

FULL SCHOOL OPERATIONS DURING CORONAVIRUS - RISK ASSESSMENT

BEDFORD MODERN SCHOOL

VERSION – v2.4_02-01-22



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| <p>Risk Assessment:</p> <p>Operating BMS during coronavirus pandemic.</p> <p>Who Might be Affected? Staff, students and visitors.</p> | <p>Date of Assessment 02 January 2022</p> <p>Document Owner Richard Pooley – Director of Operations, Bedford Modern School</p> <p>The origin of this risk assessment (RA) was the Government’s requirement to allow a full return of both students and staff to all schools from the start of September 2020. Since that time the Government guidelines relating to how schools manage the risks associated with Coronavirus (Covid-19) have been amended and changed. This document takes account of the guidance published in July 2021.</p> <p>This RA has been created with an integrated approach to Health & Safety and Safeguarding and should be read in conjunction with the relevant Safeguarding, Child Protection and Health & Safety policies which can be found at https://www.bedmod.co.uk/about-us/school-policy-documents/</p> <p>This RA will be reviewed and revised regularly based on both ongoing operational experience and emerging Government advice. The RA will continue to be published on the Bedford Modern School website for the foreseeable future.</p> <p>Protection of public health is our main priority. Do not leave your home if Government advice means you should stay at home because you, or someone you live with, has or has had symptoms of Covid-19. See nhs.uk/coronavirus for more details.</p> <p>SHOULD THE READER REQUIRE CLARITY REGARDING ANY POINT IN THIS DOCUMENT PLEASE CONTACT directorofoperations@bedmod.co.uk</p> <p>NB: The control measures mentioned in this document are in addition to the School and Harpur Trust normal site wide and departmental risk assessments and Policies.</p> |
| <p><i>This is a live document and will remain under continuous review. Version control will be used.</i></p> <p><i>Any changes will be made within the document and recorded in the table on the next page of the document.</i></p> | |

Amendments and Version Control (Top levels changes are included. Minor updates/improvements to grammar, punctuation and layout are not identified separately).

| <u>New Version</u> | <u>Old Version</u> | <u>Changes</u> | <u>Changed by</u> | <u>Date of change</u> |
|--------------------|--------------------|--|-------------------|-----------------------|
| v1.1_01-09-20 | v1.0_01-09-20 | <ul style="list-style-type: none"> Amends to Section 8 - PPE to reflect the changes to Government guidance regarding the use of face coverings | R Pooley | 26-08-20 |
| v1.2_14-09-20 | v1.1_01-09-20 | <ul style="list-style-type: none"> Amendment to Section 6 - Personal Hygiene to cover the re-filling of water bottles around School Amendment to Section 8 - PPE covering the expectation that all students and staff will be expected to wear face coverings in corridors, Common Rooms and in the lunch queue - unless there is a valid reason why this is not possible | R Pooley | 14-09-20 |
| v1.3_14-10-20 | v1.2_14-09-20 | <ul style="list-style-type: none"> Document amended to ensure it reflects that the School has been operational for 6 weeks and minor amendments to operational procedures have been made. Should the reader require a version of the document highlighting the changes from the previous version can be provided by contacting directorofoperations@bedmod.co.uk | R Pooley | 14-10-20 |
| V1.4_05-11-20 | v1.3_14-10-20 | <ul style="list-style-type: none"> Revision of document to take account of guidance issued by the Government on 4 November - https://www.gov.uk/guidance/education-and-childcare-settings-new-national-restrictions-from-5-november-2020. Removal of pages 3 & 4 - UK GOVERNMENT DEFINED CONTEXT TO ASSESSING AND RESPONDING TO DANGER LEVELS FROM THE CORONAVIRUS (COVID-19) PANDEMIC – some information now superseded and the remaining was already embodied in the rest of the Risk Assessment. Inclusion of a section on page 5 covering the requirements relating to extremely vulnerable staff and students. Section 1 – Government Advice – removal of text relating to level 4 and level 5 covid alerts and replacement with confirmation that the School will continue to implement and follow national and local guidance. Section 5 – Travel to/from School – addition of words requiring users from Y7 and above to wear a face covering whilst using transport. Section 20 – Sporting Activity – removal of specific wording on individual sports. This is because individual governing bodies regularly change their requirements and the Risk Assessment states that sports must be managed according to the with relevant government guidelines and those of the relevant governing body. | R Pooley | 05-11-20 |
| V1.5_01-12-20 | V1.4_05-11-20 | <ul style="list-style-type: none"> Revision of document to take account of guidance issued by the Government on 26 November - https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak Removal of references to national lockdown period 5 November 2020 to 1 December 2020 inclusive | R Pooley | 01-12-20 |
| V1.6_11-01-21 | V1.5_01-12-20 | <p>The following additions have been highlighted in red</p> <ul style="list-style-type: none"> Updated words re Shielding on P4 Some additional words re face covering in Section 12 | R Pooley | 11-01-21 |

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|---------------|---------------|--|----------|----------|
| | | <ul style="list-style-type: none"> • New section 36 – Lateral Flow Testing | | |
| V1.7_01-04-21 | V1.6_11-01-21 | <p>The following amendments have been made to the document</p> <ul style="list-style-type: none"> • Removal or references to January 2021 lockdown in the Introduction • Pages 5 & 6 – completely re-written to reflect changed guidance regarding Shielding • Page 6 – additional section relating to pregnancy • Section 8 – update to reflect changes to PPE requirements – particularly face coverings • Section 10 – update to reflect position to end April 2021 regarding trips and that all Governor meetings will be online until end of Academic Year 2020/21 • Section 12 – removal of outdated information regarding Bedford specific Covid-19 restrictions • Section 13 – update to reflect the need to take NHS/PHE guidance before deciding on periods of isolation in the event of staff/students being in contact with a positive Covid-19 case • Section 13 – removal of paragraph relating to Shielding – see above • Section 18 – removal of reference to operating 2 shifts in the kitchen • Section 19 – update to reflect the allowing of limited visitors on site • Section 31 – removal of reference to Open Day • Section 36 – updated to reflect the position regarding Lateral Flow Testing at home for Staff and Students • Changes to font size along with a general refresh throughout the document • Change of document names from BMS Whole School reopening September to BMS Covid Risk Assessment | R Pooley | 01-04-21 |
| V1.8_19-04-21 | V1.7_01-04-21 | <ul style="list-style-type: none"> • Minor amends to grammar and spelling throughout • Section 10 – amended wording to allow day trips • Section 23 - amended words re introduction of mixed year group bubbles for some co-curricular activities • Section 26 – amended group size from 15 to 30 | R Pooley | 23-04-21 |
| V2.0_16-08-21 | V1.8_19-04-21 | <ul style="list-style-type: none"> • Major amends to all sections as a result of significant changes in Government guidance and societal expectations | R Pooley | 16-08-21 |
| V2.1_11-10-21 | V2.0_16-08-21 | <ul style="list-style-type: none"> • Updated guidance on minibus cleaning in section 28 • Addition of Appendix 2 – Covid-19 contingency plan September 2021 | R Pooley | 11-10-21 |
| V2.2_12-10-21 | V2.1_11-10-21 | <ul style="list-style-type: none"> • Amendment to hours the Nurses department is open • Amendment to reflect that students can now carry out Tours of School for prospective students | R Pooley | 12-10-21 |
| V2.3_17-12-21 | V2.2_12-10-21 | <ul style="list-style-type: none"> • Additional section (section 7) regarding face coverings added and subsequent sections renumbered • Minor amends throughout to account for minor guidance changes | R Pooley | 17-12-21 |
| V2.4_02-01-22 | V2.3_17-12-21 | <ul style="list-style-type: none"> • Amended section 7 to account for change in regulation to all staff and students Y7 to Y13 wearing face coverings in all areas of school. | R Pooley | 02-01-22 |

Introduction to this Risk Assessment

When the Government made the decision to ask schools to re-open during summer term 2020, this was done with the aim of reducing transmission of coronavirus (Covid-19) to protect the NHS and save lives. Since these advances the circumstances have continued to change. The prevalence of Covid-19 has fluctuated, the NHS Test and Trace system has been up and running for several months, and the Covid-19 vaccination programme has supported the inoculation of the majority of the adult population in the UK.

These factors have allowed a significant relaxation of the guidelines that we have followed in Schools and has allowed us to return to a more “normal” school experience. Returning to a situation closer to “normal” is vital for children’s education and for their wellbeing. Time out of school has been detrimental for children’s cognitive and academic development.

The risk to children themselves of becoming severely ill from Covid-19 continues to be very low and whilst it is not possible to ensure a totally risk-free environment, the Office of National Statistics’ analysis on coronavirus Covid-19 related deaths linked to occupations suggests that staff in educational settings tend not to be at any greater risk from the disease than many other occupations. There is no evidence that children transmit the disease any more than adults.

Whilst the situation over the summer in 2021 improved the arrival of the Omnicron variant of the virus has given a new focus on our School operational activities. The measures outlined in this document are reflective of the situation at the start of Spring Term 2022.

Covid-19 remains in the community, this will mean continuing to make daily judgments at a school level about how to balance minimising any risks from the virus by maximising control measures with providing a full educational experience for students.

The measures set out in this RA provide proportionate protective measures for students and staff, which also ensure that all students receive a high-quality education that enables them to thrive and progress.

While we move back to normal school operations we continue to plan for the possibility of a local and national lockdowns and restrictions and how we will ensure continuity of education.

It is expected that all students and staff will attend School. We do however recognise that some individuals may be reluctant or anxious if and when we see cases of Covid-19 appear within School community. We continue to encourage people to discuss their concerns to enable the School to provide reassurance of the measures we have and continue to put in place to reduce the risk. It has however been made clear by the Government that students of compulsory school age must be in school unless a statutory reason applies (for example, the student has been granted a leave of absence, is unable to attend because of sickness, is absent for a necessary religious observance etc.).

This RA sets out the BMS response to the actions that schools are expected to take to minimise Covid-19 risks. These actions are either preventative or are a response to any infection:

Prevention:

1. minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school
2. clean hands thoroughly more often than usual
3. ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
4. continue with enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
5. minimise contact between individuals and maintain social distancing wherever possible/sensible
6. where necessary, wear appropriate personal protective equipment (PPE)

Response to any infection:

7. engage with the NHS Test and Trace process, Department for Education and Public Health England
8. manage confirmed cases of coronavirus (COVID-19) amongst the school community
9. contain any outbreak by following local health protection team advice

Control Measures currently in place

1 - Government Advice

- Government guidance is being reviewed on a regular basis to ensure the latest available information is put into practice.
- All members of the school community will be regularly reminded to follow government guidelines and not to attend School if they are displaying symptoms of Covid-19.
- All staff and students will continue to be issued with appropriate guidance on social distancing.
- All staff and students will continue to be briefed on how to reduce the risk of transmission of Covid-19.
- We will continue to review the arrangements for meetings and training that require congregations and group exercises. This will include morning briefings, INSET, whole staff meetings etc. These meetings will be conducted online wherever possible. If face to face gatherings are required the arrangements will take place in rooms large enough to ensure social distancing and adequate ventilation.
- Staff and students to be reminded that clothes should be washed regularly. Normal uniform and dress codes apply.
- School organisation and routines have been adjusted to accommodate guidance and any further health & safety requirements deemed necessary.
- If Bedford is placed into a local lockdown we will, as far as practicable whilst keeping all children in school if we are to remain open, follow as much of the 2019/2020 Summer Term risk assessment and procedures as possible.
- In the event that parents or staff require guidance on whether they should attend School they should contact the Bedford Modern School Nursing team, Director of Operations or Senior Deputy Head.
- The School will undertake relevant Covid-19 compliant cleaning in the event of any staff member, student or visitor being confirmed as having coronavirus.
- The School will continue to implement and follow national and local guidance.

2 - Staffing Levels

- We will continue to keep staffing levels across all departments under constant review to ensure site can function operationally and safely, adhering to the required ratios.
- Individual staff will be monitored by line managers to ensure their own health, safety and welfare is maintained (both physical, mental and emotional)
- The school can continue to engage supply teachers and other temporary or peripatetic teachers or other temporary staff. These staff can operate in more than one school (for example PAA staff may work in multiple Harpur Trust sites). These staff must adhere strictly to the school's social distancing and hygiene rules.

3 - Self-Isolation

- It is the responsibility of Parents to assess whether their child is well enough to come to school – this should include a check for any symptoms – if there is any doubt at all the student should not come to school. Absence should be reported in the usual manner.
- It is the responsibility of Staff members to assess whether they are fit enough to be in school. Absence should be reported in the usual manner.
- Staffing levels will be assessed to operate the school with a reduced capacity if required to accommodate essential tasks only.
- The school will undertake suitable additional cleaning in the event of any staff member being confirmed as having coronavirus.
- Students or staff who begin to display symptoms of the virus (continuous cough or fever) whilst at school will be moved to the Nurses Department and isolated until they can be collected. Supervising staff are to follow social distancing rules in line with Government guidance and where this is not possible, should wear apron, gloves and a fluid resistant surgical mask.

4 - Temperature Checking

- As there is no requirement to do so, the School will not be undertaking routine temperature checking. We would expect both staff and parents to assess whether they or their children are well enough to attend School - see section 3 above.

5 - Travel to/from School

- Timings of the school day will be as in normal non-Covid times. As a result, all drop off / pick up arrangements will remain unchanged.
- Staff and students should be encouraged wherever possible to travel to school by foot or bicycle or alone/isolating family groups using their own transport. Where this is not possible and public transport is used, government and social distance guidelines must be followed.
- Parents and students should familiarise themselves with the timings associated with school buses or public transport.
- Journeys to/from School run and managed by external providers will be reviewed and separately risk assessed by the providers of said services. Those companies providing school bus travel will have communicated directly with parents regarding their plans. As such, travel by this means will be entirely at the risk of parents/students. The School has no control over these services as they are provided by the companies themselves or set up by parent bodies.
- Parents should ensure that they are comfortable with the service being offered by any provider prior to use.
- Parents are discouraged from leaving their cars when dropping off / picking up their children.
- Users of transport services, whether School buses or public transport, are encouraged to wear face coverings whilst on the provided transport.

6 - Personal Hygiene

- Government guidance requires everyone at school to clean their hands more often than usual. Cleaning hands can be achieved either with soap and running water or with hand sanitiser.
- Staff and students will be reminded on a regular basis to wash their hands for 20 seconds with warm water and soap and the importance of proper drying. Also reminded to catch coughs and sneezes in tissues – Follow “Catch it, Bin it, Kill it” and to avoid touching face, eyes, nose or mouth with unclean hands.
- All students and staff should wash their hands-on arrival at the school, after break times, after using the toilet and before eating.
- Hand washing facilities with soap/hot water are available across School.
- Gel sanitisers will continue to be available in any area where washing facilities not readily available, in all classrooms, Reception, The Refectory etc.
- Gel sanitisers will continue to be available at communal IT reprographics equipment.
- Good hand-washing practices will be encouraged on arrival, prior to, after and during lessons and before lunch if necessary.
- Whilst drinking fountains will be available, Parents should be encouraged to provide their students with their own personal water bottles which they will be able to fill at various locations.
- Where sensible and outside temperatures allow, doors and windows will be opened to maximise ventilation except for fire doors.
- All external doors can be propped open providing adequate site wide security measures are implemented.
- Students and staff will be encouraged to bring their own sanitiser gel to school with them. Where this is not possible, or they do not have their gel with them, they will be required to use the gel provided.
- All visitors will be required to clean their hands when they arrive on site by using the sanitiser gel available at the reception desk. They will be encouraged to wash their hands within 5 minutes of arrival using the Visitor toilets that will be cleaned regularly.
- Tissues/paper towels will be made available throughout the workplace.
- Appropriate signage is positioned around school to inform staff and students.
- Disposable gloves will be available throughout the school.
- Despite the changing rules social distancing of both staff and students will continue to be encouraged.

7 – Face Coverings

- Face coverings help protect the wearer and others against the spread of infection because they cover the nose and mouth, which are the main confirmed sources of transmission of COVID-19.
- All staff, visitors and students in year 7 and above whilst on the School site are expected to wear face coverings when moving around the School, both inside and outside of classrooms, such as in corridors and communal areas. This is a temporary measure.
- Students must also wear a face covering when travelling on public transport and should wear it on dedicated transport to and from school.
- In the Junior School that face coverings should be worn by staff and adults (including visitors) both inside and outside of classrooms when in the building. Health advice continues to be that children in Y6 and below should not be asked to wear face coverings.

- There are some circumstances where people may not be able to wear a face covering. Some people are less able to wear face coverings, and the reasons for this may not be visible to others. These students and staff are able to wear a “sunflower lanyard” to identify that they are included in this group.
- When wearing a face covering, staff, visitors and students should:
 - wash their hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on
 - avoid touching the part of the face covering in contact with the mouth and nose, as it could be contaminated with the virus
 - change the face covering if it becomes damp or if they’ve touched the part of the face covering in contact with the mouth and nose
 - avoid taking it off and putting it back on a lot in quick succession to minimise potential contamination
- When removing a face covering, staff, visitors and students should:
 - wash their hands thoroughly with soap and water for 20 seconds or use hand sanitiser before removing
 - only handle the straps, ties or clips
 - not give it to someone else to use
 - if single use, dispose of it carefully in a waste bin and do not recycle
 - once removed, store reusable face coverings in a plastic bag until there is an opportunity to wash them.
 - if reusable, wash it in line with manufacturer’s instructions at the highest temperature appropriate for the fabric
 - wash their hands thoroughly with soap and water for 20 seconds or use hand sanitiser once removed
- The School will not provide face coverings for students – these should be provided by parents. A small supply will be held for those students that mislay or forget their face coverings.

8 - PPE

- The Health and Safety at Work Act 1974 requires employers to do all that is reasonably practicable to provide a safe working environment for their staff and this includes the use of PPE. Bedford Modern Staff have provided masks and visors for all staff where requested. Provision for students is the responsibility of the parents.
- Adequate additional PPE has been identified and provided for core groups including Medical and Cleaning Staff.
- The majority of staff in education settings will not require PPE within the classroom beyond what they would normally need for their work or every day life, even if they are not always able to maintain social distancing in line with Government guidance.
- Students whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way a student becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult if a social distancing in line with Government guidance cannot be followed. If contact with the student or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult.

9 - Cleaning and Disinfection:

- Increased cleaning and disinfection of frequently handled or touched surfaces within classrooms, teaching areas, common rooms, entrances, and dining halls.
- Bins, with bin bags that can be tied off at the top, will be provided in every teaching area to allow immediate disposal of tissues, and these will be collected at least daily for disposal.
- Cleaning team management will carry out regular checks on cleaning practices.
- Additional cleaning will be undertaken in high use areas such as classrooms, toilets, rest areas etc.
- Hand sanitising facilities are available in all classrooms.
- All internal doors will remain open during the day and windows opened where appropriate.
- Where appropriate external doors will remain closed to maintain security/safeguarding.
- Door handles and touch points will be cleaned on a daily basis as per government guidance.

10 - Off School Meetings and Travel

- The EVC, Senior Deputy Head and Director of Operations would need to sign off on any trip and the Trip Leader would need to be able demonstrate full Covid-19 Security of the trip at an early stage.
- Unnecessary travel to other schools will be avoided and where possible meetings will be held via telephone calls/web conferences.
- Meeting participants should attend in person only if absolutely necessary.
- Meeting attendees should follow Government social distancing guidelines wherever possible.
- Rooms should be well ventilated/windows opened to allow fresh air circulation.

11 - First Aid

- All medical waste will be disposed of safely in medical waste bin.
- On site nursing and/or first aid provision has been available on site from 1 June 2020 and will continue to be during normal term time.
- Wherever possible when giving first aid, social distancing rules in line with Government guidance will be followed.
- A continual review of first aid procedures in light of changing social distancing requirements will be undertaken.
- Continued review of suitability and quantities of PPE for first aiders to utilise including gloves and disposable aprons, masks as required.
- When dealing with first aid incidents, all first aiders have been reminded to always be aware of the risks to themselves and others.
- Where social distancing is not possible first aiders should utilise gloves, disposable aprons, and masks as required.
- In most situations it would be expected that a staff member from within the bubble/class/year/activity group attends to the first aid needs of the student. Where this is not possible, the attending nurse/first aider/ambulance paramedic should use PPE – disposable apron, gloves & face covering.

12 – Covid-19 Related Medical Treatment

- The Government have confirmed that the wearing of a face covering or face mask in schools or other education settings is not compulsory. However, at Bedford Modern School should staff and students wish to wear face coverings they will be allowed to do so.
- The Health and Safety at Work Act 1974 requires employers to do all that is reasonably practicable to provide a safe working environment for their staff and this could include the use of PPE.
- Adequate PPE to be reviewed and provided for core groups including Medical and Cleaning Staff.
- The majority of teaching staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain 2 metres from others.
- Children, young people and students whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way.
- If a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home a fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult.

13 - Confirmed case of coronavirus in a student or staff member who has displayed symptoms either inside or outside School

- Students or staff who begin to display symptoms of the virus outside School are asked to inform School immediately to ensure that the School can start a dialogue with Department for Education and Public Health England on the required next steps.
- Students or staff who begin to display symptoms of the virus whilst at school will be sent to the Nurses Room and isolated until they can be collected. Supervising staff are to maintain a 2m distance and where this is not possible, should wear apron, gloves and a fluid resistant surgical mask.
- Other children or staff within the bubble do not need to isolate at this point but their parents will be communicated with, confirming there is a suspected case within the group and advising of any actions that need to be taken.
- If a positive test result is received then guidance will be sought from the NHS/PHE on next steps.
- The school will actively engage with the Health Protection Team should we have any confirmed cases of the coronavirus and follow their guidance.

14 - Fire Safety

- Normal fire safety procedures will apply.
- Alarm/emergency lighting will continue.
- Fire doors will not be propped open, even as a measure to minimise surface contact unless they auto close when the fire alarm is activated.
- Teachers to remind students of nearest and secondary fire exits on a regular basis particularly if students are taught in unfamiliar rooms.

15 – Mental Health

Staff:

- Communications to staff to ensure they feel supported through the changes that are being made.
- Reorganisation of work areas to better facilitate social distancing to ease anxieties.
- Counselling available through Westfield for staff.
- All staff have access to support through the Employee Assistance Programme.
- Mental health first aider available on site.
- Continued review and update of current advice to staff, the support available and how to obtain it.
- Inductions carried out for staff returning to work.
- Reduction to normal curriculum monitoring and evaluation to allow staff to prioritise our new routines to ensure everyone feels safe and settled.
- Staff will be encouraged to work outdoors if possible.
- Guidance and resources available for staff to enable them to support children through bereavement.
- Continue to look at ways to reduce normal workload to allow time to adjust to new ways of working e.g. what necessary communications need to go out in terms of end of year reports, online parent's evenings etc.
- A supervision rota will be put in place to ensure adequate breaks for staff.

Students:

- The School continues to promote mental health and wellbeing awareness to students during the Coronavirus outbreak and will offer whatever support we can to help.
- Records of concerns raised by parents/staff being logged and 1:1 time with students and parents taking place where required.
- Recording and sharing of appropriate pastoral support materials for students.
- Review current resources and support available for students and parents.
- Use of outdoor spaces for teaching where appropriate to aid wellbeing.
- The personal and social development of students will be a priority on return.
- Support available for students in terms of bereavement.

16 – Safeguarding

- Established safeguarding culture that applies to every area of the organisation.
- A DSL is always available on site or by phone.
- All staff aware of their responsibilities through the Staff Code of Conduct.
- Up to date Safeguarding and Child Protection Policy that includes an addendum for safeguarding during Covid-19.
- All staff received additional safeguarding training including signs to look out for whilst students are remote learning.
- Vulnerable students and those with SEND including EHCP assigned a key worker who contacts student/parents regularly to review.
- Targeted 1:1 support for students where necessary including school counselling and pastoral check-ins.

- Pastoral staff keeping CPD up to date which relates specifically to Mental Health Conditions and how to support both individuals/groups.
- Increased online safety sessions for students as part of PSHE.
- Safeguarding updates to be shared with all staff in line with changes to any Government updates including updated advice on the likely increase in domestic violence and mental health conditions.
- Safeguarding information on individual students to be shared as necessary with teachers who are working with a particular bubble/class/year group.
- DSL to ensure any staff returning from absence receive updated training on Safeguarding.
- Continued review of building entrances and exits, visitors and access to site for safeguarding purposes and additional measure put in place as necessary to ensure.

17 - Catering arrangements

- The BMS kitchen will be fully operational from January 2022.
- The BMS kitchen will comply with the guidance for food businesses on Covid-19.
- Although it is very unlikely that COVID-19 is transmitted through food or food packaging, as a matter of good hygiene practice your staff should wash their hands frequently with soap and water for at least 20 seconds.
- All students and staff must wash their hands before eating using the additional hand wash facilities outside The Refectory
- The catering team will always be wearing gloves.
- Parents will be expected to sanitise packed lunch boxes on a daily basis.
- Appropriate cleaning products will be available to deal with any spillages and to wipe down tables after eating.
- Students who bring packed lunch to school will continue to eat their packed lunches in the Refectory at the same time the rest of their bubble take their hot meal.
- All users of the Refectory will be encouraged to move through the facility as quickly as possible to ensure all users can be served and can eat within the 2-hour lunch window.
- The Refectory will be supervised by kitchen staff as well as members of the teaching staff to ensure that appropriate rules are followed.

18 - General site safety

- Visitors (Deliveries, H&S, Maintenance, Prospective parents etc.) will be discouraged from visiting site unless to carry out maintenance for Health and Safety purposes.
- Reviewed statutory and general servicing and testing records and regimes to ensure compliance.
- All Visitors/contractors who attend site and enter the School buildings will need to provide personal details to allow the School to provide details for the NHS Track and Trace system in the event of a Covid-19 case within school.
- Continued review of site wide risk assessment.
- Turn off all air conditioning units in populated rooms where they use recirculated air.
- Where air conditioning units must be left on - in server rooms for example - clear signage to be displayed on the entrance to the room that recirculated air is in use and that the air conditioning should be switched off temporarily to allow for occupation.

19 - Sporting Activity

- Schools have the flexibility to decide how physical education, sport and physical activity will be provided whilst following the measures in their system of controls.
- The Senior Deputy Head and Director of Operations must agree that the plans to run a club are consistent with relevant government guidelines and that a risk assessment is completed for the individual activity prior to commencement.
- All sporting activity will be consistent with Government guidance regarding health, social distancing and hygiene.
- All sporting activity will be run in line with the most recent guidelines set out by the National Governing Body for each sport undertaken.
- All staff will make themselves aware of and abide by all guidelines set out by the Government, the school and National Governing Body.

20 – Breakfast Club

- The School will provide a Pre-School Club including the provision of food.

21 – After School Care

- The School will provide an After School Care including the provision of food.

22 – Co-Curricular Activities

- The Senior Deputy Head and Director of Operations must agree that the plans to run a club is consistent with government guidelines and that a risk assessment is completed for the individual activity before they will be allowed to take place.

23 – External Hirers

- The school has relationships with a number of organisations who hire our facilities.
- Prior to allowing an external hire any organisation wishing to take use our facilities will have to provide their own risk assessment and operational plans for the activities to be undertaken.
- These risk assessments will need to be cognisant of the guidelines set by any relevant sporting or organisational body.
- The provided risk assessment will be reviewed along with any additional cleaning routines that may be required.
- Should it be deemed that the activity generates too much risk the School may well deny access to our facilities.
- As part of the agreement to hire out our facilities, the School to seek recovery of any additional operational costs incurred as a result of Covid-19 (cleaning, maintenance, security etc.).

- The School reserves the right to carry out audits of the activities being run by external hirers to ensure the routines identified in their operational plans are being followed. Failure to follow plans may lead to a cessation of the external hire until the safe routines can be guaranteed.

24 – Swimming Pool / Fitness Gym

- A full risk assessment and operational plan was prepared prior to the re-opening of the swimming pool and fitness gym.
- The risk assessment and operational plan took both governing body and Government guidelines in to account.

25 - Music Lessons with Visiting Music Teachers (VMT's)

- VMTs will continue to deliver individual music lessons.
- VMTs will work in rooms that can be well ventilated by opening doors or windows or using mechanical ventilation if it is available.
- The BMS Music Department keep a register of all students taught for track and trace purposes.
- VMTs must inform the school immediately if they suspect they have any of the Covid-19 symptoms, and if so they must also book a test and update the school immediately of the test results in line with all other school staff.
- VMTs will maintain appropriate social distancing where possible from the students.
- Clear screens can be used to provide a barrier between student and VMTs where they are required.
- Where required the school will rearrange furniture to enable the VMTs to have the most appropriate set up of the room as possible.
- VMTs should not touch any musical instruments that are being used by the student, where they need to demonstrate they should use their own instrument. If there is a problem with the student's instrument that needs to be fixed or a violin needs to be tuned for example, the VMT should sanitise their hands before and after carrying out any adjustments or should use disposable gloves.
- VMTs may wear PPE if they choose to in line with other staff members.
- VMTs should wash or sanitise their hands-on arrival, before and after each lesson.
- VMTs must follow all procedures in line with all other members of staff.

26 – Recruitment

- Recruitment where required will continue as usual with all the necessary safe recruitment protocols being followed as a minimum.

27 - Contingency plans for outbreaks

- In the event of a local outbreak, the PHE health protection team or local authority may advise a school or number of schools to close temporarily to help control transmission. Our contingency plan for this event will be to revert to the plan followed for the first half of

summer term 2019 where we remained open only for vulnerable students and the children of critical workers and provided remote education for all other students.

- In the event of partial closure, we are able to offer a mix of both online and face to face teaching.

28 - Recruitment of New Students

- We can still arrange visits and meeting for prospective families in order to reach our recruitment targets and for prospective students and their parents to visit site.
- Unless there is a local or national lockdown it is possible for the School to arrange one-to-one meetings and tours.
- All visitors must follow the Visitor Protocol which will be provided prior to, or on, arrival.
- All tours to be pre-arranged and all external visitors to follow COVID safe precautions, with appropriate face coverings to be worn at all times.
- All tours will follow social distancing guidance and no classrooms should be accessed whilst lessons are in progress.
- Full records of the tour and meetings will be kept in the event we need to track and trace attendees.
- All tours take will place in lesson time or at the end of the school day to ensure no crossing with large groups of students in corridors.

29 - Other Visitors

- It is preferable that visitors are kept away from School. However, not all visits are avoidable as they are required to ensure the School continues to operate.
- Any visits must be pre-arranged, and all visitors to follow Covid-19 safe precautions.
- All visitors to be provided with a "Visitor Protocol" prior to or on arrival at School. If the visitor is not prepared to agree to the protocol, they will not be granted access.
- Full records of the tour and meetings kept in event we need to track and trace attendees.
- All visits take place in lesson time or after the school day to ensure no crossing with large groups of students in corridors.

30 - Use of School Vehicles

- If any school vehicle is used, all internal and external surfaces and other objects within the vehicle should be cleaned frequently and certainly once the user has finished or at the end of the day whichever is the shortest. This cleaning may be carried out using traditional methods or through the use of a sanitising "bomb".
- Keys for school vehicles are to be collected from, and returned to, the Estates Office to ensure compliance with social distancing and Covid-19 hygiene requirements.
- Staff using a school vehicle will be responsible for standard pre-drive checks.
- Staff are required to clean hands before using the vehicle. Hand sanitiser will be provided in each vehicle.

- All materials, belongings and waste to be removed by vehicle users once finished.
- Bags with draw strings to be provided in vehicles for rubbish. If used, these bags are to be removed by user and placed in the skips in the top car park.
- If a vehicle needs cleaning after use by a suspected Covid-19 individual, it will be thoroughly cleaned prior to re-use.

31 - Communicating plans

- Tell students, parents, carers or any visitors, such as suppliers, not to enter the school if they are displaying any symptoms of coronavirus.
- All students have been briefed on the expectations regarding hygiene and social distancing prior to engaging in lessons and will continue to be briefed regularly
- Communications will be sent to parents and carers to let them know of the control measures that are in place and any changes that will be required from time to time; continuing advice will be given on temporary collection and drop off procedures at the school; gatherings of parents and carers at the school gates will be discouraged.
- It is the intent that parents should only enter the school for organised events.
- Continue to communicate with parents and students drop off and collection procedures including protocols for minimising adult to adult contact.
- Make clear to parents that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely).

32 – Lateral Flow Testing

- As of 7 January 2021, at the request of the Government, the School implemented Lateral Flow Testing. This has been done in an attempt to identify and then isolate asymptomatic carriers of the virus in students and staff population.
- Whilst voluntary testing was initially carried out in School this has now moved to home testing with the School expected to distribute test kits to all staff and Senior School students.
- Should testing be required in School it will take place in specified areas depending on volume of tests necessary. The test environment will be managed by the School's Director of Operations and/or Senior Nurse.
- Should a mass testing environment be required the following guidelines will be adhered to:
 - Hand hygiene: All subjects to use hand sanitiser provided on arrival & adherence to this enforced by reception staff.
 - Social distancing: Two metre social distancing to be maintained between subjects with measured floor markings in place to ensure compliance in addition to verbal reminders if necessary from reception staff.
 - A one-way flow of subjects through the Testing Area is to be initiated and maintained at all times. Compliance with this is to be ensured by staff.
 - Cleaning: Regular cleaning of the site including wipe down of all potential touchpoints in accordance with PHE guidance
 - PPE to be replaced frequently as appropriate.
 - Deep clean of testing area to take place every evening.

- Bowls available in case of vomiting via gag reflex. Cleaning team to disinfect immediately should this occur
- Waste material to be disposed of daily and correctly as Health Waste and managed by licenced contractor
- Extraction solution which comes with the lab test kit contains the following components: Na_2HPO_4 (disodium hydrogen phosphate), NaH_2PO_4 (sodium phosphate monobasic), NaCl (Sodium Chloride). These components do not have any hazard labels associated with them, and the manufacturer states that there are no hazards anticipated under conditions of use as described in other product literature. This is the case for exposure to: eye, skin, inhalation, ingestion, chronic toxicity, reproductive and developmental toxicity, carcinogenicity, and medical conditions aggravated by exposure.
- Environmental: do not let product enter drains
- Spillages: wipe surfaces which the solution has been spilt on and dispose of cleaning material in line with waste disposal procedures
- Do not use if the solution has expired
- Training to be provided in handling potentially biohazardous samples, chemicals and good lab practice.
- Adhere to guidelines in these training procedures to prevent improper handling.
- Follow procedures on the MSDS form provided by Innova to mitigate against inhalation, skin contact or ingestion of these chemicals.
- The School will provide home test kits to all staff and students from Year 7 and above assuming that kits are made available from the Government.
- Tests should be completed at least twice per week at an interval of 3 or 4 days between tests.
- Should a home test yield a positive result the person that has tested positive should follow the advice given immediately following the reporting of the test result. This will include immediate isolation and the need to take a confirmatory PCR test to confirm the result.

Appendix 1 - Protocols for Nurses department from Autumn Term 2021

These guidelines are to support staff at Bedford Modern School to assist in keeping the school population as safe as possible and to help limit the risk of Covid-19 spreading within the school environment. If someone becomes unwell whilst at school the following guidelines should be followed:

Procedure for Students/Staff Member who complain of Covid-19 Symptoms in School

1. Member of staff to telephone the nurses team (ext. 505, mobile 07788 970153). If a telephone is not available, then the member of staff should email reception (reception@bedmod.co.uk) asking them to ring the nurses and cc the email to the nurses@bedmod.co.uk. The unwell student should remain where he/she is, and the nurses will collect him/her wearing appropriate PPE. The student will be taken to the nurses' department to be assessed (to include a temperature check), and parents telephoned and asked to collect the student.
2. Whilst the student/staff member is awaiting collection, he/she should be moved to a room (within the nurses' department) where he/she can be isolated behind a closed door, with appropriate adult supervision if required. A window should be opened for ventilation. If, for any reason, it is not possible to isolate him/her, he/she should be moved to an area where he/she can be at least 2 metres away from other people.
3. If the student/staff member needs to go to the bathroom while waiting to be collected he/she should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else. The bathroom in the nurses' rest room can be used here as it will minimise potential cross contamination. Isolation spaces can be utilised as follows: The main rest room will be the first room used to isolate a student whilst awaiting collection. If a second student presents with symptoms, the waiting room can be used as a second isolation room. The senior nurse's office can be used as a third isolation room and if further space needed, the main clinic room can be used. This would mean that students presenting with non-coronavirus related issues, will need to be triaged in the nurse's office. All areas will require a deep clean after a suspected Covid related case.
4. PPE should be worn by staff caring for the student/staff member while they await collection. PPE in the nurse's department includes gloves, aprons, face masks, goggles and face shields.
5. If a member of staff has helped someone who was unwell with the common symptoms of Covid-19 they do not need to go home unless they develop symptoms themselves, or the student subsequently tests positive. Hands should be washed thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people (Estates Department will help with this).

6. If sent home, the student/staff member should follow the advice given regarding testing and self-isolation. If staff display Covid-19 symptoms, testing is advised. Where the student, or staff member tests negative they can return to school.
7. Records on iSAMS will be maintained and SLT informed as appropriate.

Procedure for Students/Staff Member who Complain of Feeling Unwell /Have an Accident in School

1. Student/staff member complains to the member of staff they feel unwell, or they have had an accident.
2. Member of staff to telephone the nurses team (ext. 505, mobile 07788 970153). If a telephone is not available then the member of staff should email reception (reception@bedmod.co.uk) asking them to ring the nurses and cc the email to the nurses@bedmod.co.uk. The unwell student can then be sent or escorted to the Nurses Department to be assessed (including a temperature check), and parents telephone and asked to collect the student.
3. If possible, the student/staff member will be taken to the Health Centre where he/she will be assessed and either:
 - Return to lessons
 - Be advised to rest and monitored in the nurses department
 - Parents informed and arrangements made for collection. Reception and teacher will be informed if the student has been sent home.
4. If it is not possible to move the student/staff member, other members of his/her class should be moved to another area if possible. The student will be assessed, appropriate action taken and medical attention sought if required. Medical attention will involve either a 999 call for paramedic support, calling 111 or contacting parents to arrange GP assessment.
5. Records on ISAMS will be maintained and SLT informed as appropriate.

Nursing department

- The nurses will be available between 8.00am and 4.00pm Monday to Friday, outside of these times identified trained first aiders will need to administer first aid in the first instance to any student who injures themselves during the course of the school day.
- Only one person at any time will be allowed in the 'waiting area'. The area will be wiped down after each person leaves.
- Students who are unwell should call the Health Centre in the first instance. Advice will be given over the phone regarding what should happen next.

Appendix 2 – Covid-19 contingency plan September 2021

General

1. This contingency plan is for Bedford Modern School and explains the principles of managing a local outbreak of COVID-19 (including variants) and:
 - a. the types of measures that the school should be prepared to implement
 - b. who and how decisions should be decided
 - c. when recommend measures are imposed and lifted

2. The Government has made it a national priority for schools to continue to operate normally during the COVID-19 pandemic whilst recognising that implementing certain measures may be necessary:
 - a. to help manage a COVID-19 outbreak
 - b. as part of a package of measures responding to a Variant of Concern (VoC)
 - c. if there is extremely high prevalence of COVID-19 in the local community
 - d. to prevent unsustainable pressure on the NHS

3. It is worth noting the importance of maintaining good links with our Local authorities, Directors of Public Health (DsPH) and PHE Health Protection Teams (HPTs) as they are able to recommend measures for the school and the local area outbreak management plans. Where there is a need to address more widespread issues across an area, ministers will take decisions on an area-by-area basis.

4. COVID-19 resilience and planning are now more important than ever and will be reviewed in detail when guidance is updated or annually by the Director of Operations and the Senior Leadership Team to allow rapid implementation.

Purpose

5. The purpose of this contingency plan is to ensure the safety and health of pupils and staff of Bedford Modern School by managing the risk of COVID-19, minimising disruption and ensuring the maximum number of students benefit from high-quality face-to-face education.

Objectives:

6. To achieve the above purpose the school has the following objectives:

- a. manage and break the chains of transmissions
- b. balance temporary measures with delivering high quality face-to-face education
- c. temporary measures should be:
 - (1) limited to the minimum number of groups possible
 - (2) imposed for the shortest time possible
 - (3) regularly reviewed
 - (4) lifted as soon as reasonably possible
- d. Maintain regular communications with:
 - (1) all members of the school community including governors, staff, pupils, parents and visitors
 - (2) Outside agencies, when required, who are responsible for managing outbreaks:
 - (a) Local authorities
 - (b) Directors of Public Health (DsPH)
 - (c) PHE Health Protection Teams (HPTs)
- e. Acknowledge that local area measures may impact the school as part of a broader package of measures
- f. Attendance restrictions should only ever be considered as a last resort.

Roles and Responsibilities

- 7. School staff responsible for the planning and regular review of this plan are:
 - a. School COVID-19 Operation Lead Director of Operations
 - b. School liaison with Health Agencies Headmaster
 - c. COVID-19 decision committee Senior Leadership Team

School Baseline measures

- 8. The following routine day to day measures are in place to manage the transmission of COVID-19:
 - a. All students in Year 7 and above have been offered 2 on-site lateral flow device tests, 3 to 5 days apart, on their return to the autumn term.
 - b. Students in Year 7 and above have been encouraged to test twice weekly at home until the end of September, when this will be reviewed.
 - c. Staff have been encouraged to undertake twice weekly home tests whenever they are on site until the end of September, when this will also be reviewed.
 - d. There is still no need for primary age pupils (those in year 6 and below) to test.
- 9. Staff and pupils with a positive LFD test result should self-isolate and take a free PCR test to check if they have COVID-19. Whilst awaiting the PCR result, the individual should continue to self-isolate.

10. 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.
11. Under-18s, irrespective of their vaccination status and double vaccinated adults will not need to self-isolate if they are a close contact of a positive case. However, they are strongly advised to take a PCR test and, if positive, will need to isolate. 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.
12. As previously the school will continue to:
 - a. ensure good hygiene
 - b. maintain appropriate cleaning regimes
 - c. keep occupied spaces well ventilated
 - d. follow public health advice on testing and managing confirmed cases of COVID-19.
 - e. Maintain strong messaging on:
 - (1) signs and symptoms
 - (2) isolation advice and testing
 - (3) prompt isolation of suspected cases.
 - f. Regularly review risk assessments particularly when there are changed circumstances.

School additional measures and thresholds

13. If the number of COVID-19 positive cases substantially increase in school the following thresholds will be used as an indication of when to seek public health advice:
 - a. 5 pupils or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period or
 - b. 10% of pupils or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period.
14. Key to the above thresholds is the definition of "mixed closely" and this will require careful analysis and rarely mean the whole school or year group will be affected but rather a form group, subject class, friendship group, sports team or activity group.
15. If a pupil or staff member is admitted to hospital with COVID-19 this may indicate increased severity of illness or a new variant of concern.

Actions to consider once a threshold is reached

16. The following measures on the table below will be considered depending on the severity of the situation and may result from a requirement to gradually escalate measures or impose them, at short notice, as a result of asking and / or receiving additional public health advice.

17. Note that for each control measure below it is important to detail:

- a. The actions or measures that will be required
- b. How to ensure every pupil receives the quantity and quality of education and support to which they are normally entitled.

| Control Measure to consider | Required Action and impact on education Delivery |
|--|---|
| Routine Control measures | <ul style="list-style-type: none"> • Ensure good hygiene for everyone. • Maintain appropriate cleaning regimes. • Keep occupied spaces well ventilated. • Follow PHE advice on: <ul style="list-style-type: none"> ○ Testing ○ self-isolation ○ managing confirmed cases of COVID-19. |
| At the point of reaching the threshold | <ul style="list-style-type: none"> • Review and reinforce measures already in place particularly <ul style="list-style-type: none"> ○ testing ○ hygiene ○ ventilation |
| Review Risk Assessment | Consider hazards and their mitigating measures |
| Review hygiene measures | Consider current arrangements and whether resources and regime may be improved. |
| Regular Testing | <ul style="list-style-type: none"> • Encourage pupils to twice weekly rapid asymptomatic home testing and reporting Then / or <ul style="list-style-type: none"> • Re-instate on-site rapid LFD testing for a two-week period to encourage uptake of twice weekly testing |
| Increase frequency of testing | Consider increasing frequency of testing of both staff and pupils, where appropriate. |
| Vaccinations | Encourage vaccinations for those authorised |

| | |
|---|---|
| Limit access to school | <p>Re-consider policy on:</p> <ul style="list-style-type: none"> • staff able to work from home • parents on-site • visitors • peripatetic teachers • contractors |
| Temporarily reinstate face-coverings | <ul style="list-style-type: none"> • Temporarily reinstating face-coverings for pupils in Year 7 and above, staff and visitors in indoor and/or communal spaces. This should be for two weeks in the first instance, pending regular review. • Specified areas may include hallways, staircases, mealtimes, pick-up, drop-off etc • Note: <ul style="list-style-type: none"> ○ the government has removed the requirement to wear face coverings in law but expects and recommends that they are worn in enclosed, crowded spaces and when in contact outside family, friend, work, school groups. This includes public transport and dedicated transport to school. ○ the importance of managing risk of transmission “v” education. |
| Social Distancing (SD) | <ul style="list-style-type: none"> • Revert to 2m SD in all or part of the school. • Minimise the number of different people encountered and the duration of meetings. • Re-impose one-way systems, classroom layouts, re-scheduling timetable, staff room systems etc |
| Bubbles or Groupings | <p>Consider re-introducing ‘bubbles’ for a temporary period and / or reduce mixing between certain groups year groups, sports teams, activities, boarding areas etc whilst not reducing impact on delivery of high-quality education.</p> |
| Shielding | <p>Whilst Shielding may only be reintroduced by national government consider vulnerable individuals and if protective measures may be re-introduced or improved.</p> |
| Activities | <ul style="list-style-type: none"> • Consider: <ul style="list-style-type: none"> ○ which activities may take place outdoors, including exercise, assemblies or classes ○ how to improve ventilation without significantly impacting thermal comfort ○ additional one-off enhanced cleaning focussing on touch points and any shared equipment |
| Tracing close contacts | <p>Whilst the responsibility for contact tracing is with NHS T&T the school may be contacted in exceptional cases to help identify close contacts.</p> |
| Pupil Attendance Restrictions | <p>Only consider restricting pupil attendance as a short-term measure and as a last resort on PHE advice and in extreme case where other measures have not broken the transmission chain</p> |
| High-quality Remote learning | <ul style="list-style-type: none"> • Ensure all pupils receive high quality education: <ul style="list-style-type: none"> ○ whether in-school or at home ○ for those tested positive for COVID-19 and well enough to learn from home ○ where attendance has been temporarily restricted |
| Vulnerable and Critical Worker Children | <ul style="list-style-type: none"> • Ensure on-site provision is retained, where appropriate, for: |

| | |
|---|--|
| | <ul style="list-style-type: none"> ○ vulnerable pupils ○ pupils of critical workers. |
| Transport | Consider re-introducing additional measures to protect drivers and passengers. |
| Well-being and Support | Consider providing additional support depending on measures |
| Meal Provision | Consider adopting different feeding and seating regime. |
| Breakfast and after school clubs | Consider additional measures including grouping, resources and supervision. |
| Educational and Residential Visits | <ul style="list-style-type: none"> • Restrictions or cancellation for each visit should reflect: <ul style="list-style-type: none"> ○ risk assessments ○ venue and local conditions ○ COVID measures • Visit leaders should consider: <ul style="list-style-type: none"> ○ If the educational visit is still appropriate and safe ○ group sizes or attendance should be revised ○ non-staff supervision appropriate or necessary |
| Open Days | Postpone or re-consider Event Risk Assessment and measures |
| Sports provision with external teams and internal games | Postpone or re-consider Risk Assessment and measures for each sport activity after consultation with opposition teams / schools |
| Transition or taster days | Postpone or re-consider Risk Assessment and measures |
| Parental attendance at school events | Postpone or re-consider Event Risk Assessment and measures |
| Live performances and events | Postpone or re-consider Event Risk Assessment and measures |
| Continue to Review Risk Assessment | Regularly re-consider hazards and their mitigating measures. |
| School Policies | Review School policies to reflect changes and consistency across policies, control measures and school operation. |
| Health and Safety | Review fire and safety procedures to ensure any changes to layout of classrooms, corridors etc have no impact on fire safety such as fire doors and escapes. |
| Safeguarding | Consider Safeguarding procedures particularly availability of DSL / ADSL etc |
| Communication | Check that all the school community is informed and risk assessment and resulting measures are implemented, understood and are being complied with by all. |
| Insurance | Check with insurers the measures adopted |

Public Health Contact

18. If a pupil or staff member is admitted to hospital with COVID-19 public health advice is available via the DfE helpline (0800 046 8687, option 1), or in line with school or other local arrangements. Hospitalisation could indicate increased severity of illness or a new variant of concern.
19. The DfE helpline (0800 046 8687, option 1) also offers public health support in managing risk assessments and communicating with staff and parents.

Contingency Plan References

20. This guidance may be read alongside the detailed guidance for education and childcare settings and providers operating during COVID-19:
- a. [ISBA Template Risk Assessment: Testing for COVID-19 in Schools](#) – 17 Aug 21
 - b. [Contingency framework: education and childcare settings](#) – Aug 21
 - c. [Actions for early years & childcare providers during COVID outbreak](#) – 17 Aug 21
 - d. [Schools COVID-19 operational guidance](#) – 17 Aug 21
 - e. [COVID-19: Actions for Out-of-School Settings](#)
 - f. [Guidance for special schools and other specialist settings: COVID 19](#) – 27 Aug 21
 - g. [The use of PPE in education, childcare and children’s social care settings, including for aerosol generating procedures](#) - 20 Jul 21.
 - h. [COVID-19: cleaning of non-healthcare settings](#) - 19 July 2021.
 - i. [School attendance: guidance for schools](#) - 26 Jul 21.
 - j. [COVID-19: guidance for the safe use of places of worship](#) published 16 July 2021.
 - k. [Working safely during COVID-19: events and attractions](#) published 14 July 2021.
 - l. [Contingency framework: education and childcare settings](#) dated 25 June 2021.
 - m. [Coronavirus: how to stay safe and help prevent the spread](#) – updated