

COVID19: Risk Assessment and Action Plan from September 21

SCHOOL NAME: St Matthew Academy

OWNER:

DATE: 02/09/2021

Purpose of this document:

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

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

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

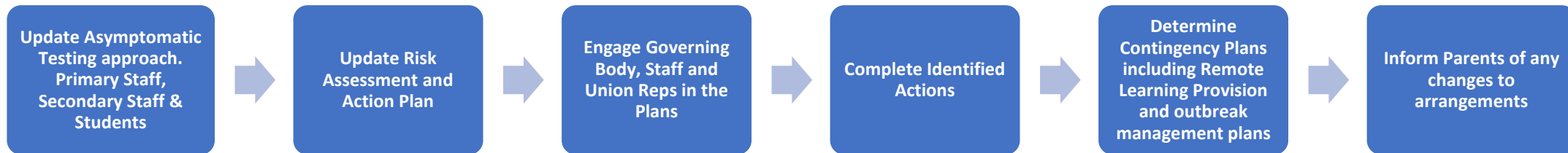
Schools must keep up to date with DfE and other relevant guidance:

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

The following principles underpin all planning and actions:

- Children's needs are paramount.
- Staff physical and emotional well-being must be considered at all stages of planning and implementation.
- Risk assessment and planning should be undertaken in consultation with staff, Health and Safety/ Union representatives, governors and parents.

Risk Assessment for Full Re-opening:



The table has been updated to remove any control measures which are no longer required by the DFE guidance following the ending of restrictions in July and changes to self-isolation protocols from August. Examples have been amended (*in blue italics*) to align to the latest practices. These examples should be considered within the individual school context and are not exhaustive

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

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
Engagement in Risk Assessment and Planning	Risk assessments and outbreak management planning process fully engages staff, governing body and union representatives. Prevention measures and outbreak management plan shared and communicated with stakeholders.	<i>Some parties do not engage with the process</i>	L	<i>Reviewed W/C 02/09/21. Shared with staff, governors and stakeholders via email and website</i>	<i>09/09/2021</i>	L
Site Arrangements	Consideration given to premises lettings and approach in place.	<i>Risk assessment for any lettings reviewed to ensure they are aligned with guidance.</i>	L	<i>MDU & PLA to review all lettings requests and perform risk assessments</i>	<i>Ongoing</i>	L

	Consideration given to the arrangements for any deliveries.	<i>Delivery driver could be infected with COVID-19</i>	<i>L</i>	<i>All Deliveries to continue to be left outside reception whenever possible. Facilities to bring the delivery inside</i>	<i>02/09/2021</i>	<i>L</i>
	Dedicated testing site organised, signage up and cleaning processes in place (see full guidance available).	<i>Guidance stipulates that a small onsite testing facility is retained by secondary schools to provide onsite testing for those who cannot/ do not wish to test at home, and for initial onsite testing for return Sept.</i>	<i>L</i>	<i>Testing area will be made available in the reception meeting room for anybody that wished to test at the academy. Anyone wishing to use this facility will be required to email the COVID testing team</i>	<i>02/09/2021</i>	<i>L</i>
Emergency Evacuations	<p>Evacuation routes are confirmed, and signage accurately reflects these.</p> <p>Consideration given to PEEP – buddies are assigned or reassigned according to available persons.</p> <p>Arrangements in place to support individuals with reduced mobility including cover arrangements in the case of reduced numbers of staff.</p>	<i>Evacuation routes have been updated following ending of bubbles – this is returned to pre COVID19 arrangements.</i>	<i>L</i>	<p><i>Staff have been made away via staff handbook and briefings</i></p> <p><i>Fire drill arranged for first half term</i></p>	<i>02/09/2021</i>	<i>L</i>

School-specific arrangements	<p>On 19 July, social distancing requirements were removed. Arrangements to reduce crowding at entrances, in communal areas and circulation spaces can still be considered.</p> <p>Schools may consider maintaining arrangements that have worked well and do not impact adversely on school day/ curriculum delivery</p>	<p><i>List any arrangements (and date for review) e.g:</i></p> <ul style="list-style-type: none"> • <i>One-way system is still in place.</i> • <i>Face coverings advised in enclosed and crowded spaces where staff may come into contact with people they don't normally meet.</i> • <i>Advise physical distancing between people who don't usually meet</i> • <i>Classes and groups to be kept as consistent as is possible</i> • <i>Seating plans maintained</i> • <i>Mix of virtual and face to face meetings</i> 	M	<p><i>Staff and pupils have been made aware of academy recommendations via briefings, assemblies and written communication.</i></p>	02/09/2021	L
Hand washing	<p>Clear hand washing procedures outlined for all groups and hot water and liquid soap readily available. Hand washing routine outlined for all groups to include:</p> <ul style="list-style-type: none"> • on arrival and leaving school. • before entering and leaving class during the day. • before and after eating. 	<p><i>Staff and pupils do not follow recommended hygiene practices</i></p>	M	<p><i>Hand towels where available and handwash are to be checked and replaced as needed by (insert name or job titles) and cleaning staff.</i></p>	02/09/2021	L

	Hand sanitiser available where necessary.			<i>Posters and verbal reminders to all staff and pupils</i> <i>Hand sanitising stations are available throughout the academy.</i>		
Respiratory hygiene	-The 'catch it, bin it, kill it' approach continues to be very important and we continue to encourage our pupils and staff to follow this advice.	<i>Staff and pupils do not follow recommended hygiene practices</i>	<i>M</i>	<i>Tissues & hand sanitiser stations in all classrooms/shared spaces</i> <i>Lidded bins in all classrooms/ staff spaces/ hall</i>	<i>02/09/2021</i>	<i>L</i>
Cleaning and waste disposal	<p>Enhanced cleaning regime is in place in line with COVID19: Cleaning in non healthcare settings guidance.</p> <p>High-touch area cleaning is to be continued.</p>	<i>Enhanced cleaning remains a necessary control measure.</i>	<i>M</i>	<p><i>Two additional day cleaners have been agreed meaning that the academy will have 3 cleaners on site all day.</i></p> <p><i>Cleaning schedule for specialist rooms that will be used by multiple year groups to be put in place.</i></p> <p><i>Enhanced cleaning schedule implemented throughout the site, ensuring that contact</i></p>	<i>02/09/2021 Reviewed 01/10/2021</i>	<i>L</i>

				<p><i>points, work surfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly.</i></p> <p><i>Hand towels and handwash are to be checked and replaced as needed by day cleaners and cleaning staff</i></p> <p><i>Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush.</i></p>		
	Cleaning staff capacity is adequate to enable enhanced cleaning regime.	<i>Risk that any COVID outbreak could result in reduced cleaner capacity</i>	<i>M</i>	<i>The Academy is will liaise weekly with cleaning contract provider to ensure capacity is adequate</i>	<i>Ongoing</i>	<i>L</i>
	<p>Adequate cleaning supplies and facilities around the school are in place.</p> <p>Arrangements for longer-term continual supplies are also in place.</p>	<p><i>No hand sanitiser for visitors to reception.</i></p> <p><i>Classrooms do not have tissues.</i></p> <p><i>Low supply of soap.</i></p>	<i>M</i>	<p><i>Hand sanitiser available at the school entrance</i></p> <p><i>Lidded bins in classrooms</i></p> <p><i>Disposable tissues in each classroom to</i></p>	<i>Ongoing</i>	<i>L</i>

				<p><i>implement the 'catch it, bin it, kill it' approach</i></p> <p><i>Stock check and ordering schedule reviewed and order made.</i></p>		
	Sufficient time is available for the enhanced cleaning regime to take place.	<i>Cleaner capacity may be impacted by outbreaks or positive cases</i>	<i>M</i>	<i>Additional Cleaning staff in place to deal with demand</i>	<i>02/09/2021</i>	<i>L</i>
	Waste disposal process in place for potentially contaminated waste.	<i>Testing waste is no longer considered hazardous and can be disposed of in the usual waste.</i>	<i>L</i>	<p><i>Waste bags and containers - kept closed and stored separately from communal waste for 72 hours</i></p> <p><i>Waste collections made when the minimum number of persons are on site (i.e. after normal opening hours).</i></p> <p><i>Hazardous waste collection organised.</i></p>	<i>02/09/2021</i>	<i>L</i>
	Process in place for safe removal and/or disposal of face masks.	<p><i>Face coverings are required on public transport.</i></p> <p><i>Some pupils/ staff may choose to wear face coverings in some situations and know</i></p>	<i>L</i>	<p><i>Lidded bins provided at academy entrances and exits</i></p> <p><i>Staff and pupils have been made aware of how to dispose of face coverings</i></p>	<i>02/09/2021</i>	<i>L</i>

		<i>how to dispose of them appropriately.</i>		<i>appropriately via briefings and assemblies</i>		
Ventilation	Plan in place to ensure all areas of the school are well ventilated whilst maintaining a comfortable teaching environment, this includes opening internal and external doors where appropriate. Poorly ventilated areas identified and steps in place to improve fresh air flow in these areas. HSE guidance on ventilation & air conditioning	<i>Windows open before and after lessons, and during lessons when temperatures allow.</i> <i>Mechanical ventilation system adjusted appropriately to 'full fresh air' or 'single room only'.</i>	<i>M</i>	<i>Facilities team to open all windows before the start of the day</i> <i>Classroom doors to remain open where safely possible</i>	<i>02/09/2021</i>	<i>L</i>
Staffing	Approach to staff absence reporting and recording in place. All staff aware.	<i>Outbreak or positive cases could lead to increase in staff absences</i>	<i>M</i>	<i>All staff have been advised to follow absence procedure. This has been communicated through Staff Handbook</i>	<i>02/09/2021</i>	<i>L</i>
	Risk assessments in place for those staff who are clinically extremely vulnerable, and appropriate arrangements for mitigating risk are identified. Communication arrangements are in place with those staff and their role in continuing to support the working of the school is clear.	<i>Shielding is no longer in place. Clinically extremely vulnerable and vulnerable staff and/ or pupils have risk assessments which identify any specific adjustments to allow them to attend on site.</i>	<i>M</i>	<i>HR to send new RA's out to all identified CEV staff</i> <i>All RA's are to be reviewed by line managers and HR</i>	<i>09/09/2021</i>	<i>L</i>

	Staffing roles and responsibilities with regards to the contingency remote provision alongside in-school provision agreed and communicated.	<i>Staff are aware of their role in the continued contingency plans regarding remote education, should the plan be enacted.</i>				
	<p>Approach to support wellbeing, mental health and resilience in place, including bereavement support.</p> <p>How staff are supported to follow this within their own situations and that of pupils and colleagues is clear.</p>	<i>Staff could suffer a number of mental health issues whilst dealing with the impact of COVID-19</i>	<i>M</i>	<p><i>Staff are aware of available support and advice for schools and pupils available.</i></p> <p><i>This includes Staff Wellbeing Committee, Health Assured service, pupil counsellor</i></p>	<i>09/09/2021</i>	<i>L</i>
	Arrangements for accessing testing are in place. Staff are clear on how and when to access a test.		<i>L</i>	<i>Testing kits are made available and a secure area provided if staff wish to test at work</i>	<i>09/09/2021</i>	<i>L</i>
	<p>Arrangements in place for any visitors/ contractors on site, protocols and expectations shared.</p> <p>NB: Their employer may require them to wear PPE. This should be documented as part of the risk assessment carried out by the Contractor.</p>	<i>Unannounced visitors</i>	<i>L</i>	<i>Reception will only be open for visitors and parents with pre-arranged appointments. Check with the contractor any requirements their employer has specified before visit. Share school protocols.</i>	<i>02/09/2021</i>	<i>L</i>

	Arrangements in place for any externally employed adults delivering learning in school e.g. sports coaches, music tutors, forest school leaders. Protocols and expectations shared.	<i>Unannounced service providers</i>	<i>L</i>	<i>All externally employed staff are to be offered COVID tests wherever possible should they wish to take one</i> <i>The expectation is that all external staff will adhere to the same protocols as Academy staff. This will be explained on entry to the Academy and by briefings with external contractors.</i>	<i>02/09/2021</i>	<i>L</i>
Catering	Arrangements for the continued provision of FSMs for eligible children not attending school due to self-isolation are in place.	<i>Only applicable for under 18s who have tested positive for COVID19 and required to isolate, who are eligible for FSMs.</i>	<i>L</i>	<i>Attendance officer to advise parents of pupil that has tested positive of FSM procedure.</i> <i>Finance to arrange vouchers in the event that hampers cannot be provided</i>	<i>02/09/2021</i>	<i>L</i>
PPE	PPE requirements understood and appropriate supplies in place.	<i>Some PPE required for onsite testing and any specific arrangements i.e. AGPs.</i>	<i>L</i>	<i>PPE fully stocked. Facilities team to check inventory weekly</i>	<i>02/09/2021</i>	<i>L</i>
	Appropriate PPE - Although no longer a requirement, we follow good practice to have PPE available in the event of a symptomatic person or outbreak.	<i>Emergency PPE available & publicised</i>	<i>L</i>	<i>PPE fully stocked. Facilities team to</i>	<i>02/09/2021</i>	<i>L</i>

		<i>RAs for pupils requiring physical care include PPE requirements</i>		<i>check inventory weekly</i> <i>HVY to coordinate RA's for pupils requiring physical</i>		
Response to suspected/ confirmed case of COVID19 in school	<p>Approach to suspected COVID19 cases in place: during school day</p> <ul style="list-style-type: none"> Which staff member/s should be informed/ take action Area established to be used if an individual is displaying symptoms during the school day and needs to be isolated Cleaning procedure in place Arrangements for informing parent community in place 	<p><i>If a pupil or pupil begins to display symptoms of COVID19 during the day, they are isolated and parent is called immediately. They wait to be collected in the medical room, overseen by On Call SLT.</i></p> <p><i>Any staff member who begins to display symptoms of COVID19 during the day, immediately informs HR and Line Manager and leaves the site as soon as possible.</i></p>	<i>M</i>	<p><i>If a pupil displays symptoms they are to be taken to the isolation room in reception. Parents are to be notified and advised that the child needs to isolate and take a PCR test.</i></p> <p><i>Staff displaying symptoms should notify HR and Line manager and vacate the premises immediately. Staff will be advised to take a PCR test</i></p>	<i>02/09/2021</i>	<i>M to L</i>
	<p>Approach to confirmed COVID19 cases in place: during school hours</p> <ul style="list-style-type: none"> Cleaning procedure in place <p>Arrangements for informing parent community in place</p>	<p><i>Close contacts are now identified by NHS test and trace following a confirmed case.</i></p> <p><i>Those who have been</i></p>	<i>M</i>	<p><i>Additional cleaning capacity in place. Cleaning team to be notified by Facilities if there is a suspected case</i></p>	<i>02/09/2021</i>	<i>M to L</i>

		<p><i>double vaccinated or under 18 do not need to isolate but asked to take a PCR instead.</i></p> <p><i>Can contact Lewisham on call service/ PHL team for advice.</i></p>				
	<p>Approach to confirmed COVID19 cases in place: outside of school hours</p> <ul style="list-style-type: none"> Cleaning procedure in place Arrangements for informing parent community in place 	<p><i>Close contacts are now identified by NHS test and trace following a confirmed case.</i></p> <p><i>Those who have been double vaccinated or under 18 do not need to isolate but asked to take a PCR instead.</i></p> <p><i>Can contact Lewisham on call service/ PHL team for advice.</i></p>	<i>M</i>	<i>Cleaning and Reporting procedures are in place</i>	<i>02/09/2021</i>	<i>M to L</i>
Remote Education Plan	Contingency plan for remote learning developed should self-isolation or restricted attendance be required.	<i>Large numbers of pupils are required to isolate due to outbreak</i>	<i>M</i>	<i>Detailed plans now in place including where teachers are absent or when there are IVCT issues</i>	<i>02/09/2021</i>	<i>M to L</i>
	Technology support in place. DFE laptop allocation ordered, for contingency purposes.	<i>Pupils do not have adequate ICT hardware to participate in learning from home</i>	<i>M</i>	<i>The Academy will issue all pupils requiring laptops or tablets with an academy Chromebook</i>	<i>02/09/2021</i>	<i>L</i>

Safeguarding	Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.		M	Staff refresher training session on processes and procedures and the revised wellbeing material.	02/09/2021	L
	Updated Child Protection Policy in place.		M	Adopted most recent Child Protection Policy	02/09/2021	L
	Where appropriate, work with other agencies, such as social care, has been undertaken to support vulnerable CYP and families to complete risk assessments and planning.		M	Review individual consistent management plans to ensure they include protective measures	02/09/2021	L
	Where physical contact is required in the context of managing behaviour.		M	Review individual consistent management plans to ensure they include protective measures	02/09/2021	L
	Current learning plans, revised expectations and required adjustments have been considered.		M	School has discussed missed learning and required education adjustments.	02/09/2021	L

Curriculum / learning environment	Whole school approach to adapting curriculum (S/M/L term), including: <ul style="list-style-type: none"> Wellbeing curriculum recognising 'non-curriculum' learning that is being done at home capturing pupil achievements/ outcomes utilising the DFE 'catch-up' funding and programmes contingency remote learning plan 		M	Plans for Wellbeing in place Children can submit work through Google. Catch up fund to be utilised? Remote learning in place.	02/09/2021	L
	Pupil behaviour policy reviewed and amended where necessary to reflect the current circumstances.		M	See Behaviour policy	02/09/2021	L
	Arrangements for teaching pupils how to keep themselves safe online are in place and aligned to the contingency remote learning plan.		M	Regular reminders via tutor time, assemblies and information shared with parents via newsletter and parents. Staff briefed regularly and signposted to relevant documentation.	02/09/2021	L
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Attendance	Approach to promoting and supporting attendance for all-pupils determined, including those who may be anxious.		M	Parent liaison officer and Inclusion manager working closely with families.	02/09/2021	

	Approach to support for parents where rates of persistent absence were high before closure.	<i>Will return to normal absence reporting procedures.</i>	<i>M</i>	<i>Academy has a dedicated Attendance office</i>	<i>02/09/2021</i>	<i>L</i>
Communication	Information shared with staff around the updated plan, including returning to some pre COVID arrangements and some new arrangements – as appropriate.			<i>All plans and latest Lewisham and local figures shared with staff</i>	<i>02/09/2021</i>	
	Union representatives informed of updated plans.		<i>L</i>	<i>Unions will be updated through regular scheduled meetings</i>	<i>02/09/2021</i>	<i>L</i>
	Updated Risk Assessment published on website.		<i>L</i>	<i>Placed on website once approved internally</i>	<i>02/09/2021</i>	<i>L</i>
	Symptoms and self-isolation Pupils, staff and other adults should follow public health advice on <u>when to self-isolate and what to do</u> . They should not come into school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine).	<i>Regular reminders to staff, parents & pupils about symptoms & self-isolation</i>		<i>All staff and parents briefed on post Lockdown arrangements.</i>	<i>02/09/2021</i>	
	Communications with parents on the:			<i>Plans on website and reopening plans shared with staff last</i>	<i>02/09/2021</i>	

	<ul style="list-style-type: none"> Revised plans, any control measures that remain in place and any that have ceased Contingency plans Outbreak management plans Wellbeing/ pastoral support 			<i>week in Aug/early Sept.</i>		
	Pupil communications around: <ul style="list-style-type: none"> Revised plans, any control measures that remain in place and any that have ceased Contingency plans Outbreak management plans 			<i>As above</i>	<i>02/09/2021</i>	
	On-going regular communication plans determined to ensure parents are kept well-informed			<i>Letters, website updates, social media</i>	<i>02/09/2021</i>	
Governors/ Governance	Governors have oversight of plans and risk assessments.					
	Approach to communication between Leaders and governors is clear and understood.		<i>M</i>	<i>RA's and Action plans to be reviewed by H&S Committee and Resources Committee</i>	<i>13/09/2021</i>	<i>L</i>
	Governors have oversight of all staff wellbeing and appropriate arrangements in place to support Headteacher and SLT. <i>Refer to Headteacher wellbeing materials.</i>		<i>M</i>	<i>Regular item on Governing Body meetings and SLT meetings.</i>	<i>02/09/2021</i>	<i>L</i>

Finance	Additional costs incurred due to COVID19 are understood and clearly documented.	<i>Further government measures could have a detrimental impact on 21/22 Budget</i>	<i>M</i>	<i>Contingency budgets in place. Monthly management accounts reviews by Headteacher / SBM and Chair of governors will identify early any areas of financial concern</i>	<i>Ongoing</i>	<i>L</i>
	Claims submitted for reimbursement for example, increased premises related costs; additional cleaning; support for FSM		<i>M</i>	<i>Monthly management accounts reviews by Headteacher / SBM and Chair of governors will identify early any claims that need to be made</i>	<i>Ongoing</i>	<i>L</i>
	Any loss of income understood, including the impact of lettings and the financial implications of possibly not restarting.		<i>L</i>	<i>Minimal external income is currently generated. There will be little impact due to loss of 3rd party income</i>		<i>L</i>
Testing	Test kits are securely stored and distributed to staff and pupils (secondary).		<i>L</i>	<i>Kits stored in locked cupboard.</i>	<i>02/09/2021</i>	<i>L</i>
	Staff and pupils (secondary) are aware of how to safely take and process the test. Shared the following : <ul style="list-style-type: none"> • NHS instruction leaflet • Training video and online resources on the document sharing platform • Contact details if queries 		<i>L</i>	<i>Staff and pupils have been briefed on how to carry out tests.</i>	<i>02/09/2021</i>	<i>L</i>

	<ul style="list-style-type: none"> Process for reporting incidents 					
	Staff and pupils (secondary) are aware of how to report their test results to school and to NHS Test and Trace.		L	<i>This is communicated to staff/pupils weekly.</i>	02/09/2021	L
	Staff and pupils (secondary) are aware of how to report any incidents both clinical and non clinical.		L	<i>Staff have been made aware via briefings and staff announcements</i>	02/09/2021	L
	Process in place to monitor and replenish test supplies		L	<i>Dedicated Admin assistant responsible for monitoring the testing supplies</i>	02/09/2021	L
Educational visits	<p>Full and thorough risk assessments in relation to all educational visits and ensure that any public health advice, such as hygiene and ventilation requirements, is included as part of that risk assessment.</p> <p>H&S on educational visits</p> <p>OEAP</p>	<p><i>Risk assessments will be obtained from venues prior to any visits. Vulnerable</i></p> <p><i>Advice sought to ensure adequate insurance cover (including cancellation).</i></p>	M	<i>Operations manager to scrutinise all trips requests to mitigate COVID risks</i>	02/09/2021	M-L
Outbreak Management Plan	Outbreak management plan developed to cover arrangements should children, pupils, pupils or staff test positive for COVID19, and how the school shall operate if	<i>Outbreak Management plan covering re-introduction of some measures including reduced mixing, face</i>	L	<i>Plans in place for –</i> <ul style="list-style-type: none"> • Remote learning • FSM vouchers • Safeguarding 	02/09/2021	L

	<p>advised to take extra measures to help break chains of transmission.</p> <p><i>Settings will continue to have a role in working with health protection teams in the case of a local outbreak. If there is a substantial increase in the number of positive cases in a setting (<u>Stepping measures up and down</u>) or if central government offers the area an enhanced response package, a director of public health might advise a setting to temporarily reintroduce some control measures.</i></p>	<p><i>coverings, remote education is developed, and all staff are aware of their role. Communicated with parents and pupils regarding when this would come into place and how they would be informed if required.</i></p>				
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Appendix A- Outbreak Management Plan

1. Outbreak Management

- 1.1. Any outbreak management measures in St Matthew Academy which will only be considered with advice from Public Health, kept to the minimum number of pupils/staff or groups possible, and for the shortest amount of time possible. The re-introduction of some additional protective measures may be a necessary response to a potential outbreak in school. In all cases, any educational drawbacks should be balanced with the benefits of managing transmission.
- 1.2. The school, with advice from Public Health may consider taking extra actions if the number of positive cases substantially increases. The DFE guidance states:

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

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

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

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

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

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

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

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

2. Scenario A – Single Confirmed COVID Case

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

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

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

- 3.6. Data collection – school will keep accurate records of absences and end of isolation dates. Schools will share seating plans with NHS test and trace if required to do so.
- 3.7. Engagement and communication – instructions on virtual learning for those self-isolating will be clearly communicated with the school community. The school will liaise with NHS test and trace and their local authority to communicate the situation to the wider school community. DfE will be notified of any decisions that impact on the teaching within the school.
- 3.8. In some situations it may be necessary to set up an Incident Management Team (IMT) meeting to bring together all relevant partners. An IMT will usually, but not always, be called by Public Health England, or the local authority public health team. A draft agenda for the IMT is included at appendix A.
- 3.9. The purpose of the IMT is to agree and coordinate the activities of the key stakeholders involved to manage the investigation and control of an individual outbreak situation. This includes assessing the risk to the public's health and ensure control measures are implemented as soon as possible.
- 3.10. Notification of an incident or outbreak will come via various sources and this will trigger data flow. IMT meetings may be convened when there are:
- 3 or more cases in a complex setting / 3 or more bubbles affected/self-isolating in an educational setting
 - Where there is concern/very high potential for ongoing transmission at the setting
 - Where there is high potential for additional interventions in relation to a large outbreak
 - Any COVID-19 related deaths associated with a complex setting
 - Concern about stakeholder communications for an outbreak in a complex setting

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

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

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

- 5.1. Pupils, staff and other adults should follow public health advice about when to self-isolate. They should not come into school if they have symptoms. If anyone develops symptoms whilst in the setting, they should be sent home and told to follow public health advice.
- 5.2. An isolation room must be identified for any persons suspected of having Covid. Access to PPE for this room is a must. The isolation room should not be used to house any person indefinitely, but for a brief period until transport has been arranged to deliver the person into suitable custody of an adult or home if a member of staff. Self-isolation rules apply. The room must also be adequately ventilated.
- 5.3. Anyone with symptoms should avoid using public transport and, if necessary, be collected by a member of their family or household.
- 5.4. Prevention – control measures will be in place across the school (see section above)
- 5.5. Identification and management - If a pupil or staff member is unwell, they should be escorted to the isolation room. They should be left in a room on their own if possible and safe to do so. A window should be opened for fresh air ventilation if possible. Appropriate PPE should also be used if close contact is necessary. Any rooms they use should be cleaned after they have left.
- 5.6. Isolation of cases – cases will be requested to isolate from the date of the symptoms start date if they go on to test positive. Their end of isolation date will be recorded on the school system
- 5.7. Testing – Staff and secondary aged pupils will be encouraged to continue testing on LFD twice a week (from the start of the autumn term until review due end of September 2021)
- 5.8. Contact tracing – the school will encourage the case to engage with NHS test and trace. Schools are no longer required to contact trace pupil or staff cases. However, in special circumstances, they may be required to assist NHS test and trace with contact tracing. The school will respond in a timely way to any direct approaches from NHS test and trace or public health England.
- 5.9. Data collection – school will keep accurate records of absences and end of isolation dates. Schools will share seating plans with NHS test and trace if required to do so.
- 5.10. Engagement and communication – instructions on virtual learning for those self-isolating will be clearly communicated with the school community.

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

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



Insert name of setting

Incident Management Team (IMT) Meeting

Insert date

Insert time

AGENDA

Agenda Items:

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

Appendix C

Actions taken to contain an outbreak

Impacted year group:		Impacted staff:		Date:	
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Guidance	Action taken	Date commenced	Date of Review	Review Outcome
Self-isolation of close contacts <i>In some cases, health protection teams may recommend that a number of other pupils self-isolate at home as a precautionary measure. This could be the class or year group.</i>	<i>Advice sought from Public Health Lewisham. X pupils isolating from X to X.</i>	15/09/21	27/09/21	<i>Self-isolation period ended, X further cases within group tested positive and isolating with household.</i>
Re-introduction of Face Coverings <i>The reintroduction of face coverings for pupils, pupils or staff may be advised for a temporary period in response to particular localised outbreaks, including variants of concern.</i>	<i>Face coverings advised for adults and pupils in corridors and crowded areas.</i>	15/09/21	20/09/21	<i>Compliance is high. Plan to continue arrangements for another week.</i>
Asymptomatic Testing <i>Additional testing may be recommended to pick up any asymptomatic testing in the school community.</i>	<i>Letter to parents re home testing.</i>	15/09/21	17/09/21	<i>Home testing uptake not increased. Onsite testing considered.</i>
Increased ventilation <i>The Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak and CIBSE COVID-19 advice provides more information.</i>	<i>Additional reminders to keep windows opened as much as possible. Investigating options for improving mechanical ventilation system.</i>	15/09/21	27/09/21	
Increased cleaning	<i>Reinforced importance of cleaning in between groups. Enhanced cleaning schedules & recording sheets in (list places)</i>	15/09/21		

Reduce mixing of pupils	<i>Reviewed start and end times, lunch and break arrangements and re-instated small groups for PE etc.</i>	15/09/21		
Communications to staff	<i>All staff advised of potential outbreak and mitigating actions.</i>	15/09/21		
Communications to pupils	<i>All pupils advised of potential outbreak and mitigating actions.</i>	15/09/21		
Communications to parents/carers	<i>Letter to parents/carers advised of potential outbreak and mitigating actions.</i>	15/09/21		
Remote Education	<i>Remote education provided to those pupils who need to self-isolate. Devices distributed to identified pupils</i>	15/09/21		
Free School Meals	<i>Catering company providing vouchers for FSM children who are at home</i>	15/09/21		