

COVID19: Updated Risk Assessment and Action Plan from January 2022

SCHOOL NAME: Greenvale School.

OWNER: Lynne Haines

DATE: 9/1/22



Purpose of this document:

This COVID19: Risk Assessment and Action Plan document sets out the decisions taken and measures put in place to ensure that the school is following government COVID-19 guidance and continues to operate in a safe way and has outbreak contingency plans in place.

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

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

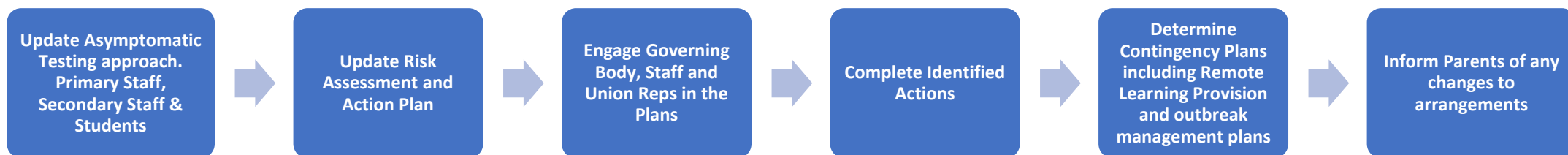
Schools must keep up to date with DfE and other relevant guidance:

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

The following principles underpin all planning and actions:

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

Risk Assessment for Full Re-opening:



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

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

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
Engagement in Risk Assessment and Planning	Risk assessments and outbreak management planning process fully engages staff, governing body and union representatives. Prevention measures and outbreak management plan shared and communicated with stakeholders.	Staff / Governors are not aware of processes in place. All staff sent an Aide Memoire and informed of where to read the risk assessment.	M	Staff reminded of covid measures at regular briefings/ via emails and Governors will have an agenda item at all meetings.	September 2021 <i>January 2022</i>	L
Site Arrangements	Consideration given to premises lettings and approach in place.	Lack of guidance.	M	All lettings are suspended at present.	September 2021 <i>January 2022</i>	L
	Consideration given to the arrangements for any deliveries.	Parcels will come to premises office not the general office.	M	Staff & premises team reminded.	September 2021 <i>January 2022</i>	L

	Dedicated testing site organised, signage up and cleaning processes in place (see full guidance available).	All testing will be carried out at home. If an individual needs to test in school they will be responsible for disposing test in a safe manner.	L	Staff reminded to test twice weekly and dispose of tests appropriately in school.	September 2021 January 2022	L
Emergency Evacuations	<p>Evacuation routes are confirmed, and signage accurately reflects these.</p> <p>Consideration given to PEEP – buddies are assigned or reassigned according to available persons.</p> <p>Arrangements in place to support individuals with reduced mobility including cover arrangements in the case of reduced numbers of staff.</p>	<p>Staff will evacuate via incorrect route.</p> <p>Staff unaware of PEEPS.</p>		<p>School evacuation routes remain the same but new routes introduced. All staff reminded of this at briefing and by Key stage coordinator.</p> <p>All staff will be reminded of evacuation routes or PEEPs for certain students.</p>	September 2021 January 2022	
School-specific arrangements	<p>On 19 July, social distancing requirements were removed. Arrangements to reduce crowding at entrances, in communal areas and circulation spaces can still be considered.</p> <p>Schools <u>may</u> consider maintaining arrangements that have worked well and do not impact adversely on school day/ curriculum delivery</p>	<ul style="list-style-type: none"> Those parents bringing students into school will continue to drop students at the gates. Key stage gates will remain. Only half of the school will 	M	Some measures will remain in place with monthly reviews.	For review 30 th September. January 2022	L

		<p>come into assembly at a time the other half will join remotely.</p> <ul style="list-style-type: none"> • Playtimes will continue to be one KS at a time. • Lunch breaks will stagger those in the dining hall or in the playground. • Face coverings will be encouraged at busy times such as when students are coming in or going on to buses. • Face coverings should be worn in line with national guidance • One way system is still in place. • Any staff doing personal care or close prolonged contact will be 				
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		<p>strongly advised to wear a mask.</p> <ul style="list-style-type: none"> • Staff who do not usually meet will be advised to maintain physical distance. • Groups and classes kept as consistent as possible. • Classes encouraged not to visit one another. • Meetings will continue to be small groups or virtual. • Lists of students on buses or in groups will be maintained. 				
Hand washing	<p>Clear hand washing procedures outlined for all groups and hot water and liquid soap readily available. Hand washing routine outlined for all groups to include:</p> <ul style="list-style-type: none"> • on arrival and leaving school. • before entering and leaving class during the day. • before and after eating. 	<p>Students need extra assistance to carry out hand washing.</p> <p>Not enough resources available.</p>		<p>Hand towels and handwash are to be checked and replaced as needed by Lisa Card and Lesley McGinty.</p> <p>Staff will be reminded and wet wipes provided where necessary.</p>		

	Hand sanitiser available where necessary.					
Respiratory hygiene	-The 'catch it, bin it, kill it' approach continues to be very important and we continue to encourage our students and staff to follow this advice.	Tissues & hand sanitiser stations in all classrooms/shared spaces Lidded bins in all classrooms/ staff spaces/ hall/ toilets	M	Staff reminded Bins already in place. Cleaning fluid and sanitiser available in all toilets.	September 2021. January 2022	L
Cleaning and waste disposal	Enhanced cleaning regime is in place in line with COVID19: Cleaning in non healthcare settings guidance . High-touch area cleaning is to be continued.	Enhanced cleaning remains a necessary control measure. On-going cleaning to regular touch points in place as extra cleaners purchased.		Enhanced cleaning schedule implemented throughout the site, ensuring that contact points, worksurfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly. Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush. Staff reminded to continue cleaning touch points.	September 2021. January 2022	L
	Cleaning staff capacity is adequate to enable enhanced cleaning regime.	Staff unavailable.	M	Staff redeployed from PFI or from agency staff. Bouygues will do	September 2021. January 2022	

				<i>this on behalf of the school.</i>		
	<p>Adequate cleaning supplies and facilities around the school are in place.</p> <p>Arrangements for longer-term continual supplies are also in place.</p>	<p><i>No hand sanitiser for visitors to reception.</i></p> <p><i>Classrooms do not have tissues.</i></p> <p><i>Low supply of soap.</i></p>	<i>M</i>	<p><i>Hand sanitiser available at the school entrance</i></p> <p><i>Lidded bins in classrooms</i></p> <p><i>Disposable tissues in each classroom to implement the 'catch it, bin it, kill it' approach</i></p> <p><i>Stock check and ordering schedule reviewed and order made.</i></p>		<i>L</i>
	Sufficient time is available for the enhanced cleaning regime to take place.	Staff absence Not enough time available.	<i>M</i>	<p><i>All staff advised to only enter the site the site by 8am time in order for cleaning to be undertaken.</i></p> <p><i>If sickness alternative staff are willing to cover stock duties.</i></p>	September 2021. January 2022	<i>L</i>
	Waste disposal process in place for potentially contaminated waste.	Testing waste is no longer considered hazardous and can be	<i>M</i>	Waste bags and containers - kept closed and stored	September 2021. January 2022	<i>L</i>

		disposed of in the usual waste.		separately from communal waste for 72 hours Waste collections made when the minimum number of persons are on site (i.e. after normal opening hours). Hazardous waste collection organised in clinical waste bags.		
	Process in place for safe removal and/or disposal of face masks.	Face coverings are required on public transport. Some students/ staff may choose to wear face coverings in some situations and know how to dispose of them appropriately. Face coverings should be worn in line with national guidance	M	Staff reminded to dispose of masks in lidded waste bins. Students supported to wear and change masks.	September 2021. January 2022	L
Ventilation	Plan in place to ensure all areas of the school are well ventilated whilst maintaining a comfortable teaching environment, this	Windows open before and after lessons, and during lessons when temperatures allow.		Staff reminded of requirements to keep all rooms ventilated.	September 2021. January 2022	L

	<p>includes opening internal and external doors where appropriate. Poorly ventilated areas identified and steps in place to improve fresh air flow in these areas.</p> <p>HSE guidance on ventilation & air conditioning</p>	<p>Doors / windows left open during all break times.</p> <p>Rooms with poor ventilation such as changing rooms have different requirements such as masks for all staff.</p> <p>Poorly ventilated areas need to be identified by use of CO2 monitors.</p> <p>Windows open before and after lessons, and during lessons when temperatures allow.</p>		<p><i>Staff reminded to wear mask in rooms that are less well ventilated.</i></p> <p><i>Guidance for key staff on use of CO2 monitors</i></p> <p><i>Schedule for CO2 monitoring in place</i></p>		
Staffing	<p>Approach to staff absence reporting and recording in place. All staff aware.</p>	<p>Staff unaware</p>	<p>M</p>	<p>All staff reminded of usual procedure for reporting absence to include reason for isolation.</p>	<p>September 2021. January 2022</p>	<p>L</p>
	<p>Arrangements in place & communicated for confirmed cases returning to the setting on completion of self-isolation- how end of isolation date and evidence of relevant test results will be provided/recorded</p> <p>NHS: when to self-isolate and what to do</p>	<p>Consideration of whether roles/activity need to adjusted in cases of return to work based on test to release</p>	<p>M</p>	<p>Staff informed regularly of isolation rules.</p> <p>High percentage of staff are vaccinated.</p>	<p>January 2022</p>	<p>M</p>

	<p>Risk assessments in place for those staff who are clinically extremely vulnerable, and appropriate arrangements for mitigating risk are identified.</p> <p>Communication arrangements are in place with those staff and their role in continuing to support the working of the school is clear.</p>	<p>Shielding is no longer in place. Clinically extremely vulnerable and vulnerable staff and/ or students have risk assessments which identify any specific adjustments to allow them to attend on site.</p>	M	<p>Staff informed of CEV regulations and asked whether they need any additional arrangements made.</p> <p>CEV staff are all offered an opportunity to revisit the risk Assessments.</p>	<p>September 2021. January 2022</p>	L
	<p>Staffing roles and responsibilities with regards to the contingency remote provision alongside in-school provision agreed and communicated.</p>	<p>Staff are aware of their role in the continued contingency plans regarding remote education, should the plan be enacted.</p>	M	<p>Staff reminded of responsibilities for remote learning and supported by the interventions base.</p>	<p>September 2021. January 2022</p>	L
	<p>Approach to support wellbeing, mental health and resilience in place, including bereavement support.</p> <p>How staff are supported to follow this within their own situations and that of students and colleagues is clear.</p>	<p>Staff unaware.</p>		<p>Staff are aware of available support and advice for schools and students available</p> <p>Aide memoire is given with Employee assistance phone number.</p>	<p>September 2021. January 2022</p>	L
	<p>Arrangements for accessing testing are in place. Staff are clear on how and when to access a test.</p>	<p>Staff informed to continue LFD testing at home.</p>	M	<p>Staff regular reminders Tests distributed to staff regularly.</p>	<p>September 2021. January 2022</p>	L
	<p>Arrangements in place for any visitors/ contractors on site, protocols and expectations shared.</p> <p>NB: Their employer may require them to wear PPE. This should be</p>	<p>All visitors on site when students are in will be asked to wear a mask.</p>		<p>Check with the contractor any requirements their employer has specified before visit. Share/</p>	<p>September 2021. January 2022</p>	L

	documented as part of the risk assessment carried out by the Contractor.	Only essential visitors will be on site during the school day.		update school protocols.		
	Arrangements in place for any externally employed adults delivering learning in school e.g. sports coaches, music tutors, forest school leaders. Protocols and expectations shared.	Visiting professionals asked to take LFD tests.		Music lessons with regular groups. Share amended procedures, obtain their assessments outlining controls, e.g. only offering limited activities which maintain distancing, all equipment stringently cleaned.	September 2021. January 2022	L
Catering	Arrangements for the continued provision of FSMs for eligible children not attending school due to self-isolation are in place.	Only applicable for under 18s who have tested positive for COVID19 and required to isolate, who are eligible for FSMs.	M	Protocol in place to administer vouchers.	September 2021. January 2022	L
PPE	PPE requirements understood and appropriate supplies in place.	Some PPE required for personal care, any visitors and AGPs.	M	School has large supply in place which is regularly monitored and more ordered.	September 2021 January 2022	L
	Appropriate PPE - Although no longer a requirement, we follow good practice to have PPE available in the event of a symptomatic person or outbreak.	<i>Emergency PPE available & publicised RAs for students requiring physical care include PPE requirements</i>	L	All staff have access to PPE and know that learning mentors can get this for them. Procedures in place for students with symptoms.	September 2021 January 2022	L

Response to suspected/ confirmed case of COVID19 in school	<p>Approach to suspected COVID19 cases in place: during school day</p> <ul style="list-style-type: none"> • SLTstaff member/s should be informed/ take action • Available group room established to be used if an individual is displaying symptoms during the school day and needs to be isolated • Cleaning procedure in place • Arrangements for informing parent community in place 	<p>If a student or student begins to display symptoms of COVID19 during the day, they are isolated and parent is called immediately. They wait to be collected in the medical room, overseen by SLT / Learning mentors.</p> <p>Any staff member who begins to display symptoms of COVID19 during the day, immediately informs SLTand leaves the site as soon as possible.</p>	M	Ensure all staff are aware of protocols.	September 2021 January 2022	M
	<p>Approach to confirmed COVID19 cases in place: during school hours</p> <ul style="list-style-type: none"> • Cleaning procedure in place <p>Arrangements for informing parent community in place</p>	<p>Close contacts are now identified by NHS test and trace following a confirmed case.</p> <p>Those who have been double vaccinated or under 18 do not need to isolate but asked to take a PCR instead.</p> <p>Can contact Lewisham on call service/ PHL team for advice.</p>	M	<p>All staff informed.</p> <p>SLT to ring, text and write to parents.</p>	September 2021 January 2022	L

		<i>NHS: when to self-isolate and what to do is shared and followed</i>				
	Arrangements in place & communicated for confirmed cases returning to the setting on completion of self-isolation. SLT will monitor communication in relation to positive tests and will agree. Close contact isolation dates with staff. NHS: when to self-isolate and what to do	Letters to parents confirming arrangements Email to staff confirming arrangements.	M		January 2022	L
	Approach to confirmed COVID19 cases in place: outside of school hours <ul style="list-style-type: none"> Cleaning procedure in place Arrangements for informing parent community in place	Close contacts are now identified by NHS test and trace following a confirmed case. Those who have been double vaccinated or under 18 do not need to isolate but asked to take a PCR instead. Can contact Lewisham on call service/ PHL team for advice.	M	SLT are all aware of protocols / procedures.	September 2021 January 2022	L
Remote Education Plan	Contingency plan for remote learning developed should self-isolation or restricted attendance be required.	I base will lead on home learning for any self-isolation.	M		September 2021 January 2022	L
	Technology support in place. DFE laptop allocation ordered, for contingency purposes.		M	Covue will support the school with IT needs.	September 2021 January 2022	L

	Contingency plans ready to enable vulnerable children and children of critical workers to continue to attend where possible.	Majority of students at Greenvale are vulnerable.	M		January 2022	L
Safeguarding	Staff are prepared for supporting wellbeing of students and receiving any potential disclosures.	Key stage coordinators will lead on support to students such as welfare calls and online links.	M	Staff refresher training session on processes and procedures and the revised wellbeing material.	September 2021 January 2022	L
	Updated Child Protection Policy in place.	Safeguarding lead to update	M	Adopted most recent Child Protection Policy	October 2021 January 2022	L
	Where appropriate, work with other agencies, such as social care, has been undertaken to support vulnerable CYP and families to complete risk assessments and planning.		M	KS Coordinators will link with CWCN to inform of any students isolating. SLT to undertake Risk Assessments for those at home.	September 2021 January 2022	L
	Where physical contact is required in the context of managing behaviour.	Staff will get close to students in crisis.	M	The school maintains a low physical contact regime. Taff reminded to only get close to students when absolutely needed.	September 2021 January 2022	L

Curriculum / learning environment	Current learning plans, revised expectations and required adjustments have been considered.		M	Staff are all aware of curriculum requirements. A hybrid recovery curriculum is in place. Curriculum lead has briefed all staff.	September 2021 January 2022	L
	Whole school approach to adapting curriculum (S/M/L term), including: <ul style="list-style-type: none"> Wellbeing curriculum recognising 'non-curriculum' learning that is being done at home capturing student achievements/ outcomes utilising the DFE 'catch-up' funding and programmes contingency remote learning plan 	Curriculum plans are in place.	M	As above.	September 2021 January 2022	L
	Student behaviour policy reviewed and amended where necessary to reflect the current circumstances.	Amendments needed if necessary	M	Behaviour lead to consider and changes to Behaviour plan and communicate to all staff.	September 2021 January 2022	L
	Arrangements for teaching students how to keep themselves safe online are in place and aligned to the contingency remote learning plan.	Staff stop direct teaching of safety measures to students.	M	Staff reminded to continue to teach safety measures and students reminded in	September 2021 January 2022	L

				assembly and by Learning mentors.		
Attendance	Approach to promoting and supporting attendance for all students determined, including those who may be anxious.	Some very vulnerable students may not attend.	M	Medical advice in writing will be sought for any students not attending.	October 2021 January 2022	L
	Approach to support for parents where rates of persistent absence were high before closure.	Attendance officer to support deputy and SLT in managing attendance.	M	All staff and medical team to reassure any parents and support them back to full attendance.	October 2021 January 2022	L
Communication	Information shared with staff around the updated plan, including returning to some pre COVID arrangements and some new arrangements – as appropriate.	Staff miss out on information.	M	All staff given aide memoire via email and on noticeboard. All updates regularly shared at briefing.	September 2021 January 2022	L
	Union representatives informed of updated plans.		M	Staff will do this.	October 2021 January 2022	L
	Updated Risk Assessment published on website.				October 2021 January 2022	
	Symptoms and self-isolation Students, staff and other adults should follow public health advice on <u>when to self-isolate and what to do</u> . They should not come into school if they have symptoms,	Regular reminders to staff, parents & students about symptoms & self-isolation	M	Briefing, newsletters and texts will be used to keep whole school community regularly updated.	October 2021 January 2022	L

	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>Communications with parents on the:</p> <ul style="list-style-type: none"> Revised plans, any control measures that remain in place and any that have ceased Contingency plans Outbreak management plans Wellbeing/ pastoral support 		M	As above	September 2021 January 2022	L
	<p><i>Student communications around:</i></p> <ul style="list-style-type: none"> <i>Revised plans, any control measures that remain in place and any that have ceased</i> <i>Contingency plans</i> <i>Outbreak management plans</i> 		M	<i>Assembly. Class support and guidance.</i>	September 2021 January 2022	L
	<i>On-going regular communication plans determined to ensure parents are kept well-informed</i>		M	<i>Letters, website updates, texts</i>	September 2021 January 2022	L
Governors/ Governance	Governors have oversight of plans and risk assessments.		L	On-going agenda item updating parents on Covid measures or email if necessary.	October 2021 January 2022	L
	Approach to communication between Leaders and governors is clear and understood.					

	Governors have oversight of all staff wellbeing and appropriate arrangements in place to support Headteacher and SLT. <i>Refer to Headteacher wellbeing materials.</i>		L	Updates to Finance and resources committee and FGB.		L
Finance	Additional costs incurred due to COVID19 are understood and clearly documented.		M	Report to F&R committee.	October 2021 January 2022	L
	Claims submitted for reimbursement for example, increased premises related costs; additional cleaning; support for FSM		L	School cannot submit claims due to budget context.	December 2021 January 2022	L
	Any loss of income understood, including the impact of lettings and the financial implications of possibly not restarting.		L	Report to F&R Committee.	December 2021 January 2022	L
Testing	Test kits are securely stored and distributed to staff and students (secondary).		L	Protocol in place. Tests are very securely stored.	September 2021 January 2022	L
	Staff and students (secondary) are aware of how to safely take and process the test. Shared the following : <ul style="list-style-type: none"> NHS instruction leaflet Training video and online resources on the document sharing platform Contact details if queries Process for reporting incidents 		M	New staff briefed by Learning mentors if necessary. All staff and student tests are administered at home.	September 2021 January 2022	L
	Staff and students (secondary) are aware of how to report their test		L	Process in place.	September 2021 January 2022	L

	results to school and to NHS Test and Trace.					
	Staff and students (secondary) are aware of how to report any incidents both clinical and non clinical.		L	Process in place.	September 2021 January 2022	L
	Process in place to monitor and replenish test supplies		L	Monitored by SLT. Process in place.	September 2021 January 2022	L
Educational visits	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. H&S on educational visits OEAP	Risk assessments will be obtained from venues prior to any visits. Vulnerable Advice sought to ensure adequate insurance cover (including cancellation).	M	Educational Visits coordinator to support staff with information.	October 2021 January 2022	L
Outbreak Management Plan	Outbreak management plan developed to cover arrangements should students or staff test positive for COVID19, and how the school shall operate if advised to take extra measures to help break chains of transmission. <i>Settings will continue to have a role in working with health protection teams in the case of a local outbreak. If there is a substantial increase in the number</i>	Outbreak Management plan covering re-introduction of some measures including reduced mixing, face coverings, remote education is developed, and all staff are aware of their role. Communicated with parents and students regarding when this would come into place	M	Outbreak Management plan shared with all staff and available on the website.	October 2021 January 2022	L

	<p>of positive cases in a setting <i>(Stepping measures up and down)</i> 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.</p>	<p>and how they would be informed if required.</p>				
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Appendix A- Outbreak Management Plan

1. Outbreak Management

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

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

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

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

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

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

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

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

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

2. Scenario A – Single Confirmed COVID Case

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

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

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

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

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

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

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

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

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

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



Greenvale School

Incident Management Team (IMT) Meeting

Insert date

Insert time

AGENDA

Agenda Items:

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

Appendix C

Actions taken to contain an outbreak

Impacted year group:	KS 4	Impacted staff:	3 staff	Date:	10/1
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Guidance	Action taken	Date commenced	Date of Review	Review Outcome
Self-isolation of close contacts <i>In some cases, health protection teams may recommend that a number of other students self-isolate at home as a precautionary measure. This could be the class or year group.</i>	Advice sought from Public Health and Lewisham PHE. 4x unvaccinated staff are isolating in this class and one in Cedar class.	10/1/22	7/2/22	
Staff Loss of key staff (first aiders / fire marshalls, safe guarding leads) due to self-isolation.	Emergency cover plan in place for staff that are self-isolating. All necessary groups of staff are covered.	10/1/22	7/2/22	
Re-introduction of Face Coverings <i>The reintroduction of face coverings for students, students or staff may be advised for a temporary period in response to particular localised outbreaks, including variants of concern.</i>	Face coverings advised for adults and pupils in all corridors and classrooms as current guidance – including staff room etc Compliance is high. Plan to continue arrangements on-going. Face masks advised in Classes especially where any cases identified.	10/1/22	7/2/22	
Asymptomatic Testing <i>Additional testing may be recommended to pick up any</i>	Letter to parents re home testing. School staff not affected to continue testing.	10/1/22	7/2/22	

<i>asymptomatic testing in the school community.</i>	Close contacts advised to do daily LFD tests. All staff advised to ensure regular testing. Home testing uptake has increased.			
Increased ventilation <i>The Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak and CIBSE COVID-19 advice provides more information.</i>	Reminded to keep windows opened as much as possible. Investigating options for improving mechanical ventilation system. Staff reminded to check CO2 monitors regularly and ventilate the room if necessary.	10/1/22	7/2/22	
Increased cleaning	Reinforced importance of cleaning in between groups. Classroom cleaning regime reinforced. Increased cleaning of contact points.	10/1/22	7/2/22	
Reduce mixing of students	Reviewed start and end times, lunch and break arrangements and re-instated small groups for PE etc. All groups are KS bubbles but additional activities such as online assembly and options for eating lunch in classes reintroduced.	10/1/22	7/2/22	
Communications to staff	All staff including trade union reps, advised of potential outbreak and mitigating actions implemented	10/1/22	7/2/22	
Communications to students	All pupils advised of potential outbreak and mitigating actions Implemented	10/1/22	7/2/22	

Communications to parents/ carers	Letter and / or text to parents/carers advised of potential outbreak and mitigating actions.	10/1/22	7/2/22	
Remote Education	Remote education provided if any pupils need to self-isolate.	10/1/22	7/2/22	
Free School Meals	Cancel any group activities combining more than one Key stage. Any visitors asked to reduce contact with students to take LFD tests and to wear masks. Limit any unnecessary visits to the school.	10/1/22	7/2/22	