



Moss Lane School COVID-19 Protective Measures Risk Assessment September 1st 2021

Please find attached the COVID-19 risk assessment for Moss Lane schools that has been prepared in response to the Government's guidance for full opening. The measures set out in this risk assessment provide a framework for school leaders to put in place proportionate protective measures for pupils and staff. Moss Lane is open for all children. Any children who are isolating will remain at home and will learn remotely.

Public Health England know that the predominant new variant of coronavirus (COVID-19) is more transmissible however, PHE advice remains that the way to control this virus is with the system of controls, even with the current new variants. It will not spread as readily if we avoid close contact with others. Wash your hands, wear a mask (if and when necessary), keep your distance from others, and reduce social contact in line with guidance. It remains vital that these measures, along with enhanced environmental cleaning and ventilation, are practised stringently.

(NB: Writing in purple is new content added)

Step 4 – Protective measures

Step 4 marks the new phase in the government's response to the pandemic, moving away from stringent restrictions on everyone's day-to-day lives, towards advising people on how to protect themselves and others, alongside targeted interventions to reduce risk. Many protective measures that have been in place in schools are now no longer required in normal circumstances. This risk assessment reflects these changes, setting out the protective measures which will remain in place.

Step 4 – Future outbreak planning

This Risk Assessment is to be read alongside the Moss Lane's Outbreak Management Plan, which describes what we would do if children, pupils, students or staff test positive for COVID-19, or how the school would operate if it was advised to reintroduce any measures described in this document to help break chains of transmission. This risk assessment sets out the additional protective measures which will be considered in the case of and for the duration of an outbreak i.e. if a specific threshold is met, as set out in the government's COVID-19 Contingency Framework and the school's Outbreak Management Plan. The additional measures are given in this risk assessment under separate headings "***Temporary additional measures in the event of an outbreak***" and are shown in *italic* text.

The risk assessment should be used alongside the government guidance below:

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

<https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education>

<https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own>

<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>

<https://www.gov.uk/guidance/national-lockdown-stay-at-home#going-to-work>

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak>

<https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak>

[Risk assessment - Working safely during the coronavirus \(COVID-19\) pandemic](#)

[Dedicated transport to schools and colleges COVID-19 operational guidance](#)

[Guidance on protecting people who are clinically extremely vulnerable from COVID-19 - GOV.UK \(www.gov.uk\)](#)

[Managing coronavirus \(COVID-19\) in education and childcare settings](#)

[Health and safety: responsibilities and duties for schools](#)

The following school policies (but not limited to) should also be reviewed and updated as required:

- Behaviour Policy
- Safeguarding & Child Protection Policy
- Health and Safety Policy
- Infection Control Policy
- First Aid Policy
- School Emergency Plan
- School Business Continuity Plan
- Premises Lettings Policy and Contract

Changes and updates made are documented here:

Date of change	Section, page, and change
23/02/2021	Face coverings , page 8, face coverings recommended to be worn in classrooms and activities where social distancing cannot be maintained for children aged 11 and over
23/02/2021	Minimise contact , page 17, educational visits are currently not advised.
23/02/2021	Ventilation , page 18, new sections on ventilation.
23/02/2021	Testing , page 20, new guidance on testing in different settings
17/03/2021	Introduction , page 1, update on variants and controls
30/03/2021	Introduction , page 1, link to updated government guidance on protective measures for holiday and after-school clubs, and other out-of-school settings
30/03/2021	Minimise contact , page 16, update on guidance for physical activity in schools
30/03/2021	Educational visits , page 18, proposed date and note regarding roadmap
30/03/2021	Wraparound provision and extra-curricular activity , page 19, updated guidance
30/03/2021	Attendance , page 28, expectations for clinically extremely vulnerable pupils
30/03/2021	Workforce , page 28, expectations for clinically extremely vulnerable staff

30/03/2021	Workforce , page 30, expectations for clinically vulnerable staff
17/05/2021	Face coverings , page 9, change in guidance including that face coverings no longer recommended for children in all schools
17/05/2021	Music, dance and drama , page 18, updated guidance for curriculum and performances.
17/05/2021	Educational visits , page 19, guidance for day visits and domestic residential visits.
17/05/2021	Wraparound provision and extra-curricular activity , page 20, updates regarding group sizes and avoiding parental attendance
17/05/2021	Attendance , page 30, new guidance relating to travel from 'red-list' countries and quarantine for pupils travelling to England.
30/06/2021	Response to infection and outbreak plan , page 29; face coverings , page 9; and promote and engage in asymptomatic testing page 24, information provided for outbreak management plan
12/07/2021	<p>Prevention: Minimise contact with individuals who are unwell with COVID-19 symptoms, page 7, updated guidance in the case of COVID-19 symptoms</p> <p>Prevention: Ensure face coverings are used in recommended circumstances, page 10, face coverings no longer recommended for staff or pupils; steps to take in an Outbreak</p> <p>Prevention: Cleaning and disinfection, page 12, previously 'Enhanced Cleaning', school now required to maintain appropriate cleaning regimes</p> <p>Prevention: Minimise contact, page 13, 'Bubbles' no longer recommended, although the school may choose to maintain until the end of term; steps to take in an Outbreak</p> <p>Educational visits, page 14, updated guidance for running educational visits</p> <p>Wraparound provision and extra-curricular activity, page 15, updated guidance including sports provision, performances and events, and parental attendance</p> <p>In specific circumstances: Promote and engage in asymptomatic testing, where available, page 21, new guidance on how and when to test</p> <p>Response to infection: Test and trace, page 23, schools are no longer expected to undertake contact tracing</p> <p>Response to infection: Managing confirmed COVID-19 cases, page 24, updated guidance for if an individual develops COVID-19 symptoms or has a positive test</p> <p>Response to infection and outbreak plan: Contain any outbreaks, page 26, action to take in case of an outbreak</p> <p>Attendance, page 27, updates on supporting children with medical conditions, ensuring pupils travelling to England follow government travel advice, and updated quarantine arrangements for boarding school pupils.</p>
24/08/2021	<p>Prevention: Minimise contact with individuals who are unwell with COVID-19 symptoms, page 8, updated and reordered guidance for minimising contact with any individual who develops COVID-19 symptoms or has a positive test</p> <p>Prevention: Ensure face coverings are used in recommended circumstances, page 11, updated "<i>Temporary additional measures in the event of an outbreak</i>"</p> <p>Prevention: Minimise contact, page 18, updated "<i>Temporary additional measures in the event of an outbreak</i>"</p>

	<p><u>Prevention: Ventilation</u>, page 21, update regarding anticipated CO2 monitors being provided to the school during the Autumn term.</p> <p><u>In specific circumstances: Promote and engage in asymptomatic testing, where available</u>, page 23, additional detail on what close contacts should do whilst awaiting their PCR test results</p> <p><u>Response to infection: Test and trace</u>, page 24, with schools no longer expected to undertake contact tracing themselves, further update to make clear who is no longer required to isolate if identified as a close contact</p> <p><u>Response to infection: Managing confirmed COVID-19 cases</u>, page 26, now cites updated section 1 (Prevention) of this risk assessment</p> <p><u>Response to infection and outbreak plan: Contain any outbreaks</u>, page 26, updated in relation to school's Outbreak Management Plan and use of headings "<i>Temporary additional measures in the event of an outbreak</i>" throughout this risk assessment.</p> <p><u>Attendance</u>, page 27, expectations for clinically extremely vulnerable (CEV) pupils have been updated to mirror wording in recently published guidance for CEV people, pre-Step 4 wording removed, and updated information on boarding school pupils attending from abroad, as quarantine rules have changed.</p> <p><u>Workforce</u>, page 29, expectations for CEV staff have been updated to mirror wording in recently published guidance for CEV people and pre-Step 4 wording removed.</p> <p><u>Managing School Transport</u>, page 31, updated "<i>Temporary additional measures in the event of an outbreak</i>"</p>
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Identify people at risk	YES	<p>How someone could be harmed:</p> <p>Coronavirus disease (COVID-19) is an infectious disease caused by a newly discovered coronavirus. The COVID-19 virus spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes.</p> <p>Most infected people will develop mild to moderate illness and recover without hospitalisation. In some cases, and if a person has a underlying health conditions, COVID-19 can cause serious ill health.</p>
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Name of School:	Moss Lane School	Date of assessment:	September 1 st 2021	Date of review:	October half term 2021
Identify those at risk:	<p>Staff Pupils Agency staff/contractors Visitors</p> <p>Vulnerable groups: BAME Underlying health conditions including clinically extremely vulnerable (CEV) and extremely vulnerable Pregnant workers Over the age of</p>	How someone could be harmed:	<p>Coronavirus disease (COVID-19) is an infectious disease caused by a newly discovered coronavirus. The COVID-19 virus spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes.</p> <p>Most infected people will develop mild to moderate illness and recover without hospitalisation. In some cases, and if a person has a underlying health conditions, COVID-19 can cause serious ill health.</p>	Assessed by: Victoria Abbott	

	Risk rating prior to action H/M/L	Recommended controls/Mitigation and Protective Measures	In place ? Yes/ No or N/A	Additional control measures to reduce the risk or the reasons why the recommended standard cannot be met.	Actioned by when and by who?	Risk rating following action H/M/L
Awareness of and adherence to policies and procedures	M	<ul style="list-style-type: none"> Health and Safety Policy has been updated in light of the COVID-19 advice All staff, pupils and volunteers are aware of all relevant policies and procedures including, but not limited to, the following: <ul style="list-style-type: none"> Health and Safety Policy Infection Control Policy First Aid Policy 	Yes	<ul style="list-style-type: none"> Pupils are made aware of the school's infection control procedures in relation to coronavirus and are informed that they must tell a member of 	VA	L

		<ul style="list-style-type: none"> • All staff have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> - The 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' - DfE and PHE (2020) 'COVID-19: guidance for educational settings' • The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training. • The school keeps up-to-date with advice issued by, but not limited to, the following: <ul style="list-style-type: none"> - DfE; NHS; Department of Health and Social Care; PHE • Staff are made aware of the school's infection control procedures in relation to coronavirus. • Parents are made aware of the school's infection control procedures in relation to coronavirus via letter and social media – they are informed that they must not send their child to school if they have <u>coronavirus (COVID-19) symptoms</u>, or have tested positive in the last 10 days, the parents/carers should call the school to inform the school of this and that they will be following the national <u>Stay at Home</u> guidance. • Pupils are made aware of the school's infection control procedures in relation to coronavirus and are informed that they must tell a member of staff if they begin to feel unwell. 		<p>staff if they begin to feel unwell.</p> <ul style="list-style-type: none"> • The Staff and Volunteer Confidentiality Policy and Pupil Confidentiality Policy are followed at all times – this includes withholding the names of staff, volunteers and pupils with either confirmed or suspected cases of coronavirus. Children to clean their hands beforehand break and lunchtimes. • Visitors to the site, such as contractors, local authority employees and health employees to be fully briefed on the school's arrangements and follow site guidance on physical distancing and hygiene on or before arrival. 		
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		<ul style="list-style-type: none"> Staff and pupils are made aware of the process for removing face coverings when pupils and staff who use them arrive at school, and this is communicated clearly to parents and staff. The Staff and Volunteer Confidentiality Policy and Pupil Confidentiality Policy are followed at all times – this includes withholding the names of staff, volunteers and pupils with either confirmed or suspected cases of coronavirus. 		<p>Where visits can happen outside of school hours, they should. A record will be kept of all visitors. Visitors to scan the Track and Trace app if they have it.</p> <ul style="list-style-type: none"> Children who struggle to social distance will be supported through frequent reminders, social stories and positive reminders and ELSA support. Regular reminders of staff and pupils expectations. 		
<p>Prevention</p> <p>1. Minimise contact with individuals who are unwell with COVID-19 symptoms</p>	M	<p>When an individual develops COVID-19 symptoms or has a positive test</p> <ul style="list-style-type: none"> If a pupil or staff member develops COVID-19 symptoms or has a positive test they will 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). If anyone in the school develops <u>COVID-19 symptoms</u>, however mild, they will be sent home and they should follow public health advice. For everyone with symptoms, they should avoid using public transport and, wherever possible, be collected by a member of their family or household. 	N/A	<ul style="list-style-type: none"> Minimise contact between individuals and maintain social distancing wherever possible. e.g. staff not holding children's hands, touching them etc. unless a child is distressed and needs reassurance /comforting. 	All staff	L

		<ul style="list-style-type: none"> • If a pupil is awaiting collection, they put in a separate room. A window should be opened for fresh air ventilation if possible. Appropriate PPE should also be used if close contact is necessary (such as for a very young child or a child with complex needs). Further information on this can be found in the use of PPE in education, childcare and children's social care settings guidance. Any rooms they use should be cleaned after they have left. • The household (including any siblings) should follow the PHE stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection. • The 'Flowchart school response to suspected or confirmed COVID-19 cases' will be followed for suspected or confirmed cases. • In the majority of cases, school and parents will be in agreement that a child with symptoms should not attend school, given the potential risk to others. In the event that a parent or guardian insists on a child attending school, we can take the decision to refuse the child if in their reasonable judgement it is necessary to protect their pupils and staff from possible infection with coronavirus (COVID-19). Any such decision would need to be carefully considered in light of all the circumstances and the current public health advice. • In an emergency, call 999 if someone is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital. • Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or they have been requested to do so by NHS Test & Trace. 	Yes	<ul style="list-style-type: none"> • Library area will be used as the designated isolation area if required. 		
			Yes			
			Yes			
			Yes			

		<ul style="list-style-type: none"> Everyone will wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household disinfectant after they have left to reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance. Any medication given to ease the unwell individual's symptoms, e.g. paracetamol, is administered in accordance with the Administering Medications Policy. Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the Infection Control Policy and Cleaning in non-healthcare settings guidance. 	Yes			
Prevention 2. Where recommended, use of face covering	M	<ul style="list-style-type: none"> From Step 4, face coverings are no longer recommended for pupils, staff and visitors either in classrooms or in communal areas. <p><i>Temporary additional measures in the event of an outbreak</i></p> <ul style="list-style-type: none"> <i>If a specific threshold in the school's Outbreak Management Plan is met the following additional measures will be considered.</i> <i>Face coverings will temporarily be re-introduced in communal areas and classrooms for staff /anyone aged 11 and over), staff and visitors, unless exempt.</i> <i>Transparent face coverings, which may assist communication with someone who relies on lip reading, clear sound or facial expression to communicate, can also be worn.</i> 	n/a	<ul style="list-style-type: none"> The majority of staff will not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases, including: where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at school, and only then if a 	All staff	L

		<ul style="list-style-type: none"> • <i>Face visors or shields can be worn by those exempt from wearing a face covering but they are not an equivalent alternative in terms of source control of virus transmission. They should only be used after carrying out a risk assessment for the specific situation and should always be cleaned appropriately.</i> • <i>In the event of an outbreak, <u>Contingency framework: education and childcare settings</u> will be referred to in reimplementing the use of face coverings.</i> 		<p>distance of 2 metres cannot be maintained.</p> <ul style="list-style-type: none"> • where a child or young person already has routine intimate care need that involves the use of PPE, in which case the same PPE should continue to be used • If a child is very distressed and need comfort. • Guidance followed on safe working in education, childcare and children's social care and preventing and controlling infection (SCC PPE guidance). • Normal supply of (non-coronavirus related) PPE will be maintained. In line with government guidance, face coverings are not required at school. • A fluid-resistant surgical 		
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				<p>facemask will be worn if a distance of 2 metres cannot be maintained from someone with symptoms of coronavirus.</p> <ul style="list-style-type: none"> • If contact is necessary, e.g. a child is unwell then gloves, an apron and a facemask will be worn. • If a risk assessment determines that there is a risk of fluids entering the eye from, for example, coughing, spitting or vomiting, then eye protection will also be worn. • All staff have been trained in the use of PPE and its safe disposal. • Some individuals are exempt from wearing <u>face coverings</u> • DFE guidance is followed on the <u>use of face coverings in</u> 		
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				<u>education</u> and clear instructions have been provided to staff, on <u>how to put on, remove, store and dispose of face coverings.</u>		
Prevention 3. Clean hands thoroughly more often than usual	M	<ul style="list-style-type: none"> • Pupils clean their hands regularly, including: <ul style="list-style-type: none"> ○ when they arrive at the school ○ when they return from breaks ○ when they change rooms ○ before and after eating • Pupils and staff will need to wash their hands and incorporate time for this in timetables or lesson plans. • Staff working with pupils who spit uncontrollably may want more opportunities to wash their hands than other staff. • Pupils who use saliva as a sensory stimulant or who struggle with 'catch it, bin it, kill it' may also need more opportunities to wash their hands. • Continue to help pupils with complex needs to clean their hands properly. • Frequent and thorough hand cleaning should now be regular practice. • Ensure there is enough hand washing or hand sanitiser stations available so that all pupils and staff can clean their hands regularly • Supervise hand sanitiser use given the risks around ingestion – skin friendly skin cleaning wipes can be used as an alternative • Building these routines into school culture, supported by behaviour expectations and helping ensure younger pupils and those with complex needs understand the need to follow them 	Yes	<ul style="list-style-type: none"> • Each class to have its own first aid and sanitising station. • All classes use anti-static spray to regularly clean classroom surfaces and equipment. 	All staff Also daily cleaning by cleaning contractors SBM	L
Prevention	M	<ul style="list-style-type: none"> • 'Catch it, bin it, kill it' approach continues to be very important, suitable number of tissues and bins 	Yes	<ul style="list-style-type: none"> • Lidded bins in all class with 'Catch 	All staff	L

4. Good respiratory hygiene		<p>available in the school to support pupils and staff to follow this routine.</p> <ul style="list-style-type: none"> • Younger pupils and those with complex needs are helped to follow this. • Risk assessments to identify pupils with complex needs who struggle to maintain good respiratory hygiene, for example those who spit uncontrollably or use saliva as a sensory stimulant. 		<p>it, bin it, kill it' signs around school. Bins cleared at the end of the day.</p> <ul style="list-style-type: none"> • Younger pupils shown and supported in respiratory hygiene and how to use and through way tissues 	SENDco	
<p>Prevention</p> <p>5. Cleaning and disinfection</p>		<ul style="list-style-type: none"> • Surfaces that pupils are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters are cleaned more regularly than normal. • More frequent cleaning of rooms and shared areas that are used by different groups • Soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) are removed. • Toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet - different groups being allocated their own toilet blocks could be considered but is not a requirement if the site does not allow for it • The <u>COVID-19: cleaning of non-healthcare settings guidance</u> is followed. • Outdoor playground equipment should be cleaned more frequently. This includes resources used inside and outside by wrap around care providers as set out in the School Lettings Policy/Contract. • Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the Infection Control Policy and <u>Cleaning in non-healthcare settings guidance</u> 	Yes	<ul style="list-style-type: none"> • Resources shared such as sports, art, science equipment should be cleaned frequently and meticulously 	<p>All staff</p> <p>Cleaners</p> <p>SBM</p>	L

		<ul style="list-style-type: none"> The school will undertake 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. General guidance about educational visits is available and is supported by specialist advice from the Outdoor Education Advisory Panel (OEAP). <p>Wraparound activities</p> <ul style="list-style-type: none"> From Step 4, it is no longer recommended necessary to keep children in consistent groups ('bubbles'). This means that bubbles will not need to be used for any summer provision or from the autumn term. From Step 4, it is no longer advised that providers limit the attendance of parents and carers at sessions. The school will continue to ensure that parents' and carers' most up-to-date contact details are held in case of an emergency. Wraparound childcare and other organised activities for children may take place in groups of any number. Providers caring for children: <ul style="list-style-type: none"> under 5 years only should refer to the guidance for early years and childcare providers during the COVID-19 pandemic both under 5 years and aged 5 years and over, in mixed groups together, should follow the guidance on actions for out-of-school settings. <p>Sports provision</p> <ul style="list-style-type: none"> All sports provision, including competition between settings, should be planned and delivered in line with government guidance. Providers of sports activities will also refer to: 		Foley's team) re support for children with behaviour difficulties – that might need restraint and display spitting, biting etc. Leading to individual risk assessments.		
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		<ul style="list-style-type: none"> ○ guidance on grassroot sports for public and sport providers, safe provision and facilities, and guidance from Sport England ○ advice from organisations such as the Association for Physical Education and the Youth Sport Trust • guidance from Swim England on school swimming and water safety lessons available at returning to pools guidance documents and using changing rooms safely <p>Performances, Events and Music</p> <ul style="list-style-type: none"> • Singing, wind and brass instrument lessons can be undertaken, following guidance provided by the DCMS working safely during coronavirus (COVID-19): performing arts. • If planning an indoor or outdoor face-to-face performance in front of a live audience, the school will also follow the latest advice in the DCMS working safely during coronavirus (COVID-19): performing arts. • If delivering sporting or other organised events, more information can be found in the COVID-19: Organised events guidance for local authorities. • Where the school premises are hired for use by external wraparound childcare providers, such as after-school or holiday clubs, these organisations will: <ul style="list-style-type: none"> ○ consider the relevant government guidance for their sector ○ put in place protective measures. <p><i>Temporary additional measures in the event of an outbreak</i></p>				
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		<ul style="list-style-type: none"> • <i>If a specific threshold in the school's Outbreak Management Plan is met the following additional measures will be considered.</i> • <i>It may become necessary to reintroduce 'bubbles' for a temporary period, to reduce mixing between groups, as follows.</i> • <i>The number of contacts between pupils and staff is reduced. This is achieved through keeping groups separate (in 'Bubbles'). The school will consider:</i> <ul style="list-style-type: none"> ○ <i>The layout of the school site;</i> ○ <i>The feasibility of keeping distinct groups separate while offering a broad curriculum</i> <p><i>More information on groups can be found in COVID-19: Guidance for full opening</i></p> <ul style="list-style-type: none"> • <i>All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable. This will be particularly important for secondary schools.</i> • <i>Supply teachers, peripatetic teachers and/or other temporary staff can move between schools.</i> • <i>Large gatherings such as assemblies are avoided, and groups kept apart.</i> • <i>The timetable is revised to implement where possible:</i> <ul style="list-style-type: none"> ○ <i>Plan for lessons or activities which keep groups apart and movement around the school site to a minimum;</i> ○ <i>Maximise the number of lessons or classroom activities which could take place outdoors;</i> ○ <i>Staggered assembly groups;</i> ○ <i>Break times (including lunch) are staggered so that all pupils are not moving around the school at the same time.</i> • <i>Pupils use the same classroom or defined area of a setting throughout the day, with a thorough</i> 				
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		<p><i>cleaning of the rooms at the end of the day, and are seated at the same desk.</i></p> <ul style="list-style-type: none"> • <i>Mixing within education or childcare setting is minimised by:</i> <ul style="list-style-type: none"> ○ <i>accessing rooms directly from outside where possible;</i> ○ <i>considering one-way circulation, or place a divider down the middle of the corridor to keep groups apart as they move through the setting where spaces are accessed by corridors;</i> ○ <i>staggering lunch breaks and pupils clean their hands beforehand and enter in the groups they are already in or pupils are brought their lunch in their classrooms;</i> ○ <i>The number of pupils using the toilet at any one time is limited.</i> • <i>The use of shared space such as halls is limited and there is cleaning between use by different groups.</i> 				
<p>Prevention</p> <p>7. Keep occupied spaces well ventilated</p>	M	<ul style="list-style-type: none"> • Good ventilation reduces the concentration of the virus in the air, which reduces the risk from airborne transmission. When the school is in operation, it is important to ensure it is well ventilated and a comfortable teaching environment is maintained. These can be achieved by a variety of measures including: <ul style="list-style-type: none"> ○ mechanical ventilation systems – these should be adjusted to increase the ventilation rate wherever possible and checked to confirm that normal operation meets current guidance and that only fresh outside air is circulated. If possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply ○ natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation and 	Yes		All staff	L

		<p>opened more fully during breaks to purge the air in the space). Opening internal doors can also assist with creating a throughput of air</p> <ul style="list-style-type: none"> ○ natural ventilation – if necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so) <p>The <u>Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak</u> and <u>CIBSE coronavirus (COVID-19) advice</u> provides more information.</p> <p>To balance the need for increased ventilation while maintaining a comfortable temperature, consider:</p> <ul style="list-style-type: none"> ○ opening high level windows in colder weather in preference to low level to reduce draughts ○ increasing the ventilation while spaces are unoccupied (for example, between classes, during break and lunch, when a room is unused) ○ providing flexibility to allow additional, suitable indoor clothing ○ rearranging furniture where possible to avoid direct draughts <ul style="list-style-type: none"> • Heating to be used as necessary to ensure comfort levels are maintained particularly in occupied spaces. • CO2 monitors and guidance for their use will be provided to the school during the Autumn term. 				
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<p>In specific circumstances</p> <p>8. Where necessary, wear PPE</p>	M	<ul style="list-style-type: none"> The majority of staff in education settings will not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases, including: <ul style="list-style-type: none"> where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools Performing <u>aerosol generating procedures (AGPs)</u> When working with children and young people who cough, spit or vomit but do not have coronavirus (COVID-19) symptoms, only wear PPE that would be routinely worn, should be worn. Read the guidance on <u>safe working in education, childcare and children's social care</u> for more information about preventing and controlling infection and follow SCC's PPE guidance. 	Yes		All staff	M
<p>In specific circumstances</p> <p>9. Promote and engage in asymptomatic testing, where available</p>	M	<p>Asymptomatic testing</p> <ul style="list-style-type: none"> Testing remains important in reducing the risk of transmission of infection within schools. Over the summer, staff and secondary pupils will continue to test regularly if they are attending settings that remain open, such as summer schools and out of school activities based in school settings. The school will only provide tests for twice weekly asymptomatic testing for pupils and staff over the summer period if they are attending school settings. As pupils will potentially mix with lots of other people during the summer holidays, all secondary school pupils should receive 2 on-site lateral flow device tests, 3 to 5 days apart, on their return in the autumn term. The school may commence testing from 3 working days before the start of term and can stagger return of pupils across the first week to manage this. Pupils should then continue to test twice 	Yes	<ul style="list-style-type: none"> Pupils will potentially mix with lots of other people during the summer holidays, school to have an awareness of this and be aware of the signs and symptoms of coronavirus. 	All staff	M

		<p>weekly at home until the end of September, when this will be reviewed.</p> <ul style="list-style-type: none"> • Staff undertake twice weekly home tests whenever they are on site until the end of September, when this will also be reviewed. • Secondary schools will also retain a small asymptomatic testing site (ATS) on-site until further notice so they can offer testing to pupils who are unable to test themselves at home. • There is no need for primary age pupils (those in year 6 and below) to test over the summer period. They will be offered the 2 tests at an ATS at the beginning of the autumn term when they start at their secondary school as a new year 7. Schools may choose, however, to start testing year 6 pupils earlier, including in summer schools, depending on their local circumstances. <p>Confirmatory PCR tests</p> <ul style="list-style-type: none"> • Staff and pupils with a positive LFD test result should self-isolate in line with the stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection. They will also need to get a free PCR test to check if they have COVID-19. • Whilst awaiting the PCR result, the individual should continue to self-isolate. • If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the pupil can return to school, as long as the individual doesn't have COVID-19 symptoms. • Additional information on PCR test kits for schools and further education providers is available. 				
Response to infection 10. Test and trace	M	<ul style="list-style-type: none"> • From Step 4, close contacts will be identified via NHS Test and Trace and the school is no longer expected to undertake contact tracing. • As with positive cases in any other setting, NHS Test and Trace will work with the positive case 	Yes		All staff	M

		<p>and/or their parent to identify close contacts. Contacts from a school setting will only be traced by NHS Test and Trace where the positive case and/or their parent specifically identifies the individual as being a close contact. This is likely to be a small number of individuals who would be most at risk of contracting COVID-19 due to the nature of the close contact.</p> <ul style="list-style-type: none"> • The school is aware it may be contacted in exceptional cases to help with identifying close contacts, as currently happens in managing other infectious diseases. • Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply: <ul style="list-style-type: none"> ○ they are fully vaccinated ○ they are below the age of 18 years and 6 months ○ they have taken part in or are currently part of an approved COVID-19 vaccine trial ○ they are not able to get vaccinated for medical reasons • Instead, they will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test. • The school will encourage all individuals to take a PCR test if advised to do so. • Staff who do not need to isolate, and children and young people aged under 18 years 6 months who usually attend school, and have been identified as a close contact, should continue to attend school as normal. They do not need to wear a face covering within the school, but it is expected and recommended that these are worn when travelling on public or dedicated transport. <p>18-year-olds will be treated in the same way as children until 6 months after their 18th birthday, to allow them the opportunity to get fully vaccinated. At</p>				
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		which point, they will be subject to the same rules as adults and so if they choose not to get vaccinated, they will need to self-isolate if identified as a close contact.				
Response to infection 11. Managing confirmed COVID-19 cases	M	<ul style="list-style-type: none"> Confirmed cases of COVID-19 will be managed by the school should they arise in any of the following cases: <ul style="list-style-type: none"> if a pupil or staff member develops COVID-19 symptoms or has a positive test; if anyone in the school develops COVID-19 symptoms, however mild; or if a pupil in a boarding school shows symptoms. In any of these cases, the school will refer to section 1 of this risk assessment, specifically under the heading "When an individual develops COVID-19 symptoms or has a positive test". 	Yes		All staff	L
Response to infection & Outbreak Planning 12. Contain any outbreaks	M	<ul style="list-style-type: none"> The contingency framework describes the principles of managing local outbreaks of COVID-19 in education and childcare settings. Local authorities, directors of public health (DsPH) and PHE health protection teams (HPTs) can recommend measures described in the contingency framework in individual education and childcare settings – or a small cluster of settings – as part of their outbreak management responsibilities. The school's Outbreak Management Plan describes what it would do if children, pupils, students or staff test positive for COVID-19, or how the school would operate if it was advised to reintroduce any measures described in this document to help break chains of transmission. The Outbreak Management Plan will be kept up-to-date and relevant to the school's unique setting, referencing the government's COVID-19 Contingency Framework and the Surrey County Council local outbreak control plan. This risk assessment sets out the additional protective measures which will be considered in the case of and for the duration of an outbreak i.e. if a 	Yes		All staff	L


		<p>specific threshold is met, as set out in the government's COVID-19 Contingency Framework and the school's Outbreak Management Plan.</p> <ul style="list-style-type: none"> The additional measures are given elsewhere in this risk assessment under separate headings "<i>Temporary additional measures in the event of an outbreak</i>" and are shown in <i>italic</i> text. Covid Clinics – consultation offer provides additional support to assist school leaders in their decision making in response to an outbreak. The consultation service is delivered by Surrey County Council Public Health and School Relationships & Support Service. 				
Attendance	M	<p>Clinically extremely vulnerable (CEV)</p> <ul style="list-style-type: none"> All clinically extremely vulnerable pupils should attend their school unless they are one of the very small number of pupils under paediatric or other specialist care and have been advised by their GP or clinician not to attend. Pupils who live with someone who is clinically extremely vulnerable should continue to attend school as normal. Further information is available in the guidance on supporting pupils at school with medical conditions and guidance on protecting people who are clinically extremely vulnerable. <p>Travel and quarantine</p> <ul style="list-style-type: none"> All pupils travelling to England must adhere to current legislation, details of which are set out in government travel advice. Those aged 5 to 17 must take a COVID-19 travel test on or before day 2. More information is provided in the government's quarantine and testing guidance. 	<p>Yes</p> <p>Yes</p>	<ul style="list-style-type: none"> If as a school we think a family have returned from abroad and not self-isolated VA would contact family to discuss. 	<p>All staff</p> <p>VA /office</p>	<p>L</p>

		<ul style="list-style-type: none"> The school will check the current 'red list' and liaise with parents to ensure any pupils arriving from or through an affected country will follow this advice. Additional guidance has been issued on the quarantine arrangements for boarding school pupils travelling from red-list countries to attend a boarding school in England. 				
Workforce	M	<p>Clinically extremely vulnerable (CEV)</p> <ul style="list-style-type: none"> Clinically extremely vulnerable (CEV) people are advised, as a minimum, to follow the same guidance as everyone else. It is important that everyone adheres to this guidance, but CEV people may wish to think particularly carefully about the additional precautions they can continue to take. Further information can be found in the 19 July guidance on protecting people who are CEV from COVID-19. The school is able to explain the measures it has in place to keep CEV staff safe at work, noting the Health and Safety Executive's (HSE) guidance on protecting vulnerable workers, including advice for employers and employees on how to talk about reducing risks in the workplace. <p>Pregnant women</p> <ul style="list-style-type: none"> Pregnant women are considered 'clinically vulnerable' or in some cases 'clinically extremely vulnerable' to coronavirus (COVID-19) and therefore require special consideration as set out in the guidance for pregnant employees. Employers should carry out a risk assessment to follow the Management of Health and Safety at Work Regulations 1999 (MHSW). Pregnant women of any gestation should not be required to continue working if this is not supported by the risk assessment. 	Yes	<ul style="list-style-type: none"> CEV risk assessment to be updated if any guidance changes VA to have an open door for any staff who feel vulnerable. 	All staff	L

		<ul style="list-style-type: none"> Women who are 28 weeks pregnant and beyond, or are pregnant and have an underlying health condition that puts them at a greater risk of severe illness from COVID-19 at any gestation, should take a more precautionary approach. Employers should ensure pregnant women are able to adhere to any active national guidance on social distancing and/or advice for pregnant women considered to be clinically extremely vulnerable (this group may previously have been advised to shield). 				
Travel and quarantine	M	<ul style="list-style-type: none"> Parents travelling abroad should bear in mind the impact on their child's education which may result from any requirement to quarantine or isolate upon return. 	Yes		SLT	L
Emergencies	M	<ul style="list-style-type: none"> All pupil emergency contact details are up-to-date, including alternative emergency contact details, where required. Parents are contacted as soon as practicable in the event of an emergency. Pupil alternative contacts are called where their primary emergency contact cannot be contacted. The school has an up-to-date First Aid Policy in place which outlines the management of medical emergencies – medical emergencies are managed in line with this policy 	Yes		office	L
Managing School Transport	L	<ul style="list-style-type: none"> Parents and pupils are encouraged to walk or cycle to their education setting where possible. Parents and pupils are discouraged from using public transport, where possible particularly during peak times. Maximising distancing and minimising mixing is no longer recommended, but unnecessary risks such as overcrowding should be minimised. 	Yes		SLT	L

		<ul style="list-style-type: none"> Transport providers are advised that they do not work if they or a member of their household are displaying any symptoms of coronavirus, and should follow the PHE stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection Transport providers, as far as possible, are advised of the need to follow hygiene rules and to ensure vehicles are well ventilated when occupied, particularly by opening windows and ceiling vents. Where possible, transport arrangements are organised to cater for any changes to start and finish times. Revised travel plans are communicated clearly to contractors, local authorities and parents where appropriate (for instance, to agree pick-up and drop-off times). For more information on home to school transport – Dedicated transport to schools and colleges COVID-19 operational guidance <p><i>Temporary additional measures in the event of an outbreak</i></p> <ul style="list-style-type: none"> <i>If a specific threshold in the school's Outbreak Management Plan is met or if the school is advised to consider reintroducing bubbles to reduce mixing for a temporary period, the school will consider whether it is possible to temporarily reinstate any measures it previously had in place to reduce mixing on transport.</i> 				
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This risk assessment has been agreed by the following:

Name	Date	Designation	Organisation	Signature
Tom Crees	September 2021	Health and safety governors	Moss lane School	
Victoria Abbott	September 2021	Headteacher	Moss lane School	

PHE South East Health Protection Team: Guidance for Childcare and Educational Settings in the Management of COVID-19

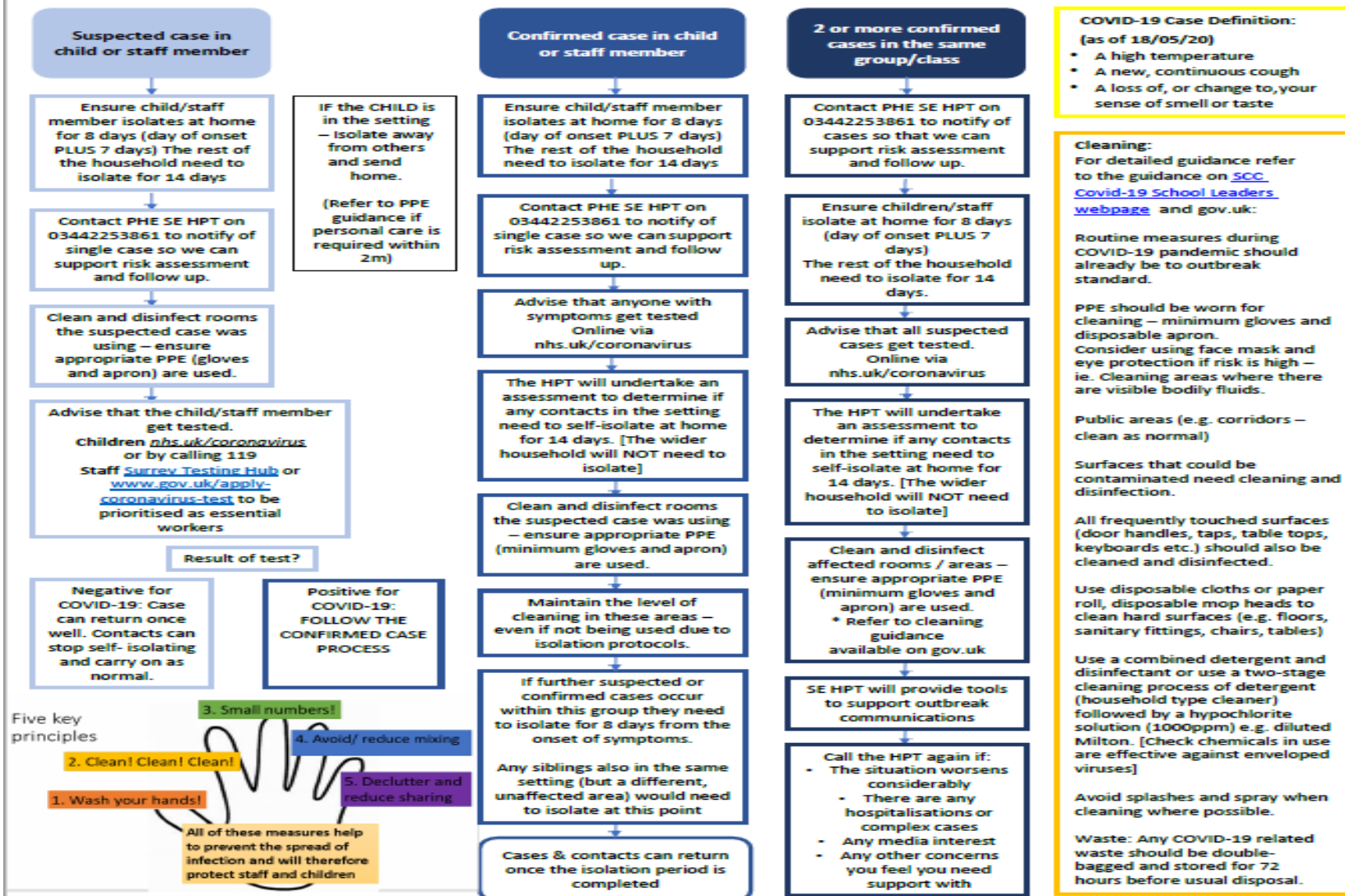
Version 1.0 Date 03/06/2020

Prevent the spread of infection by maintaining high standards of hygiene, including hand washing and regular cleaning and disinfection of surfaces. This will help prevent COVID-19 spreading in schools, as well as other infectious diseases.

If you have any infection control concerns or questions please call the Surrey & Sussex Health Protection Team on 03442253861. If the matter is not urgent you can also email SSHPU@phe.gov.uk.

GUIDANCE: Visit [SCC Covid-19 School Leaders webpage](https://www.scc.gov.uk/covid-19/school-leaders-webpage) and gov.uk/coronavirus for detailed schools guidance and other guidance

TESTING: Visit nhs.uk/ask-for-a-coronavirus-test



What happens if there is a confirmed case of COVID-19 in an educational setting?

Did the positive child /staff member attend school during the infectious period: 2 days before symptom onset (or test date if asymptomatic) to 10 days after?

NO – no further action required by setting beyond supporting children as necessary during self-isolation

YES – setting carries out an on-site risk assessment using checklist and let LA education team know as per local arrangements

- Case should already be isolating at home. They should remain in isolation until 10 days have passed from symptom onset.
- The case's household (including siblings that attend other settings) should isolate for 10 days
- Test and trace will contact the case/their parent guardian. Until 16th August educational settings can also do contact tracing if they wish. Contact DfE helpline for advice.
- Send warn and inform letter to affected group (letter appendix F)

South East HPT email:

Thames Valley HPT
ICC.TVPHEC@phe.gov.uk
Hampshire & IOW HPT
ICC.HIOW@phe.gov.uk
Surrey & Sussex HPT
ICC.SurreySussex@phe.gov.uk
Kent HPT
ICC.Kent@phe.gov.uk

- if you need advice or support you can access the government educational setting guidance online or contact the DfE helpline on 0800 046 8687
- if you have identified staff close contacts who have not been identified through NHS TaT employers can registers employee close contacts on NHS TaT through the self isolation service hub 020 3743 8715

If any of the following criteria are met, contact the SE HPT who will advise on contact tracing and other measures

- 10% or more (approximately) of a class or year group (or equivalent other group) been confirmed as positive for COVID-19 in the previous 10 days* 5 or more confirmed COVID-19 cases in a single class or year group (or other equivalent groups) in the previous 10 days*
- 10% or more (approximately) of all staff been confirmed as positive for COVID-19 in the previous 10 days*
- 2 or more cases in 10 days in students who are boarding in a school, in a residential setting such as holiday camp or in a setting with high proportion of vulnerable attendees (such as day camp for SEND students)*
- 1 case in a children's home*
- If your educational setting is experiencing interest from the media.
- There have been any admissions to hospital or deaths in your students or staff members due to COVID-19.

* at least one case should be lab confirmed PCR positive

The educational setting carries out on-site risk assessment to identify potential contacts during this period at:

- Large/small group sessions
- Additional on-site/ academic activities e.g. clubs/societies
- Events and trips



To identify contacts, use the risk assessment checklist, and:

- Attendance records, seating plans and charts (if available).
- Speak to student / parent guardian (as necessary)

- Contacts are informed to self-isolate for 10 days from date of last contact with template letters from parents and staff (letter appendix C student/children, letter appendix D early years/SEND setting, letter appendix E staff)
- Send inform and advise letter B to the wider school
- Inform your Local Authority of the situation

Who is a direct contact?

Direct close contacts:

- Direct face-to-face e.g. being coughed on or spoken to contact for any length of time OR within <1 metre for ≥ 1 minute.

Proximity contacts:

- <2 m for 15 minutes or more (cumulative or consecutive time period).

Travel contacts:

- Close contact within a vehicle/plane eg shared a car journey

Contact Tracing Journey

In education and childcare settings

IMPORTANT: If, at any point, a student, pupil or staff member begins displaying symptoms they must [follow government guidelines](#), [order a PCR test](#) and self-isolate.



Signpost to other advice:

- Support if you're off work while self-isolating: <https://bit.ly/isolatesupport>
- If you're worried about your health, visit <https://www.nhs.uk> or call 111.
- Remote learning advice: <https://bit.ly/remotelearning>
- Printable [action list](#) for schools/colleges for children with symptoms