, no further action will be recommended by HPT and the school does not need to advise anyone to self-isolate or close.

If the child or staff member **has been** in school in the school 48 hours prior to symptoms (or test result if asymptomatic) or within 7 days after onset of symptoms then the HPT will contact the headteacher.

## Follow up of cases and identifying contacts

See appendix E for **definition of a contact**

The headteacher and HPT will conduct a joint risk assessment according to the HPT inter SOP and include identifying if any other children or staff are unwell and need to be self-isolated and tested.

The school will be asked to identify if any children, visitors or staff meet definition of direct proximity / travel contacts during the infectious period of the case.

The HPT will provide the school with suggested letter to send to identified contacts advising day isolation and to get tested if they become symptomatic. Household contacts of contacts do not need to self-isolate.

If a child, young person or staff member tests positive and has been in school whilst they are infectious, it is likely that the rest of their class, bubble, or group will be sent home and advised to self-isolate for 14 days (but the HPT will advise on this decision).

The HPT and school will discuss how they are implementing social distancing and infection prevention and control (IPC) measures, and provide advice as required. If there are concerns from the setting about their ability to implement measures due to resource constraints or operational issues posed by staffing the school or HPT will discuss these with the local authority where appropriate.

**Where schools are observing guidance on infection prevention and control, which reduce risk of transmission, closure of the whole setting will not generally be necessary**

The HPT will ask the setting to inform their local authority. The HPT will also inform local authorities of all new cases in schools.

Local authorities should have a single point of contact for PHE to inform them of new cases in situations in schools. For all urgent situations these will also be escalated through established on call arrangements to the DPH.

## Outbreaks

**More than one confirmed case** > self-isolation of case and contacts, inform HPT and Local Authority as a potential outbreak.

We are asking educational settings to notify the HPT and local authority if they have either:

### Outbreak (cluster) definition

- Two or more confirmed cases of COVID-19 among children or staff in the setting within 14 days or;
- An overall increase in sickness absence reporting where COVID-19 is suspected (but where no tests have been done or results are available)

When notified of a possible outbreak, the HPT will obtain further information from the school to inform a risk assessment (this may involve asking the school to complete a data return) (Appendix F).

- This will include details of the setup of the school, total number of staff and students confirmed or symptomatic, vulnerability of student population, potential number of contacts and current social distancing and IPC measures.

HPT will also discuss how schools are implementing social distancing and infection prevention and control (IPC) measures, and provide advice as required.

The HPT will undertake a risk assessment to consider the severity and spread of an outbreak, current control measures and the wider context (including communication from the school, anxiety level amongst students, staff and families, media interest etc).

HPT will inform the local authority (pending local discussions) and jointly consider the need for an Outbreak Control Team (OCT). The HPT (or OCT) will help schools to identify contacts who need to isolate (any symptomatic contacts will be encouraged to access testing) and provide the setting with letters to be sent to contacts and non-contacts.

*OCTs will not normally be required for straightforward outbreaks but may be needed in some circumstances for example:*

- during early phase of school re-opening
- there has been a death at the school/college
- there are a large number of clinically vulnerable children
- there are a high number of cases
- the outbreak has been ongoing despite usual control measures
- there are concerns on the safe running of the school
- there are other factors that require multi-agency coordination and decision making

## Practical considerations

The DfE guidance asks Local Authorities to support schools to access local PPE supplies and available stock, escalating through Local Resilience Forums (LRFs) if required. The Bradford Authority has put a mechanism in place for schools to receive additional PPE (see Appendix G).

A single point of contact for local authorities for PHE to contact regarding single cases or outbreaks is recommended to ensure timely notification and enable early multi-agency coordination.

If risks in capacity or training are identified, partners should seek to work as a whole system to support each other in remedying these.

Information will be shared between HPT and LAs as follows:

1. HPT receives information about case(s) that require further follow up

2. HPT will notify LA SPOC via e-mail or phone, provide initial information and outline what additional follow up is required by the LA
3. LA uses information sharing template (Appendix F) to gather initial information, assess the situation and risk assess
4. If details of contacts are required for follow up these can be completed using CTAS template (to be sent along with request – **Appendix F**) - these contacts will then be followed up as per process described in the SOP above.
5. Initial information and details of contacts can be returned to PHE by secure email (provided when request is sent)
6. Reviewed and further discussion if needed.

### Data Sharing

Data sharing between our organisations is underpinned by the General Data Protection Regulations. This requires specific conditions to be met to ensure that the processing of personal data is lawful.

These relevant conditions are included below:

- **Article 6(1)(d)** – is necessary in order to protect the vital interests of the data subject or another natural person.
- **Article 6(1)(e)** – is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller
- **Article 9(2)(i)** – is necessary for reasons of public interest in the area of public health, such as protecting against serious cross-border threats to health.

These conditions have been met due to the threat posed by COVID-19, and therefore it is appropriate to share information following the process outlined above

## Appendix A: Contact information

### **Public Health England (PHE) Health Protection Team (HPT)**

Phone: 0113 386 0300

Out of hours for public health professionals only: please phone 0114 304 9843 and ask for public health on-call.

## **Bradford Local Authority Emergency**

### **Management**

Local Authority Incident Reporting - **01274 431000** & ask for Emergency Management (or 24hr Duty Phone: **07582 106525**)

[HPTBradford@bradford.gov.uk](mailto:HPTBradford@bradford.gov.uk)

## **Department of Education**

The Department of Education's helpline for schools - 0800 046 8687 - should respond to all queries from schools (particularly in relation to published guidance). Lines are open from 8am to 6pm, Monday to Friday, and 10am to 4pm at weekends.

## **PPE**

See Appendix G. Contact - [strategiccontractsteam@bradford.gov.uk](mailto:strategiccontractsteam@bradford.gov.uk)

## **Social workers**

**For queries about** allocated social workers (if you cannot contact the social worker directly) contact the Education Safeguarding Team on 01274 437043

## **Support for shielded people**

Since lockdown the local authority has put in place system to support people who need it to shield or self isolate. Support can be accessed by phoning Bradford Council Contact Centre on 01274 431000 or by texting 07790 347389 if you are hard of hearing.

In light of new Government guidance about shielded populations the guidance are being updated and will be distributed to schools shortly.

In light of new Government guidance (24<sup>th</sup> June) about shielded populations these three pieces of local guidance are being updated and will be distributed to schools shortly.

## **Appendix B: Guidance for education settings on people displaying symptoms**

## **Appendix C: Guidance for education settings on pupil attendance and clinical vulnerability**

# Appendix D: Guidance for education settings on staff attendance and clinical vulnerability

## Appendix E: Case/Contact Definitions

### **Case definitions:**

**Possible (suspected) case:** new continuous cough and/or high temperature and/or loss of sense of smell

**Confirmed case:** laboratory positive case of COVID-19 with or without symptoms

### **Outbreak (cluster)**

Two or more confirmed cases of COVID-19 among children or staff in the setting within 14 days or;

An overall increase in sickness absence reporting where COVID-19 is suspected (but where no tests have been done or results are available)

**Contact:** A 'contact' is a person who has been close to someone who has tested positive for COVID-19 anytime from 2 days before the person was symptomatic (or 2 days before a test if no symptoms) up to 7 days from onset of symptoms (this is when they are infectious to others). For example, a contact can be:

- people who spend significant time in the same household as a person who has tested positive for COVID-19
- sexual partners
- a person who has had face-to-face contact (within one metre), with someone who has tested positive for COVID-19, including:
  - being coughed on
  - having a face-to-face conversation within one metre
  - having skin-to-skin physical contact, or
  - contact within one metre for one minute or longer without face-to-face contact
- a person who has been within 2 metres of someone who has tested positive for COVID-19 for more than 15 minutes
- a person who has travelled in a small vehicle with someone who has tested positive for COVID-19 or in a large vehicle or plane near someone who has tested positive for COVID-19

<https://www.gov.uk/government/publications/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person>

## Appendix F: Local Authority / PHE Information Sharing Template

**For completion Local Authority and Public Health England (PHE staff)**

Send to [HPTBradford@bradford.gov.uk](mailto:HPTBradford@bradford.gov.uk)

### Local Authority / PHE Information Sharing Template

<b>Completed by HPT</b>	
<b>Setting (Name, Address, Post code):</b>	<b>HPZone number:</b>
<b>Summary of Key Information</b> (type of setting, number of employees, number affected (including members of the public / patients), whether cases numbers are rising, overall risk assessment)	
<b>Risk Assessment</b> Number of cases: Date of onset of first case: Number of contacts identified: Total number of staff: If healthcare premises: number of patients / residents potentially exposed: If educational premises: number of students potentially exposed: Number hospitalised: Number died: Social distancing arrangements: Good <span style="float: right;">Poor</span> Confidence in management: High <span style="float: right;">Low</span> Public facing: Y/N If Y approx. how many members of the public per day Level of anxiety: High <span style="float: right;">Low</span> Media Interest: Y/N  Any other issues considered:  <b>Summary of Risk Assessment:</b>	
<b>Follow up arrangements</b> LA Follow up HPT / LA Follow up Need for an IMT	
<b>Follow up record</b>	
<b>Date</b>	<b>N° Cases</b>
<b>N° Contacts</b>	<b>Other issues</b>




## Appendix G: PPE for educational settings

This document aims to answer some frequently asked questions about providing PPE to school settings across the Bradford District. It is based on the updated DfE Guidance for schools, colleges and local authorities for June 2020.

Bradford Council has compiled a list of common questions relating to the provision of PPE.

### **1. Can Schools order PPE Items from the Local Authority?**

Yes, schools are able to order PPE from the Local Authority to support them in obtaining PPE.

### **2. Does the Local Authority have a catalogue of PPE items?**

Yes, a catalogue of items is attached to this document.

### **3. Is there a form to fill in for ordering PPE?**

Yes, a form with a sample order is attached to this guidance showing schools how they can order PPE. An example order has been embedded in the document for reference.

### **4. Where should schools send completed order forms for PPE?**

Schools should send completed orders to the email address below. The order will be reviewed and if there are any queries they will contact schools direct.

[strategiccontractsteam@bradford.gov.uk](mailto:strategiccontractsteam@bradford.gov.uk)

In an emergency situation where a stock of PPE may be needed very rapidly the above email address can also be used to secure three days worth of PPE for a school.

### **5. Will schools have to pay for PPE that is provided?**

Yes, a cost list is attached with the order form that has been sent with this guidance. Completed order forms will then be made up and an invoice will be raised to schools for payment.

### **6. How will the PPE items be delivered?**

Facilities Management will deliver the ordered PPE items to your school. A schedule of deliveries will be sent to schools once the initial demand has been assessed. We are looking to establish a weekly delivery timetable for schools to fulfil orders which we will be shared with schools. We hope to fulfil all orders within 5 working days from day of receipt of the order.

### **7. If I have a concern with any deliveries can I contact my designated Lead?**

All queries for PPE should be directed in the first instance to the strategic contracts inbox in this

email [strategiccontractsteam@bradford.gov.uk](mailto:strategiccontractsteam@bradford.gov.uk) If however you have any further concern you can raise these with your designated school lead.

**8. Is there a limit on how many items can be ordered?**

We would ask that schools order what they need, to ensure that there is enough PPE for all schools across the district. Follow up orders can be made from schools if there is a further need for PPE items.

**9. PPE Price List**

Item	Quantity	Price
IIR Masks	1	60p
FFP2 Masks	1	2.10
Blue paper towels	1 pack	82p
Disposable aprons	100	3.20
Orange clinical waste bags	50	2.00
Yellow clinical waste bags	50	2.00
Black refuse sacks medium duty	50	2.50
100ml hand sanitiser	1	2.50
Safety glasses	1	2.63
Safety goggles	1	2.89
Antibacterial soap	1	1.37
Disposable gloves Medium	1	9.45
Disposable gloves Large	1	9.45
Large Surface Wipes	1 pack	7.42

**10. PPE order template**

Please complete the spread sheet using the drop down list and complete quantities required and then return to [strategiccontractsteam@bradford.gov.uk](mailto:strategiccontractsteam@bradford.gov.uk)



Bradford School - PPE Order Form v1.0

**Appendix H: Coronavirus action card for school and early years settings**

Please consider all the actions below (mark as not applicable [NA] as necessary)		
1.	Inform Health Protection Team (Public Health England) and the Local Authority Contact if there is a confirmed case (from a laboratory test result).	
2.	Any suspected case (anyone showing symptoms) needs to arrange to have	

2.	a test done as soon as possible ( <a href="https://111.nhs.uk/covid-19/">https://111.nhs.uk/covid-19/</a> ).	
3.	<p><b>Key Contacts for Early Advice and Support include:</b></p> <ul style="list-style-type: none"> <li>Local authority [to include]</li> <li><input type="checkbox"/> Public Health England – [to include] [Out of Hours]</li> <li><input type="checkbox"/> 111 online Coronavirus available <a href="#">here</a> or via calling 111 service if they are unable to access the online platform.</li> </ul>	
4.	<p><b>In the interim:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Contact parents or carers of the children/young person affected to arrange for them to be collected.</li> <li><input type="checkbox"/> Whilst the child/young person is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.</li> <li><input type="checkbox"/> If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.</li> <li><input type="checkbox"/> <b>In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not encourage them to visit the GP, pharmacy, urgent care centre or a hospital.</b></li> </ul>	
5.	<p><b>Implement infection prevention &amp; control precautions:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Good hand hygiene should be implemented before entering and after leaving the setting – <a href="#">see hand hygiene</a></li> <li><input type="checkbox"/> If a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home, a fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult.</li> <li><input type="checkbox"/> Ensure that everyone (staff and pupils) catch coughs and sneezes in tissues. If you do not have a tissue to hand then use the crook of your elbow rather than hands. Dispose of tissues promptly in a waste bin and then perform hand hygiene.</li> </ul>	
6.	<p><b>Cleaning</b></p> <p>All surfaces that the symptomatic person has come into contact with must be cleaned and disinfected, including:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> objects which are visibly contaminated with body fluids</li> </ul>	

6.	<p><b>Cleaning</b></p> <p>All surfaces that the symptomatic person has come into contact with must be cleaned and disinfected, including:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> objects which are visibly contaminated with body fluids</li> <li><input type="checkbox"/> all potentially contaminated high-contact areas such as bathrooms, door handles, telephones, grab-rails in corridors and stairwells</li> </ul>	
	<p>Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings, following one of the options below:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> use either a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine</li> <li>or</li> </ul>	

7.	<ul style="list-style-type: none"> <li><input type="checkbox"/> a household detergent followed by disinfection (1000 parts per million av.cl.).</li> </ul> <p>Note: if an alternative disinfectant is used within the organisation, this should be checked and ensure that it is effective against enveloped viruses.</p>
8.	<p><b>Waste</b></p> <p>Any waste from possible cases and cleaning of areas where possible cases have been (including disposable cloths and tissues):</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Should be put in a plastic rubbish bag and tied when full.</li> <li><input type="checkbox"/> The plastic bag should then be placed in a second bin bag and tied.</li> <li><input type="checkbox"/> It should be put in a suitable and secure place and marked for storage until the individual's test results are known.</li> <li><input type="checkbox"/> Waste should be stored safely and kept away from children. You should not put your waste in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours.</li> </ul>
9.	<p>Staff with symptoms should be excluded from work, should self-isolate for at least 7 days from the onset of symptoms following the current advice in the <a href="#">staying at home guidance</a>. If someone has serious symptoms they cannot manage at home they should use NHS 111 online</p>
10.	<p>Children/young people with symptoms should be excluded from the setting and should self-isolate for at least 7 days from the onset of symptoms following the <a href="#">current advice</a>. Other members of the family (parents/guardians) will also need to self-isolate for 14 days. If someone has serious symptoms they cannot manage at home they should use NHS 111 online</p>
11.	<p><b>Daily actions:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Nominate a named staff member to co-ordinate &amp; communicate outbreak information</li> <li><input type="checkbox"/> Maintain &amp; update any Outbreak Chart that may be in place, recording affected children / staff</li> </ul>

## Other resources

**Q&A Covid-19 Public Health Information for Schools** – distributed to schools / available on request from Bradford Council school coordinators

### Public Health Early Years guidance for families

During the coronavirus (Covid-19) outbreak, families with babies or young children may need additional support to stay healthy. A series of guides to help families remain healthy and safe are available via.

<https://www.bradford.gov.uk/health/improve-your-childs-health/public-health-early-years-guidance-for-families/>