



Schools/Settings COVID 19- Health and Safety Risk Assessment and Outbreak Management Plan

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| School/ Setting | Varna Community Primary School | Date of Assessment | 01/09/2021 |
| Assessment Completed By | Karen Livesey – Head teacher | | |

Staying COVID Secure – Our Commitment

- ✓ We recognise the risk posed by Coronavirus (COVID-19) to our staff, pupils and their families. Control measures to minimise the risk of infection and the transmission of the virus are provided in this Risk Assessment.
- ✓ We will ensure, as far as is reasonably practicable, the Health, Safety and Wellbeing of our staff and pupils.
- ✓ We will share this Risk Assessment and its findings with employees and consult on its contents.
- ✓ We will continue to comply with all relevant Health and Safety Legislation.

Our Employees

| Ref | Control Measure | Yes | No | N/A | Actions Taken Details / Further Information |
|-----|--|-------------------------------------|--------------------------|--------------------------|---|
| 01 | <p>Any employee or persons within their household that has coronavirus (COVID-19) symptoms, should not attend school/ setting. They should arrange to have a test.</p> <p>eg if a staff member has symptoms they need to have a test and cannot have a test, if a family member has symptoms, the family member cannot attend school and must arrange a test for themselves.</p> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>Staff, pupils and families should be reminded that they should not attend school, even if they are feeling better, until they receive their test results.</p> <p>Staff advised that in the event a member of their household tests positive/develops symptoms they should arrange a PCR test (LFT not sufficient).</p> <p>Additional measures include - wearing a mask in communal areas, limiting contact whilst carrying out duties, avoiding communal areas eg staff room, daily LFT in a morning prior to attending school whilst household member is isolating.</p> |



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| 02 | Any employee who has tested positive for COVID 19 in the past 10 days should not attend school/ setting. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | All staff to read guidance relating to isolation: https://www.gov.uk/government/publications/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-develop-symptoms-of-coronavirus |
| 03 | Any employee who develops COVID-19 symptoms during the school day should be sent home as soon as possible and should arrange to have a test . | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Staff, pupils and families should be reminded that they should not attend school, even if they are feeling better, until they receive their test results. |
| 04 | An individual risk assessment will be completed for all staff that have characteristics that increase their potential risk from coronavirus (COVID-19), as set out in the COVID-19: review of disparities in risks and outcomes report . Sample assessment template provided by Directorate for Children and Education Services. CEV staff are no longer advised to shield. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | All staff individual risk assessments should be reviewed and updated regularly. All staff members to read: characteristics that increase their potential risk from coronavirus (COVID-19), as set out in the COVID-19: review of disparities in risks and outcomes report and liaise with HT/SBM to inform. |

Our Pupils

| Ref | Control Measure | Yes | No | N/A | Actions Taken Details / Further Information |
|-----|--|-------------------------------------|--------------------------|--------------------------|---|
| 05 | Any pupil or persons within their household has <u>coronavirus (COVID-19) symptoms</u> , should not attend school/ setting. They should arrange to have a test . eg if a child has symptoms they need to have a test and cannot have a test, if a family member has symptoms, the family member cannot attend school and must arrange a test for themselves. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Information shared with school community via website/emails: https://www.gov.uk/government/publications/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-develop-symptoms-of-coronavirus Coronavirus (COVID-19): getting tested - GOV.UK (www.gov.uk) https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak/step-4-update-what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges |



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| 06 | Any pupil who has tested positive for COVID 19 in the past 10 days should not attend school/ setting. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Risk assessment shared with staff to ensure all are aware of requirements. T&T will notify contacts, where the school believes there are other contacts, school will notify T&T and inform other pupils/adult groups as appropriate. Contacts will be collated in school eg lunchtime lists, phonics groups etc |
| 07 | Any pupil who develops COVID-19 symptoms during the school day should be sent home as soon as possible and should arrange to have a test | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | T&T will notify contacts, where school believes there are other contacts, school will notify T&T and inform other pupils/adult groups as appropriate.eg lunchtime lists, phonics groups etc Pupils testing positive will be sent to the COVID waiting room - staff will maintain a distance, ensure ventilation and wear PPE |
| 08 | Remote/distance learning contingency arrangements for all pupils should be maintained in line with any local Covid-19 outbreak. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | See Remote/distance learning policy, shared on website and with stakeholders. |

Our School

| Asymptomatic Testing | | | | | |
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| Ref | Control Measure | Y | No | N/A | Actions Taken |
| 09 | <p>Rapid testing using Lateral Flow Devices (LFD)s will support the return to education in September by helping to identify people who are asymptomatic;</p> <ul style="list-style-type: none"> Secondary school pupils should complete 2 onsite tests, on return to school, before moving to regular twice weekly tests at home. Secondary school staff should complete regular twice weekly tests at home. A small on-site LFD test centre should be maintained in secondary schools to allow for those unable to take LFD test at home on-site. Primary school staff should complete twice weekly tests at home. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>Secondary schools have a Lateral Flow Device Testing risk assessment in place for their on-site test centre.</p> <p>All schools have a Lateral Flow Testing risk assessment in place for the provision, supply and storage for home Lateral Flow Device Tests.</p> <p>Settings 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.</p> <p>The need for regular asymptomatic testing will be reviewed at the end of September.</p> <p>Regular reminders sent to staff linking to government and school recording sites (set up to go on Wednesday/Sunday testing days until the September review). If a member of your household has tested positive when in line with school guidance, daily tests to be done prior to coming to school</p> |



Physical / Social Distancing in the Building

| Ref | Control Measure | Yes | No | N/A | Actions Taken Details / Further Information |
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| 10 | <p>Although social distancing is no longer a legal requirement for staff and pupils. Head Teachers still have a legal duty to ensure the health and safety of their staff.</p> <p>What is meant by a contact in terms of COVID-19?</p> <ul style="list-style-type: none"> • had face-to-face contact with someone less than a metre away • been within one metre for one minute or longer without face-to-face contact • been within 2 metres of someone for more than 15 minutes | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>When there is an increase in local Covid-19 cases, considerations should be given to ensuring social distancing amongst staff- e.g;</p> <ul style="list-style-type: none"> • Stagger the use and limit the occupancy of staff room and offices by employees and ensure staff maintain social distancing. • Ensure maximum occupancy of each room is calculated to ensure staff can maintain social distancing. • Car sharing should be avoided where possible <p>If a member of your household has tested positive when in light with school guidance, daily tests to be done prior to coming to school and other social distancing as mentioned in point 1 above.</p> |
| 11 | <p>Staff that assist pupils with AGP (aerosol generating procedures) have appropriate AGP PPE. Any procedures are done in a separate, ventilated room where possible. (Refer to health colleagues if this is applicable).</p> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>Detailed work has been completed by health, and health & safety colleagues to ensure staff that assist pupils with AGP can do this in a covid secure way. Refer to Amie Stocks/ Julie Hicklin if applicable. NA for any pupils at Varna</p> |

| Ref | Control Measure | Yes | No | N/A | Actions Taken Details / Further Information |
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| 12 | <p>Staff and/or pupils who are experiencing coronavirus (COVID-19) symptoms, should not attend school/ setting. They should arrange to have a test.</p> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>Shared with staff, see links to guidance mentioned above.</p> |
| 13 | <p>Staff who experience symptoms as above whilst at work should go home as soon as possible and should arrange to have a test.</p> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>Shared with staff, see links to guidance mentioned above.</p> |



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| 14 | Pupils who experience COVID-19 symptoms should be collected from school/ setting as soon as possible. They should be kept 2m apart from all other pupils and staff whilst on site, where possible. If pupil needs direct personal care until they can return home, staff should wear gloves, an apron and a face mask. Eye protection should also be worn if deemed risk from coughing/spitting/ vomiting. Anyone who come into close contact with someone with COVID symptoms must wash their hands. They do not need to isolate or get a test unless they develop symptoms themselves. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Pupils testing positive will be sent to the COVID waiting room - staff will maintain a distance, ensure ventilation and wear PPE |
| 15 | Parents of pupils with COVID 19 symptoms should be instructed to get their child tested. Schools will have a small number of testing kits to be provided to parents where it is uncertain they will get a test for their child or may struggle to get a test. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 16 | Staff/ pupils who test positive for COVID 19 should self-isolate for 10 days. Close contacts should take a PCR test but do not need to isolate; they can continue to attend the school setting whilst they are waiting for their results (unless they develop symptoms). | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Information shared with staff and parents advised whilst a pupil/staff member awaiting PCR test results extra vigilance around social distancing, face masks, staff to avoid communal areas (staff members not pupils) |
| 17 | Provision of hand-washing / hand-hygiene facilities at entrances and throughout school/setting. (Regularly monitored & maintained). | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Hand washing systems will continue with increased frequency - On entry to school - Before and after lunch. At other times this will be supplemented with the use of sanitiser or hand wipes. |
| 18 | All staff and pupils are encouraged to regularly wash their hands with soap and water, especially upon arrival at school/setting, prior to eating, following break/lunch time and any other time deemed necessary (after coughs/sneezes). Small children and children with complex needs should continue to be helped to wash their hands properly. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Hand washing systems will continue with increased frequency - On entry to school - Before and after lunch At other times this will be supplemented with the use of sanitiser or hand wipes |
| 19 | Toilets and facilities will be cleaned regularly in line with the school's enhanced cleaning regime. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Cleaning schedule will continue to include a member of the cleaning team on site throughout the day, taking care to clean high touch areas |



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| | Pupils will be encouraged to clean their hands thoroughly throughout the day | | | | |
| 20 | All staff and pupils are encouraged to cough / sneeze into tissues and dispose of these in appropriate waste disposal bins. (Catch it, Kill it, Bin it) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | All classroom to have a good supply of tissues, lidded bins and hand washing following coughs/sneezes |
| 21 | Additional lidded bins and increased emptying / replacement are provided / in-place. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | All classrooms and toilets have a lidded bin |
| 22 | All working areas within the building should be well-ventilated (Windows and Doors open) where safe and appropriate to do so. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>Good ventilation can be achieved by a variety of measures including:</p> <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 opened more fully during breaks to purge the air in the space). Opening internal doors can also assist with creating a throughput of air • 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>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 <p>Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces. School to use portable CO2 monitors provided by the Government to monitor levels across the school.</p> |



| 22 | <p>A regular cleaning schedule should be maintained. This should include twice daily cleaning (using detergent and hot water followed by a chlorine based disinfectant solution) of all areas and equipment, with a particular focus on frequently touched surfaces:</p> <ul style="list-style-type: none"> ● Toilets ● Door Handles/ Access Buttons ● Kitchen areas and associated equipment ● Water dispensers/ coolers ● Printers/ Photocopiers ● White Boards ● Play Equipment ● Shared resources | | | | <p>Cleaning schedule will continue to include a member of the cleaning team on site throughout the day, taking care to clean high touch areas.</p> <p>Cleaners to continue to use Selgiene ultra (Anti Viral Chlorine based disinfectant / detergent that does not require hot water).</p> <p>Individual packs for children (stationery Y2 -6, Nursery - Y1 shared resources, cleaned daily).</p> <p><u>Staff support for pupils</u> Continue to clean high touch areas after use: bathroom door handles, shared areas Continue to clean shared resources that children have used at the end of each day</p> <p><u>Staff</u> Staff to wash hands before and after using communal resources: guillotine, kitchen equipment</p> |
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| 23 | <p>Staff and pupils are provided with instructions on how to achieve effective hand-washing; for example in the form of posters, written guidance and videos clips etc.</p> <p>Increased frequency of toilet inspections and checks to ensure sufficient supplies of liquid soap are maintained.</p> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p><u>Hand-Washing Guidance</u></p> <p><u>Hand-Washing Video</u></p> <p>Guidance shared with staff and pupils</p> <p>Cleaning schedule will continue to include a member of the cleaning team on site throughout the day, taking care to clean high touch areas. All hand washing supplies will be regularly checked throughout the day</p> |
| 24 | <p>Suppliers and Contractors advised if attending premises of infection control arrangements, no-access areas and expectations around personal hygiene.</p> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Ref | Control Measure | Yes | No | N/A | Actions Taken Details / Further Information |



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| 25 | <p>Sufficient understanding and processes are in place to respond to a confirmed case of COVID 19 in school:</p> <ul style="list-style-type: none"> - Those with symptoms book a test - Contact Public Health when become aware of a confirmed case (Public Health will also contact schools when they become aware of a confirmed case). - Complete On-Line MTAT form. - Public Health/ MTAT will then work with school to determine actions to be taken. - Outbreak management plan is implemented if requested in response to request from local Director of Public Health, Test and Trace or Public Health. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | See Outbreak Management Plan Below |
| 26 | <p>If an outbreak, school's Covid-19 outbreak management plan is implemented. Remote/distance learning contingency arrangements for all pupils should be maintained in case of school/ year group closure during any local COVID 19 outbreak.</p> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | See Outbreak Management Plan Below |

Outbreak Management Plan (OMP) outlines how the school would operate if additional measures are recommended for your setting or the local area. The Director of Public Health, Public Health England Health Protection Teams or the Local Authority could recommend certain measures are re-introduced. This



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may happen to help manage outbreaks in schools, or if there is an “extremely high prevalence” of Covid-19 in the community and other measures have failed to reduce transmission, or as part of a package of measures “responding to a variant of concern”.

Contingency framework guidance for extra action:

- 5 children, pupils, students or staff who are likely to have mixed closely test positive for COVID within a 10 day period, or
 - 10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID within a 10 day period, or
- See pages 12-16 for details of additional steps to consider

N.B- THE FOLLOWING CONTROL MEASURES DO NOT NEED TO BE PUT INTO PLACE UNLESS RECOMMENDED BY THE DIRECTOR OF PUBLIC HEALTH, PHE HEALTH PROTECTION TEAMS OR THE LOCAL AUTHORITY.

| Ref | Control Measure | Yes | No | N/A | Actions Taken Details / Further Information |
|-----|---|-----|----|-----|---|
| 01 | If there is significant concern that existing or recently introduced measures in an area have failed to mitigate community transmission, or that a more robust response is required to contain the outbreak of a VoC it may be necessary to limit the number of children and young people in education or childcare settings through attendance restrictions. ATTENDANCE RESTRICTIONS SHOULD ONLY BE CONSIDERED AS A LAST RESORT FOLLOWING THE DFEs 'CONTINGENCY FRAMEWORK' AND, IN COLLABORATION WITH PUBLIC HEALTH AND THE LOCAL AUTHORITY. | | | | <ul style="list-style-type: none"> • Ensure remote learning platform remains. • Provision in place for key worker children attendance (as per national lockdowns). |
| 02 | When a variant of COVID-19 is classed as a variant of concern (VoC), DHSC will increase targeted testing in that area to help suppress and control any possible new cases and better understand the new variants. | | | | <ul style="list-style-type: none"> • For secondary schools onsite Asymptomatic Testing Sites (ATS) in place. • Increased use of home testing for staff. School. LFT RA in place for 2021/22 |
| 03 | Temporary re-introduction of year/class bubbles, for a temporary period to reduce mixing between groups. | | | | <ul style="list-style-type: none"> • Year/ class group bubbles implemented • Staggered entrance/ exit times (if possible) • Use of different entrances (if possible) • Staggered/ limited use of communal areas- hall/ dining room etc. |
| 04 | Temporary re-introduction of face coverings. In all cases any educational drawbacks in the recommended use of face coverings should be balanced with the benefits in managing transmission and should allow for reasonable exemptions for their use. | | | | <ul style="list-style-type: none"> • Face coverings worn by staff and visitors, in communal areas unless they are exempt. • Face coverings worn by pupils in communal areas/ all areas |



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| 05 | Temporary re-introduction of shielding in the event of a major outbreak or variant of concern that poses a significant risk to individuals on the shielded patient list. SHIELDING CAN ONLY BE RE-INTRODUCED BY NATIONAL GOVERNMENT. | | | | <ul style="list-style-type: none"> Individual risk assessments regularly reviewed and specifically in line with any updated government guidance regarding VoCs. Remote learning platform in place for children who are advised to shield. |
| 06 | Temporary limit to certain school activities; - residential educational visits - open days - transition and taster days - parental attendance in settings - performances in settings | | | | <ul style="list-style-type: none"> Risk assessments in place. |

Further Information via: Health and Safety Team
 Internal Audit & Risk Management
 6th Floor
 Town Hall Extension

Health.and.safety@manchester.gov.uk

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| Approved by (Head Teacher/ Chair of Governors) | Shared with staff WC 6th September 2021 (K Livesey) Approved by COG 13th September (P Stone) |
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Definition of clinically extremely vulnerable groups



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People who are defined as clinically extremely vulnerable are thought to be at very high risk of serious illness from coronavirus. There are 3 ways you may be identified as clinically extremely vulnerable and therefore included on the Shielded Patient List:

1. You have one or more of the conditions listed below.
2. Your clinician or GP has added you to the Shielded Patient List because, based on their clinical judgement, they deem you to be at high risk of serious illness if you catch the virus.
3. You have been identified through the [COVID-19 population risk assessment](#) as potentially being at high risk of serious illness if you catch the virus.

If you do not fall into any of these categories, and have not been contacted to inform you that you are on the Shielded Patient List, you should continue to follow the [guidance that applies to everyone](#).

If you think there are good clinical reasons why you should be considered clinically extremely vulnerable, discuss your concerns with your GP or hospital clinician. People with the following conditions are automatically deemed clinically extremely vulnerable and therefore have been previously included on the Shielded Patient List:

- solid organ transplant recipients
- people with specific cancers:
 - people with cancer who are undergoing active chemotherapy
 - people with lung cancer who are undergoing radical radiotherapy
 - people with cancers of the blood or bone marrow such as leukaemia, lymphoma or myeloma who are at any stage of treatment
 - people having immunotherapy or other continuing antibody treatments for cancer



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- people having other targeted cancer treatments that can affect the immune system, such as protein kinase inhibitors or PARP inhibitors
- people who have had bone marrow or stem cell transplants in the last 6 months or who are still taking immunosuppression drugs
- people with severe respiratory conditions including all cystic fibrosis, severe asthma and severe chronic obstructive pulmonary disease (COPD)
- people with rare diseases that significantly increase the risk of infections (such as severe combined immunodeficiency (SCID), homozygous sickle cell disease)
- people on immunosuppression therapies sufficient to significantly increase risk of infection
- problems with your spleen, for example splenectomy (having your spleen removed)
- adults with Down's syndrome
- adults on dialysis or with chronic kidney disease (stage 5)
- women who are pregnant with significant heart disease, congenital or acquired
- other people who have also been classed as clinically extremely vulnerable, based on clinical judgement and an assessment of their needs – GPs and hospital clinicians have been provided with guidance to support these decisions

Household contacts who are not required to self-isolate from 16 August

From 16 August, you will not be required to self-isolate if you live in the same household as someone with COVID-19 and any of the following apply:

- you are fully vaccinated
- you are below the age of 18 years 6 months
- you have taken part in or are currently part of an approved COVID-19 vaccine trial
- you are not able to get vaccinated for medical reasons

Fully vaccinated means that you have been vaccinated with an MHRA approved COVID-19 vaccine in the UK, and at least 14 days have passed since you received the recommended doses of that vaccine.



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NHS Test and Trace will contact you to let you know that you have been identified as a contact and check whether you are legally required to self-isolate. If you are not legally required to self-isolate, you will be provided with advice on testing and given guidance on preventing the spread of COVID-19. Even if you do not have symptoms, [you will be advised to have a PCR test as soon as possible](#).

You should not arrange to have a PCR test if you have previously received a positive PCR test result in the last 90 days, unless you develop any new symptoms of COVID-19, as it is possible for PCR tests to remain positive for some time after COVID-19 infection.

Even if you are vaccinated, you can still be infected with COVID-19 and pass it on to others. If you are identified as a contact of someone with COVID-19 but you are not required to self-isolate, you can help protect others by following the [guidance on how to stay safe and help prevent the spread](#). As well as getting a PCR test, you may also consider:

- limiting close contact with other people outside your household, especially in enclosed spaces -
- wearing a face covering in enclosed spaces and where you are unable to maintain social distancing
- limiting contact with anyone who is clinically extremely vulnerable
- taking part in twice weekly [LFD testing](#)

This advice applies while the person in your household with COVID-19 is self-isolating.

-