

High Storrs School

Schools COVID-19 Risk Assessment



From September 21

V1.7 created by S Carter 25th April 22

Signed off by Minerva Learning Trust on 14th September 21

Version History

Version #	Date Amended	Section(s) Amended	Created / Amended By
V1.0	September 2021	N/A	Claire Tasker
V1.1	6 December 2021	Face Coverings Education settings to receive carbon dioxide monitors 3. Keep occupied spaces well ventilated 4 Follow Public Health advice on testing, self-isolation and managing confirmed cases of COVID19	Sarah Carter
V1.2	15 December 2021	Summary – Changes to guidance since 2 July 2021 publication - Tracing close contacts and isolation	Sarah Carter
V1.3	5 January 2022	Return to school testing Updates to regulations around self-isolation and day 6 and 7 LFD testing Face coverings Confirmatory PCR tests temporarily suspended from 11 th January	Claire Tasker
V1.4	14 January 2022	Updates to regulations around reduction in self-isolation and day 5 and 6 LFD testing.	Sarah Carter
V1.5	20 January 2022	Updates to regulations around Face Coverings.	Sarah Carter
V1.6	24 February 2022	Living with COVID-9 plan including: From 21/02/22 Information for all settings on the changes to asymptomatic testing. From 24/02/22 Information for all settings on the changes to self-isolation and daily testing of close contacts.	Sarah Carter
V1.7	1 st April 2022	Managing the current risks posed by Covid 19. Living with Covid 19	Sarah Carter

Schools COVID-19 Risk Assessment – September 2021



Summary

This guidance explains the actions school leaders should take to reduce the risk of transmission of coronavirus (COVID-19) in their school. This includes public health advice, endorsed by Public Health England (PHE). [Schools COVID-19 operational guidance - GOV.UK](https://www.gov.uk/government/guidance/schools-covid-19-operational-guidance) (www.gov.uk)

It is for leaders and staff in:

- primary schools
- secondary schools (including sixth forms)
- special schools, special post-16 providers and alternative provision
- 16 to 19 academies
- infant, junior, middle, upper schools

- boarding schools

Separate guidance is available for:

- [early years and childcare settings](#)
- [further education colleges and providers](#)

Additional operational guidance is also available for [special schools, special post-16 providers and alternative provision](#).

Schools and trusts should work closely with parents and carers (future references to parents should be read as including carers), staff and unions when agreeing the best approaches for their circumstances.

We use the terms 'must' and 'should' throughout the guidance. We use the term 'must' when the person in question is legally required to do something and 'should' when the advice set out should be followed unless there is a good reason not to.

Changes to the guidance since its 2 July 2021 publication include:

- [update to make clear who is no longer required to isolate if identified as a close contact, including clarifying that this includes young people up to the age of 18 years and 6 months \(it previously said 18 years and 4 months\)](#)
- [added additional detail on what close contacts should do whilst awaiting their PCR test results](#)
- [updated information on contingency planning in schools, with link to update 'contingency framework'](#)
- [updated information on boarding school pupils attending from abroad, as quarantine rules have changed](#)
- [Updated information on tracing close contacts and isolation. See below](#)

Latest Current Guidance:

From Friday 1 Apr 2022, free universal testing ended for the general public as part of the next steps for living with COVID-19 as set out on Tuesday 29 March, by the Secretary of State for Health and Social Care, Sajid Javid. This is the government's strategy to live with and manage the virus.

Updated guidance will advise:

- Adults with the symptoms of a respiratory infection, and who have a high temperature or feel unwell, should try to stay at home and avoid contact with other people until they feel well enough to resume normal activities and they no longer have a high temperature.
- Children and young people who are unwell and have a high temperature should stay at home and avoid contact with other people. They can go back to school, college or childcare when they no longer have a high temperature, and they are well enough to attend.
- Adults with a positive Covid-19 test result should try to stay at home and avoid contact with other people for 5 days, which is when they are most infectious. For children and young people aged 18 and under, the advice will be 3 days.

From Tuesday 14 December, a new national approach to daily testing for contacts of COVID-19 is being introduced (including until the end of this term). All adults who are fully vaccinated and children aged 5 to 18 years and 6 months, identified as a contact of someone with COVID-19 – whether Omicron or not – should take a lateral flow device (LFD) test every day for 7 days instead of self-isolating. Daily testing by close contacts will help to slow the spread of COVID-19.

If they test positive, they should self-isolate and order a PCR test to confirm the result. If the PCR is positive, they must self-isolate for 10 days. If the PCR test is negative, they no longer need to self-isolate but should continue to carry out the remainder of the daily tests, and only need to isolate if it is positive.

Anyone over the age of 18 years and 6 months who is not vaccinated, must isolate in line with government guidelines if they are a close contact of a positive case.

From Wednesday 22 December, the 10-day isolation period for people who record a positive PCR test result has been reduced to 7 days in most circumstances. Individuals may now take LFD tests on day 6 and day 7 of their self-isolation period. Those who receive two negative test results, and do not present symptoms, are no longer required to complete 10 full days self-isolation. The first test must be taken no earlier than day 6 and tests must be taken 24 hours apart. Anyone who is unable to take LFD tests will need to complete the full 10 days.

From Tuesday 11 January, Confirmatory PCR tests following a positive lateral flow device (LFD) test result are to be temporarily suspended. This will mean that anyone who receives a positive LFD test result will be required to self-isolate immediately and will not be required to take a confirmatory PCR test.

From Monday 17 January, people who are self-isolating with COVID-19 will have the option to reduce their isolation period after 5 full days if they test negative with a lateral flow device (LFD) test on both day 5 and day 6 and they do not have a temperature. The first test must be taken no earlier than day 5 and tests must be taken 24 hours apart. Anyone who is unable to take LFD tests will need to complete the full 10 days. For example, if they test negative on the morning of day 5 and the morning of day 6, they can return to their education or childcare setting immediately on day 6.

From Thursday 20 January, face coverings are no longer recommended in classrooms and teaching spaces for staff, pupils and students in year 7 and above. They must continue to be worn in communal areas (unless exempt) until further notice.

From Thursday 24 February, the government will remove the legal requirement to self-isolate following a positive test. In line with Government guidance, Minerva Learning Trust will continue to advise that all adults and children who test positive stay at home and avoid contact with other people for at least five full days, and then continue to follow the guidance until they have received two negative test results on consecutive days.

If a parent or carer insists on a pupil with confirmed or suspected Covid attending school or college, the school can take the decision to refuse the pupil if, in the Headteacher's reasonable judgement, it is necessary to protect other students and staff from possible infection with Covid-19.

This same approach applies if a child develops symptoms during the school day where, a Headteacher deems it necessary to protect the health and welfare of others. Existing measures to quarantine students showing symptoms in a well-ventilated room should continue in this scenario.

From 24th February, schools and colleges should follow the new guidance which will be published by UKHSA on Thursday 24th February.

Routine contact tracing will end on February 24th. Fully vaccinated close contacts and those aged under 18 will no longer be asked to test daily for seven days, and close contacts who are not fully vaccinated will no longer be required to self-isolate. Guidance for unvaccinated individuals is expected in the UKSHA update on Thursday.

From 21st February, the government removed the guidance for staff and students in most education and childcare settings to undertake twice-weekly asymptomatic testing. Minerva Learning Trust will still advocate and encourage the undertaking of regular asymptomatic testing by staff and secondary students for as long as supplies of free test kits last.

All staff and students can continue to access test kits from school, their local pharmacy or online as long as supplies are available.

In line with Government guidance, Minerva Learning Trust are advising that anyone with symptoms should take a PCR test, stay at home and follow government guidance if positive. People who have tested positive will continue to be advised to stay at home for five full days and then receive two negative test results on consecutive days before returning to their workplace or setting.

Staff and students who test positive should use any test kits they already have at home to undertake testing on days five and six, before returning to school or college if they test negative. If they have run out, they should order additional test kits online via gov.uk or access via school (**for as long as stocks remain**).

From Friday 1 April, the government will no longer provide free to order universal symptomatic and asymptomatic testing for the general public in England. The government will update guidance on the steps that people with Covid-19 should take to minimise contact with other people accordingly.

Mixing and ‘bubbles’

We no longer recommend that it is necessary to keep children in consistent groups (‘bubbles’). However, risks should be minimised. For example, assemblies that do not require two-way interactions could be undertaken.

As well as enabling flexibility in curriculum delivery, this means that assemblies can resume, and you no longer need to make alternative arrangements to avoid mixing at lunch.

You should make sure your contingency plans (sometimes called outbreak management plans) cover the possibility that in some local areas it may become necessary to reintroduce ‘bubbles’ for a temporary period, to reduce mixing between groups.

Any decision to recommend the reintroduction of ‘bubbles’ would not be taken lightly and would need to take account of the detrimental impact they can have on the delivery of education.

Tracing close contacts and isolation

From July close contacts will now be identified via NHS Test and Trace and education settings will no longer be expected to undertake contact tracing.

As with positive cases in any other setting, NHS Test and Trace will work with the positive case 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. You 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:

- fully vaccinated and 14 days since completing their vaccination.

- 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

With effect from 14th December 2021, they should take a lateral flow test for 7 days instead of self-isolating.

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 need to wear a face covering within the school and it is mandated that these are worn when travelling on public or dedicated transport.

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 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.

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 (see [Stepping measures up and down](#) section for more information) 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.

From Thursday 24 February 2022 the Government ended routine contact tracing. Contacts are no longer be required to self-isolate or advised to take daily tests, and contact tracing has ended. Staff, children and young people should attend their education settings as usual. This includes staff who have been in close contact within their household.

Reporting a positive case

The **DfE helpline** will be the place to seek support from, in relation to the following, via calling: **0800 046 8687 (option 1)**

- **Guidance Questions:** For questions relating to clarification of the guidance. For example, for questions about staffing, risk assessments, vulnerable staff, cleaning and infection prevention control, interpretation of the guidance document and all general questions, please contact the DfE helpline directly.
- **Single positive cases of COVID 19 & self-isolation queries.** Cases where you know there is household transmission and single cases in classes or year groups, please contact the DfE helpline directly if you have questions or require support.
- **Contact Tracing:** Ended on the 24 February 2022.

The LA Public Health Team will:

- Prioritise the local STORM phonenumber to take calls relating to **outbreak management**. Our STORM phonenumber will continue to be available Monday – Friday from 8 a.m. – 5 p.m. on **0114 273 5334 for outbreak management only. It will not be available at weekends.**
- The PublicHealthC&YP@sheffield.gov.uk inbox will also focus on providing outbreak management support. Questions that come into the inbox relating to clarification of guidance, complaints and queries will be triaged. These questions will be answered by a wider team working in the Education and Skills Service with support from the LA Public Health team where required. This means that questions may not be responded to on the same day and if an urgent response is required you should contact the DfE Helpline.
- The inbox will continue to be monitored and triaged during weekdays. **It will no longer be monitored over the weekend.** If you require a response during the weekend, you should contact the DfE Helpline as the LA Public Health team will have their mobiles switched off over the weekend.

The response and support required from September 2021 will look different from that which you have been used to. It is important that settings receive effective support around outbreaks. Therefore, we would ask that you start the new academic year by directing queries and questions directly to the DfE Helpline to enable the LA PH team to continue to provide dedicated outbreak support across the city. With the national changes and the move to Stage 4 of the roadmap, Public Health capacity will be focused completely on outbreak control in order to ensure that transmission is minimised, and outbreaks managed across the city.

Reaching the threshold for outbreak management:

All settings will also be provided next week with a case review template which we recommend you use to log and record any positive COVID cases. Please note you are no longer required to inform the LA Public Health Team or PHE of single cases and you do not need to call the DfE helpline to report them. DfE may continue to require you to report case numbers through the portal.

Where you have single cases or cases where you know there is household transmission you are not required to take any action.

Where you become concerned about cases which are linked and potential transmission in the setting you should seek additional support. The threshold to help you monitor this is:

- 5 children, pupils, students, or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period:
or
- 10% of children, pupils, students, 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, students, and staff at any one time:

- 2 children, pupils, students, and staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period

All settings should seek public health advice if a pupil, student, child, or staff member is admitted to hospital with COVID-19. They can do this by phoning the DfE helpline (0800 046 8687, option 1), or you can contact our LA Public Health STORM phone line on 0114 2735334 (available Monday to Friday 8 a.m. to 5 p.m.) or email: PublicHealthC&YP@sheffield.gov.uk. This inbox is monitored

Monday – Friday 8 a.m. – 5 p.m. If outside of these hours and during the weekend period, please contact the DfE directly on 0800 046 8687 (option 1) available 8-6 p.m. Monday – Friday and 10 a.m. – 6.00 p.m. on Saturday and Sunday.

Hospitalisation could indicate increased severity of illness or a new variant of concern.

Settings may be offered public health support in managing risk assessments and communicating with staff and parents.

Settings may wish to seek additional public health advice if you are concerned about transmission in the setting and the above threshold is met, either by phoning the DfE helpline (0800 046 8687, option 1) or the Sheffield LA public health team on the numbers above

Face coverings

From week commencing 29th November 21, The DFE have advised the reintroduction of face coverings in communal areas. In the run up to the Christmas break, all Minerva Schools will take the additional precaution of also asking students to wear face coverings in the classroom. There will be no expectation for teachers to wear a mask in classrooms when teaching, however teachers to consider wearing face covering when circulating the room. The pastoral team are liaising with parents/carers over exemptions and students who are exempt will be supplied with a different coloured lanyard. From Thursday 20 January, face coverings are no longer recommended in classrooms and teaching spaces for staff, pupils and students in year 7 and above. They must continue to be worn in communal areas (unless exempt) until February half term break.

From 30th November 21, face coverings are mandated on dedicated school transport and public transport in line with government expectation to wear face coverings in crowded areas when prevalence is high. This does not apply to Special Educational Needs Transport, and all families using this service have been contacted individually regarding arrangements from September 2021.

From Thursday 27th January the government removed the mandated requirement to wear face coverings on public transport and in shops but recommends that they are worn in enclosed and crowded spaces where you may come into contact with people you don't normally meet. This includes public transport and dedicated transport to school or college. Face coverings must continue to be worn in communal areas and on Public Transport coming to and from school (unless exempt) until February half term break.

The wearing of face coverings in communal areas from 21st February 22 is no longer compulsory but supported for all those who wish to continue to do so.

In circumstances where face coverings are recommended

If you have a substantial increase in the number of positive cases in your school (see [Stepping measures up and down](#) section for more information), a director of public health might advise you that face coverings should temporarily be worn in communal areas or classrooms (by pupils staff and visitors, unless exempt). You should make sure your contingency plans cover this possibility.

In these circumstances, 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. Transparent face coverings may be effective in reducing the spread of COVID-19. However, the evidence to support this is currently very limited. Face coverings (whether transparent or cloth) should fit securely around the face to cover the nose and mouth and be made with a breathable material capable of filtering airborne particles.

The main benefit from a transparent face covering is that they can aid communication, for example enabling lip-reading or allowing for the full visibility of facial expressions, but this should be considered alongside the comfort and breathability of a face covering that contains plastic, which may mean that the face covering is less breathable than layers of cloth.

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 may protect the wearer against droplet spread in specific circumstances but are unlikely to be effective in preventing the escape of smaller respiratory particles when used without an additional face covering. They should only be used after carrying out a risk assessment for the specific situation and should always be cleaned appropriately.

The use of face coverings may have a particular impact on those who rely on visual signals for communication. Those who communicate with or provide support to those who do, are exempt from any recommendation to wear face coverings in education and childcare settings.

You have a duty to make reasonable adjustments for disabled pupils to support them to access education successfully. Where appropriate, you should discuss with pupils and parents the types of reasonable adjustments that are being considered to support an individual.

No pupil or student should be denied education on the grounds of whether they are, or are not, wearing a face covering.

Whole Staff Meetings and Parents Evenings

Settings are encouraged to maintain these as virtual where possible.

From Monday 21 February 2022: All meetings, briefings and pupil assemblies no longer have to be virtual.

Education settings to receive carbon dioxide monitors

The DFE has provided a supply of carbon dioxide monitors to all education settings in England. The programme will provide sufficient monitors to take readings from across the indoor spaces in your setting, providing reassurance that existing ventilation measures are working, and helping balance the need for good ventilation with keeping classrooms warm.

We placed the Siterwell air quality monitors in the classrooms and high use areas and these are moved on a rotational basis to ensure all areas are covered periodically.

Control measures

You should:

1. Ensure good hygiene for everyone.
2. Maintain appropriate cleaning regimes.
3. Keep occupied spaces well ventilated.
4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.

1. Ensure good hygiene for everyone

Potential Hazard	Risk	Who might be harmed	Existing control measures	School Response and Actions
<p>Hand hygiene</p> <p>Respiratory hygiene</p> <p>Use of personal protective equipment (PPE)</p>	Transmission of the virus	Staff & pupils	<p>Frequent and thorough hand cleaning should now be regular practice. You should continue to ensure that pupils clean their hands regularly. This can be done with soap and water or hand sanitiser</p> <p>The 'catch it, bin it, kill it' approach continues to be very important.</p> <p>The e-Bug COVID-19 website contains free resources for you, including materials to encourage good hand and respiratory hygiene.</p> <p>Most staff in schools will not require PPE beyond what they would normally need for their work. The guidance on the use of PPE in education, childcare and children's social care settings provides more information on the use of PPE for COVID-19.</p>	<p>Hand sanitisers remain through-out the site and are checked and refilled regularly). Tissues are in all classrooms. Signage updated for new school year and reminders about hand and respiratory hygiene issued in staff docs</p> <p>(*Managing the Risks of Covid 19 at HSS) and in letters to families and new year briefings to students.</p> <p>PPE in place as per the regulations for staff (e.g. in testing centre, those caring out personal care for students with SEN),</p>

2. Maintain appropriate cleaning regimes, using standard products such as detergents

Potential Hazard	Risk	Who might be harmed	Existing control measures	School Response and Actions
Cleaning	Transmission of the virus	Staff & pupils	<p>You should put in place and maintain an appropriate cleaning schedule. This should include regular cleaning of areas and equipment (for example, twice per day), with a particular focus on frequently touched surfaces.</p> <p>PHE has published guidance on the cleaning of non-healthcare settings.</p>	<p>Additional staff still in place to ensure regular cleaning all day of high touch areas.</p> <p>Checking sheets still in place in all toilets and monitored by cleaning supervisor. Cleaning supervisor regularly monitoring standards of cleaning across the site.</p>

3. Keep occupied spaces well ventilated

Potential Hazard	Risk	Who might be harmed	Existing control measures	School Response and Actions
Ventilation	Transmission of the virus	Staff & pupils	<p>When your school is in operation, it is important to ensure it is well ventilated and that a comfortable teaching environment is maintained. Do not wedge fire doors open.</p> <p>You should identify any poorly ventilated spaces as part of your risk assessment and take steps to improve fresh air flow in these areas, giving particular consideration when holding events where visitors such as parents are on site, for example, school plays.</p> <p>Mechanical ventilation is a system that uses a fan to draw fresh air or extract air from a room. 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.</p> <p>If possible, systems should be adjusted to full fresh air or, if this is not possible, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply.</p> <p>Where mechanical ventilation systems exist, you should ensure that they are maintained in accordance with the manufacturers' recommendations.</p>	<p>New signage updated for new school year</p> <p>Reminders about ventilation issued in staff docs ('Managing the Risks of Covid 19 at HSS) and in letters to families and new year briefings to students. On-going reminders to staff via bulletin, briefing etc.</p> <p>Four spaces at HSS do not have windows that can be opened. The ventilation system uses fresh outside air. We have monitored CO2 and was successful in our application for air filtration units, and these have been installed in these spaces.</p> <p>Premises lead has checked the ventilation system</p>

			<p>Opening external windows can improve natural ventilation, and in addition, opening internal doors can also assist with creating a throughput of air. If necessary, external opening doors may also be used (if they are not fire doors and where safe to do so).</p> <p>You should balance the need for increased ventilation while maintaining a comfortable temperature.</p> <p>The Health and Safety Executive guidance on air conditioning and ventilation during the COVID-19 pandemic and CIBSE COVID-19 advice provides more information.</p> <p>DfE is working with Public Health England, NHS Test and Trace, and the Scientific Advisory Group for Emergencies (SAGE) on a pilot project to measure CO2 levels in classrooms and exploring options to help improve ventilation in settings where needed.</p> <p>Below is a copy of the ventilation guidance produced by Public Health colleagues</p> <div style="text-align: center;">  <p>Natural ventilation SCC PH guidance note</p> </div>	<p>School has received the delivery of CO2 monitors and these have been deployed on a rotational basis at HSS.</p>
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4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19

Potential Hazard	Risk	Who might be harmed	Existing control measures	School Response and Actions
When an individual develops COVID-19 symptoms or has a positive test	Transmission of the virus	Staff & pupils	<p>From Friday 1 Apr 2022, updated guidance will advise people with symptoms of a respiratory infection, including Covid-19, and a high temperature or who feel unwell, to try and stay at home and avoid contact with other people until they feel well enough to resume normal activities and they no longer have a high temperature.</p> <p>Pupils, staff and other adults should follow public health advice on when to self-isolate and what to do. 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).</p> <p>If anyone in your school develops COVID-19 symptoms, however mild, you should send them home and they should follow public health advice.</p> <p>If a pupil in a boarding school shows symptoms, they should usually self-isolate in their residential setting so that their usual support can continue, others may then benefit from self-isolating in their family home.</p> <p>For everyone with symptoms, they should avoid using public transport and, wherever possible, be collected by a member of their family or household.</p> <p>If a pupil is awaiting collection, they should be left in a room on their own if possible and safe to do so. A</p>	<p>School will follow the latest guidance</p> <p>Reminders have been shared with staff and families in staff docs ('Managing the Risks of Covid 19 at HSS) and in letters to families and new year briefings to students. These notes were updated for staff and families following updated guidance (e.g. about day 6 and 7 testing on LFD tests) in Dec 21, Jan 22, Feb 22 and April 22.</p> <p>There is clear signage on Visitor reception and on TFT screens.</p>

<p>Asymptomatic testing</p>		<p>window should be opened for fresh air ventilation if possible. Appropriate PPE should also be used if close contact is necessary. 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.</p> <p>From Friday 1 April 2022, free universal testing will end for the general public.</p> <p>Testing remains important in reducing the risk of transmission of infection within schools. That is why, whilst some measures are relaxed, others will remain, and if necessary, in response to the latest epidemiological data, we all need to be prepared to step measures up or down in future depending on local circumstances.</p> <p>Returning in January 2022, settings may commence testing their pupils once on-site in January. After this test on return, pupils should continue to test in line with government guidelines.</p> <p>Staff should undertake twice weekly home tests whenever they are on site until the end of September, when this will also be reviewed.</p> <p>Secondary schools should 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.</p> <p>There is no need for primary age pupils (those in year 6 and below) to test over the summer period. They will be</p>	<p>There is a clear system in place for this at HSS – use of on call and a special Covid room (formerly the Board Room) with copies of the protocol to follow and notes about the necessary cleaning regime.</p> <p>An asymptomatic testing centre was put in place at HSS) preparation through July, August). Two tests offered to Y7-13 between Weds 1st Sept and Weds 8th Sept, The AST centre ran after school up to 7pm in evenings to facilitate testing. A single test was offered on January 4th 2022 in line with December regulations from DfE.</p> <p>Many communications and systems in place to ensure permission and to share times and arrangements (including a video of testing centre for new Y7s). Families who did not sign up over the 8-week window have been offered the opportunity to still sign up for at-home testing kits. From 21 February 2022, the government removed the guidance for staff and students in most education and childcare settings to undertake twice-weekly asymptomatic testing. Minerva Learning Trust still advocated and encouraged the undertaking of regular asymptomatic testing by staff and secondary students for as long as supplies of free test kits last. Free universal testing ended on 1st April 22.</p> <p>All equipment is stored and available when needed.</p>
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<p>Confirmatory PCR tests</p>			<p>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> <p>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.</p> <p>Whilst awaiting the PCR result, the individual should continue to self-isolate.</p> <p>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.</p> <p>Additional information on PCR test kits for schools and further education providers is available.</p>	<p>Reminders shared with staff and families via staff docs (Managing the risks of Covid 19 at HSS), bulletins and briefing notes AND with families via letters and emails.</p> <p>From Friday 1 Apr 2022, free universal testing ended for the general public as part of the next steps for living with COVID-19.</p> <p>The symptoms of COVID-19 and other respiratory infections are very similar so it is not possible to tell if you have COVID-19, flu or another infection based on symptoms alone. Most people with COVID-19 will have a relatively mild illness, especially if they have been vaccinated.</p> <p>Some people may continue to have a cough or feel tired after other symptoms have improved, but this does not mean that they are still infectious. You can find information about these symptoms on the NHS website.</p>
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5. Other Considerations (Children & Staff who are CEV, Pregnant, pupil wellbeing & Support etc)

Potential Hazard	Risk	Who might be harmed	Existing control measures	School Response and Actions
<p>Children who are clinically extremely vulnerable (CEV)</p> <p>Pupil Wellbeing & Support</p> <p>Contractors</p> <p>Staff who are clinically extremely vulnerable (CEV)</p>	<p>Transmission of the virus</p>	<p>Staff & pupils</p>	<p>All clinically extremely vulnerable (CEV) children and young people should attend their education setting unless they are one of the very small number of children and young people under paediatric or another specialist care who have been advised by their clinician or other specialist not to attend.</p> <p>Further information is available in the guidance on supporting pupils at school with medical conditions.</p> <p>Some pupils may be experiencing a variety of emotions in response to the COVID-19 pandemic, such as anxiety, stress, or low mood. You can access useful links and sources of support on promoting and supporting mental health and wellbeing in schools.</p> <p>You should ensure that key contractors are aware of the school's control measures and ways of working.</p> <p>School leaders are best placed to determine the workforce required to meet the needs of their pupils.</p> <p>A more precautionary approach and consideration of whether individuals should work from home will depend on the outcome of the school's risk assessment and individual risk assessment. This should take account of the rate of infection, the working environment, any extra</p>	<p>We maintain good medical records so we are aware of these children (particularly for Contingency Planning). Pastoral staff and SLT work closely with families. All CEV children currently attending school</p> <p>We have strong pastoral support through our House system and in the Sixth Form Team. Students were reminded in first day back briefings about where to go for support. We have extensive resources and further details on school website.</p> <p>Posters at Visitor Reception and by Premises Office brief contractors on measures in place and our expectations. All visitors to the school must adhere to all key rules.</p> <p>All HSS staff currently on site. We maintain a record of CEV staff and are in the process of updating our records with new staff for contingency planning. All</p>

			<p>measures recommended. Employees identified as CEV may be recommended to work from home where the above has been undertaken</p> <p>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 guidance on protecting people who are CEV from COVID-19.</p> <p>Social distancing measures have now ended in the workplace, and it is no longer necessary for the government to instruct people to work from home. Employers should be able to explain the measures they have in place to keep CEV staff safe at work. The Health and Safety Executive (HSE) has published guidance on protecting vulnerable workers, including advice for employers and employees on how to talk about reducing risks in the workplace.</p> <p>We welcome your support in encouraging vaccine take up and enabling staff who are eligible for a vaccination to attend booked vaccine appointments where possible even during term time.</p> <p>It is recommended that you review the individual risk assessments for staff who are CEV & CV</p> <p style="text-align: center;"></p> <p>COVID-19 Individual Staff Risk Assessmer</p>	<p>CEV/CV staff were offered an update to their risk assessment in Sept 21 and January 22.</p> <p>On-going support and encouragement of vaccination programme (e.g. supporting staff to go to daytime appointments, signposting opportunities to get vaccine locally).</p>
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<p>Pregnancy</p>			<p>You will need to follow the specific guidance for pregnant employees because pregnant women are considered CV. In some cases, pregnant women may also have other health conditions that mean they are considered CEV, where the advice for clinically extremely vulnerable staff will apply. COVID-19 vaccination: a guide for women of childbearing age, pregnant or breastfeeding contains vaccination advice.</p> <p>If staff are 28 weeks pregnant and beyond, or if they are pregnant and have an underlying health condition that puts them at a greater risk of severe illness from COVID-19 at any gestation, a more precautionary approach should be taken.</p> <p>This is because although the pregnant staff member is at no more risk of contracting the virus than any other non-pregnant person who is in similar health, they have an increased risk of becoming severely ill and of pre-term birth if they contract COVID-19.</p> <p>You should ensure that your staff member is able to adhere to any active national guidance on social distancing and home-based working is recommended. For many workers, this may require working flexibly from home.</p> <p>All employers should consider both how to redeploy these staff and how to maximise the potential for homeworking, wherever possible.</p> <p>An individual Risk Assessment should be completed which should take account of the rate of infection, the working environment, any extra measures</p>	<p>Staff at HSS who become pregnant advised to alert Headteacher straight away so support can be discussed. RAs carried out for all pregnant members of staff. Bespoke arrangements in place if concerns in 3rd trimester.</p> <p>The government is no longer asking people to work from home if they can. People should now talk to their employers to agree arrangements.</p> <p>On 15 September 2021, the government announced that in England people considered to be clinically extremely vulnerable, including women who are pregnant with significant congenital or acquired heart disease, would not be advised to shield again.</p>
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			<p>recommended etc. The guidance for pregnant women further confirmed that: “<i>Information contained in the RCOG/RCM guidance on coronavirus (COVID-19) in pregnancy should be used as the basis for a risk assessment.</i>”</p> <p>Action for Schools to take:</p> <p>This means that an important key action for schools is for you to undertake an individual pregnancy risk assessment with your staff member, using the form below.</p> <div data-bbox="857 598 927 657" data-label="Image"> </div> <p>Pregnancy Risk Assessment.docx</p> <p>You will need to consider some pregnant women are at a higher risk of developing serious illness, including:</p> <ul style="list-style-type: none"> • pregnant women from black, Asian and minority ethnic (BAME) backgrounds • women over the age of 35 • women who are <u>overweight or obese</u> • women who have pre-existing medical problems, such as high blood pressure and <u>diabetes</u> <p>Therefore, it is helpful to factor these issues in to any pregnancy risk assessment.</p>	
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Additional Information at HSS

6. Additional Measures

Potential Hazard	Risk	Who might be harmed	Existing control measures	School Response and Actions
	Transmission of the virus	Staff & pupils	Regulations have removed the need for bubbles and other measures such as staggered starts	<p>At HSS we have retained our one-way system in the old building (the main building) as we believe it helps to manage risks. We have updated signage and shared this in all comms with staff, students and families</p> <p>We have also retained additional staffed lunch spaces for students. And currently one space just for Y7 and one just for Y11.</p>

7. Contingency Planning

Potential Hazard	Risk	Who might be harmed	Existing control measures	School Response and Actions
An outbreak	Transmission of the virus	Staff & pupils	See notes at top of document	<p>HSS has a full Contingency Plan to enable us to quickly step up measures if needed. We are keeping a clear overview of cases in the community to enable us to monitor the situation and respond quickly.</p> <p>The HT, SLT and Trust have access to the Contingency Plan (which was signed off by Trust Central Team). Plan was reviewed Christmas 21 and April 22.</p>

8. Planning for face to face events

Potential Hazard	Risk	Who might be harmed	Existing control measures	School Response and Actions
Meetings,	Transmission of the virus	Staff & pupils	The DfE guidance allows for all events (including with visitors and audiences) to resume	We have taken the decision to continue to hold virtual Parents Evenings

If a parent or carer insists on a pupil attending your school, you can take the decision to refuse the pupil if, in your reasonable judgement, it is necessary to protect other pupils and staff from possible infection with COVID-19. Your decision would need to be carefully considered in light of all the circumstances and current public health advice.

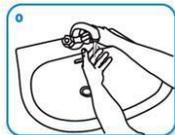
Appendix 1 – Handwashing Guidance

Clean hands protect against infection (WHO protocol)

Protect yourself:

- Clean your hands regularly.
- Wash your hands with soap and water, and dry them thoroughly.
- Use alcohol-based hand rub if you don't have immediate access to soap and water.

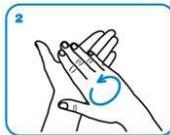
How do I wash my hands properly? Washing your hands properly takes about as long as singing "Happy Birthday" twice, using the images below:



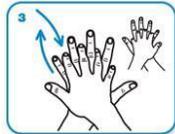
Wet hands with water



apply enough soap to cover all hand surfaces.



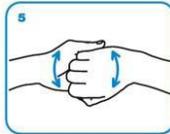
Rub hands palm to palm



right palm over left dorsum with interlaced fingers and vice versa



palm to palm with fingers interlaced



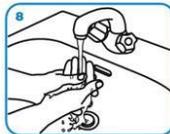
backs of fingers to opposing palms with fingers interlocked



rotational rubbing of left thumb clasped in right palm and vice versa



rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa.



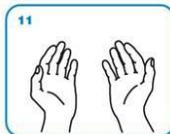
Rinse hands with water



dry thoroughly with a single use towel



use towel to turn off faucet



...and your hands are safe.

Appendix 2 – Catch it, Bin it, Kill it

COVID-19 Prevention

CATCH IT

Germs spread easily. Always carry tissues and use them to catch your cough or sneeze.



BIN IT

Germs can live for several hours on tissues. Dispose of your tissue as soon as possible.



KILL IT

Hands can transfer germs to every surface you touch. Clean your hands as soon as you can.

