

Westcountry Schools Trust

Covid-19 School Control Measure Action Plan (v2) Risk Assessment

School name: **Plymstock School**

Date of completion: **September 2021 (Updated January 2022)**

Overview – January 2022

The government continues to manage the risk of serious illness from the spread of the virus. The Prime Minister announced on 27 November the temporary introduction of new measures as a result of the Omicron variant and on 8 December that Plan B, set out in the autumn and winter plan 2021, was being enacted. As a result, these measures are reflected in the Department for Education Schools COVID-19 operational guidance (January 2022). This advice remains subject to change as the situation develops. Any further changes to the guidance will be communicated with staff, students and parent/carers.

This guidance explains the actions school leaders should take to reduce the risk of transmission of coronavirus (COVID-19) at Plymstock School. This includes public health advice, endorsed by the United Kingdom Health Security Agency (UKHSA). Schools and trusts should work closely with parents and carers (future references to parents should be read as including carers), staff and unions when agreeing the best approaches for their circumstances.

COVID-19 continues to be a virus that we learn to live with and the imperative to reduce the disruption to children and young people's education remains.

Our priority is for Plymstock School to deliver face-to-face, high-quality education to all pupils. The evidence is clear that being out of education causes significant harm to educational attainment, life chances, mental and physical health.

The following risk assessment reflects the expectations set out by central government and the Department for Education and includes public health advice, endorsed by Public Health England (PHE). Plymstock School has in place a COVID-19 contingency plan that further supports the control measures to manage and mitigate the spread of the virus.

RAG Rating Key

Measure fully in place
Measure in place but further adaptations required
Measure not yet in place

Control measure	Actions (to mitigate risk)	RAG Rating
<p>Ensure good hygiene for everyone</p>	<p>Hand hygiene Frequent and thorough hand cleaning is now regular practice. We will continue to advise (unless further advice is given) that staff and pupils clean their hands regularly. This will be done with soap and water in toilets or by hand sanitiser distributed around the school, including at the entrance to each classroom and other learning environments, for example, PE areas.</p> <p>Respiratory hygiene The ‘catch it, bin it, kill it’ approach will continue to be promoted across the school.</p> <p>The above messages will continue to be clearly communicated at every opportunity to students and staff, this includes lessons, tutor lesson, assemblies, staff briefings, communication with parents/carers. Information posters will be continued to be displayed within the school environment.</p> <p>Use of personal protective equipment (PPE) Most staff in schools will not require PPE beyond what they would normally need for their work. Staff, such as First Aiders, who are dealing with a suspected positive case, will be provided with the appropriate PPE.</p>	<p>Reviewed Jan 2022</p>
<p>Maintain appropriate cleaning regimes, using standard products such as detergents</p>	<p>We will maintain an appropriate daily cleaning schedule, which will include regular cleaning of areas and equipment with a particular focus on frequently touched surfaces.</p> <p>All classroom and other learning environments, including offices have sanitising wipes and these are available for students and staff to use to wipe down surfaces (this will be advice only, unless further guidance is implemented)</p>	<p>Reviewed Jan 2022</p>
<p>Keep occupied spaces well ventilated</p>	<p>When our school is in full operation, we will work to ensure it is ventilated and that a comfortable teaching environment is maintained.</p> <p>It is recommended that where external environmental conditions permit, all classroom windows and doors are kept open to maintain natural airflow and circulation. Please note – fire doors must remain closed.</p> <p>In colder months, where having all external windows open is not always practical, it is recommended that internal doors are kept open, along with one external window in each classroom. At both break and lunch time, it is recommended that all windows are fully opened.</p> <p>Reasonable adjustments will be applied to classroom expectations around wearing coats/jumpers during lessons to ensure that the teaching and learning environment is maintained and that there is a balance between increasing ventilation and students and staff remaining warm and comfortable.</p>	<p>Reviewed Jan 2022</p>

	<p>Where classrooms have air conditioning, this can continue to be used, as the system does not circulate air between different rooms.</p> <p>When holding assemblies or school events, such as Open Evenings, spaces will be fully ventilated before and after use. When in use, doors and windows will be kept open, in line with external environmental conditions.</p> <p>When available to schools from the DfE (estimated to be October/November 2021), Carbon Dioxide Monitors will be deployed in classrooms to live monitor air quality. Plymstock School will adhere to government guidance on their use, once in operation.</p>	
<p>Face coverings</p>	<p>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.</p> <p>On the 2nd of January 2022, further guidance was introduced by the Department of Education.</p> <p>Plymstock School will be asking all staff and students to follow the recommendation that face coverings are worn in classrooms. The advice builds on the existing proportionate guidance that recommends face coverings for pupils, staff and adult visitors when moving around the premises, such as in corridors and communal areas.</p> <p>Face coverings DO NOT need to be worn when outdoors. However, we will be asking staff and students to wear face coverings when lining up to enter the galley.</p> <p>This guidance DOES NOT apply in situations where wearing a face covering would impact on the ability to take part in exercise or strenuous activity, for example in PE lessons.</p> <p>The advice on face coverings in classrooms will be in place until at least Wednesday 26 January, (when Plan B regulations are currently scheduled to expire) at which point it will be reviewed. Face coverings should also be worn on all buses and other public transport.</p> <p>All students and staff MUST wear a face covering when travelling on public transport to and from school. This also includes any dedicated form of transport, for example, taxis. This adheres to the government advice on face coverings. Plymstock School also recommends that staff and students wear a face covering when being transported to and from school using the school minibuses, for example, a PE fixture or school event.</p> <p>We would not ordinarily expect teachers to wear a face covering in the classroom if they are at the front of the class, to support education delivery, however, we fully support the professional decision that any teacher makes around the wearing of face coverings in classrooms.</p>	<p>Reviewed Jan 2022</p>

	<p>Plymstock School assumes that staff, students and visitors have access to personal face coverings. Plymstock School do hold a small contingency supply, which will be available for people who are:</p> <ul style="list-style-type: none"> - struggling to access a face covering - unable to use their face covering as it has become damp, soiled or unsafe - have forgotten their face covering <p>These are held in main reception and KS3 and KS4 pastoral hubs. In addition, we have some face coverings available within each department area.</p> <p>Plymstock School recognises their duty to comply with the Equality Act 2010 which includes making reasonable adjustments for disabled students, staff and visitors. Therefore any reasonable adjustments will be made for disabled students, staff and visitors, to support them to access education successfully. No individual should be denied education on the grounds that they are not wearing a face covering</p> <p>Meetings that are held at Plymstock School with parents/carers or external people will be advised to wear face coverings, in line with the government recommendations. Visitors will be encouraged to undertake a LFT prior to visiting the site. Meeting rooms will be suitable ventilated and wherever possible a room will be used that is large enough to socially distance.</p> <p>During school events such as Open Evenings and Parents' Evenings etc...it will be recommended to visitors to wear face coverings, in line with government recommendations. Visitors will also be encouraged to undertake a LFT before visiting the site. However, in these circumstances, no visitor will be denied site access on the grounds of whether they are, or are not, wearing a face covering.</p>	
<p>Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19</p>	<p>Pupils, staff and other adults should follow public health advice on when to self-isolate and what to do. If they have any of the main symptoms of COVID-19 (a high temperature, a new, continuous cough or loss or change to sense of smell or taste) they must get a PCR test and not return to school until a negative PCR result is obtained. If they 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) they must stay at home.</p> <p>At Plymstock School, staff, students and parents/carers have been informed that if any individual develops COVID-19 symptoms, however mild, they will be required to be sent home and advised to follow the current public health guidelines. If a student feels unwell (with COVID-19 symptoms) throughout the school day, they MUST report this to a member of staff who will request for them to go to the medical room. The first aid team will place them in isolation and parents/carers will be contacted immediately for the student to be collected and advice given to follow current public health guidelines. Plymstock School will NOT be issuing or administering lateral flow testing with a view to sending students back into the school community.</p>	<p>Reviewed Jan 2022</p>

	<p>Any individual with symptoms should avoid using public transport or other means of transportation, for example, taxis and, wherever possible, be collected by a member of their family or household.</p> <p>If a pupil is awaiting collection, they should be left in a room on their own if possible and safe to do so. Plymstock School has a dedicated isolation room, adjacent to the medical room. This is well ventilated and staff that supervise the room are provided with appropriate PPE. A window should be opened for fresh air ventilation if possible. The room is fogged by a member of the maintenance team after the individual/s have been safely collected and left the school site.</p> <p>The household (including any siblings) should follow the PHE stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection.</p>	
<p>Asymptomatic testing</p>	<p>Testing remains important in reducing the risk of transmission of infection at Plymstock School. As pupils will potentially mix with lots of other people during the Christmas holidays, all pupils will be offered an on-site lateral flow device tests (w/c Monday 3 January 2022), on their return in the Spring term, starting on Tuesday 4 January 2022. On site testing will be complete for all year groups by Thursday 6 January 2022.</p> <p>Tuesday 4 January 2022 – Year 7 and 8 Wednesday 5 January 2022 – Year 9-10 Thursday 6 January 2022 – Year 11, 12 and 13</p> <p>Testing is voluntary and parent/carers MUST have given consent. No student will be denied education on the grounds of whether they are, or are not, engaging in testing. Plymstock School will recommend that any student who is not being tested in school conducts a lateral flow test at home the day before returning to school.</p> <p>Staff and students should continue to test twice weekly at home, with lateral flow device (LFD) test kits, 3-4 days apart. Testing remains voluntary but is strongly encouraged. No member of staff will be denied the ability to work on the grounds of whether they are, or are not, engaging in testing.</p> <p>Students with SEND will be supported by the school in consultation with their families to agree the most appropriate route for testing including, where appropriate, additional support to assist swabbing</p> <p>Plymstock School will continue to strongly encourage any parent/carer and other visitors to take a lateral flow device (LFD) test before entering the school.</p> <p>Plymstock School will retain a small asymptomatic testing site (ATS) on-site until further notice so they can offer testing to pupils who are unable to test themselves at home</p>	<p>Reviewed Jan 2022</p>

<p>Confirmatory PCR tests</p>	<p>Staff and pupils with a positive LFD test result should self-isolate in line with the stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection. They will also need to get a free PCR test to check if they have COVID-19.</p> <p>Whilst awaiting the PCR result, the individual should continue to self-isolate.</p> <p>If the PCR test is taken within two days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the pupil or member of staff can return to school, as long as the individual doesn't have COVID-19 symptoms.</p> <p>From Monday 17 January, people who are self-isolating with COVID-19 will have the option to reduce their isolation period after 5 full days if they test negative with a lateral flow device (LFD) test on both day 5 and day 6 and they do not have a temperature. For example, if they test negative on the morning of day 5 and the morning of day 6, they can return to their education or childcare setting immediately on day 6.</p> <p>The first test must be taken no earlier than day 5 of the self-isolation period, and the second must be taken the following day. All test results should be reported to NHS Test and Trace. If the result of either of their tests is positive, they should continue to self-isolate until they get negative results from two LFD tests on consecutive days or until they have completed 10 full days of self-isolation, whichever is earliest.</p> <p>Anyone who is unable to take LFD tests or anyone who continues to have a temperature will need to complete the full 10 day period of self-isolation. Further information on self-isolation for those with COVID-19 is available.</p> <p>This guidance applies whatever your vaccination status. It applies to whether you have tested positive for Omicron or another variant. In all self-isolating cases, individuals should follow the advice and guidance they have received through NHS track and trace. We ask that school is informed of the date of return for all staff.</p>	<p>Reviewed Jan 2022</p>
<p>Tracing close contacts and isolation</p>	<p>As of September 2021, schools are no longer required to undertake contact tracing. Close contacts in schools are now identified by NHS Test and Trace.</p> <p>As with positive cases in any other setting, NHS Test and Trace will work with the positive case and/or their parent to identify close contacts. Contacts from a school setting will only be traced by NHS Test and Trace where the positive case or their parent specifically identifies the individual as being a close contact. This is likely to be a small number of individuals who would be most at risk of contracting COVID-19 due to the nature of the close contact. Plymstock School may be contacted in exceptional cases to help with identifying close contacts, as currently happens in managing other infectious diseases.</p> <p>From 14 December 2021, adults who are fully vaccinated and all children and young people aged between 5 and 18 years and 6 months identified as a contact of someone with COVID-19 are strongly advised to take a LFD test every day for 7 days and continue to attend their setting as normal, unless they have a positive test result.</p>	<p>Reviewed Jan 2022</p>

	<p>Daily testing of close contacts applies to all contacts who are:</p> <ul style="list-style-type: none"> - fully vaccinated adults – people who have had 2 doses of an approved vaccine - all children and young people aged 5 to 18 years and 6 months, regardless of their vaccination status - people who are not able to get vaccinated for medical reasons - people taking part, or have taken part, in an approved clinical trial for a COVID-19 vaccine <p>Students with SEND identified as close contacts should be supported by their school and their families to agree the most appropriate route for testing including, where appropriate, additional support to assist swabbing</p> <p>18-year-olds are treated in the same way as children until 6 months after their 18th birthday, to allow them the opportunity to get fully vaccinated. At which point, they will be subject to the same rules as adults and so if they choose not to get vaccinated, they will need to self-isolate if identified as a close contact.</p> <p>Schools will continue to have a role in working with health protection teams in the case of a local outbreak. If there is a substantial increase in the number of positive cases in a setting (see Stepping measures up and down section for more information) or if central government offers the area an enhanced response package, a director of public health might advise a setting to temporarily reintroduce some control measures.</p>	
<p>Other considerations</p>	<p>Following expert clinical advice and the successful rollout of the COVID-19 vaccine programme, people previously considered to be particularly vulnerable, clinically extremely vulnerable (CEV), and high or higher-risk are not being advised to shield again. Children and young people who were previously identified as being in one of these groups, are advised to continue to follow the guidance contained in Coronavirus: how to stay safe and help prevent the spread.</p> <p>Children and young people previously considered CEV should attend school and should follow the same COVID-19 guidance as the rest of the population. In some circumstances, a child or young person may have received personal advice from their specialist or clinician on additional precautions to take and they should continue to follow that advice.</p> <p>Plymstock School will ensure that key contractors are aware of the school’s control measures and ways of working</p>	<p>Reviewed Jan 2022</p>
<p>Admitting children into school</p>	<p>In most cases, parents and carers will agree that a child with symptoms should not attend the school, given the potential risk to others. If a parent or carer insists on their child attending school, Plymstock School CAN take the decision to refuse the pupil if, with reasonable judgement, it is necessary to protect other pupils and staff from possible infection with COVID-19.</p> <p>Plymstock School’s decision will be carefully considered in light of all the circumstances and current public health advice</p>	<p>Reviewed Jan 2022</p>

<p>Attendance</p>	<p>Plymstock School prioritises school attendance and expects ALL students to attend school regularly. This is supported as of September 2021 where attendance is mandatory for ALL pupils of compulsory school age.</p> <p>Where a child is required to self-isolate or quarantine because of COVID-19 in accordance with relevant legislation or guidance published by UKHSA or the DHSC, they should be recorded as code X (not attending in circumstances related to coronavirus).</p> <p>Where they are unable to attend because they have a confirmed case of COVID-19 they should be recorded as code I (illness).</p> <p>For pupils abroad who are facing challenges to return, code X is unlikely to apply. In some specific cases, code Y (unable to attend due to exceptional circumstances) will apply.</p> <p>Plymstock School will apply the DfE guidance about the use of codes, provided in the school attendance guidance.</p>	<p>Reviewed Jan 2022</p>
<p>Travel and quarantine</p>	<p>All children and staff travelling to England must adhere to government travel advice in travel to England from another country during coronavirus (COVID-19).</p> <p>Parent/carers travelling abroad should bear in mind the impact on their child’s education which may result from any requirement to quarantine or isolate upon return.</p> <p>Headteachers have the discretion to grant leave, but they should only do so in exceptional circumstances. If a headteacher grants a leave request, it will be for them to determine the length of time that the child can be away from school. This leave is unlikely, however, to be granted for the purposes of a family holiday.</p>	<p>Reviewed Jan 2022</p>
<p>Remote education</p>	<p>Plymstock School will support those who need to self-isolate because they have tested positive to work or learn from home if they are well enough to do so. Schools subject to the remote education temporary continuity direction are required to provide remote education to pupils covered by the direction where their attendance would be contrary to government guidance or legislation around COVID-19.</p> <p>Plymstock School will maintain its capacity to deliver high-quality remote education across the 2021-2022 academic year, including for pupils who are abroad, and facing challenges to return due to COVID-19 travel restrictions, for the period they are abroad. The remote education offer will be equivalent to the core teaching students would receive in school.</p> <p>The inclusion team will work collaboratively with families and put in place reasonable adjustments so that students with special educational needs and disabilities (SEND) can successfully access remote education and that needs are met.</p>	<p>Reviewed Jan 2022</p>

	<p>Further information and guidance is available from Plymstock School Distance Learning Policy and WeST Remote Education Guidance</p>	
<p>Mixing and ‘bubbles’</p>	<p>From September 2021 it is no longer necessary to keep pupils in consistent groups (‘bubbles’). This means that bubbles will no longer be used in schools. This also means that assemblies can resume, and we no longer need to make alternative arrangements to avoid mixing at lunch.</p> <p>As per our schools contingency plan, Plymstock School has identified that in some local areas it may become necessary to reintroduce ‘bubbles’ for a temporary period, to reduce mixing between groups – this decision would be taken in conjunction with Public Health England and the DfE.</p> <p>Any decision to recommend the reintroduction of ‘bubbles’ would not be taken lightly and would need to take account of the detrimental impact they can have on the delivery of education.</p>	<p>Reviewed Jan 2022</p>
<p>School workforce</p>	<p>From 13 December office workers who can work from home should do so. Anyone who cannot work from home, such as those involved in the face-to-face provision of education, should continue to go to their place of work.</p> <p>Following expert clinical advice and the successful rollout of the COVID-19 vaccine programme, people previously considered to be particularly vulnerable, clinically extremely vulnerable (CEV), and high or higher-risk are not being advised to shield again. If staff were previously identified as being in one of these groups, they are advised to continue to follow the guidance contained in Coronavirus: how to stay safe and help prevent the spread. In some circumstances, staff may have received personal advice from their specialist or clinician on additional precautions to take and they should continue to follow that advice.</p> <p>Whilst individual risk assessments are not required, Plymstock School will discuss any concerns that people previously considered CEV may have. Where an employee may be pregnant, Plymstock School will follow the specific guidance that is in place at that time.</p> <p>Plymstock School is committed to working with all members of staff and at every opportunity communicates the measures that have been put in place to keep staff safe at work, including any new or adapted measures. Plymstock School will also follow the guidance produced by the Health and Safety Executive (HSE). All staff are encouraged to discuss any concerns with the headteacher.</p> <p>Classroom staff are no longer required to stay at the front of the classroom in ‘zoned areas’. However, staff are able to exercise personal judgment over what they are most comfortable with.</p>	<p>Reviewed Jan 2022</p>

	<p>Staff meetings can continue to take place face to face but measures such as ventilation and face coverings should always be considered. Those hosting a meeting may also wish to consider, where possible, holding it in a larger classroom or space. If cases are rapidly rising, then there will be a recommendation for meetings to take place virtually.</p>	
<p>School meals</p>	<p>Full catering facilities will continue to be offered. The 'Grab and Go' catering facility remains in operation alongside a tightly monitored queuing system to manage the flow and numbers of students entering the Galley.</p> <p>Plymstock School continue to provide free school meal support to any students who are eligible for benefits-related free school meals and who are learning at home during term time..</p> <p>In the event of catering staff having to self-isolate due to COVID-19, the following contingencies will be put in place:</p> <ul style="list-style-type: none"> - Prioritise staffing and redirect to work within the Galley (close down Grab and Go, Coffee Shop) - Request that support staff operate tills to release Galley staff to serve food - Limited food menu where cold food (sandwiches, etc..) would be made available - Communication with parent/carers requesting that packed lunch is brought into school - Use of external provider for catering services to provide food (lunch bags) for FSM students - Allocate SLT staff to support with organisation and distribution of food and drink 	<p>Reviewed Jan 2022</p>
<p>Educational visits</p>	<p>From September 2021, international visits that have previously been deferred or postponed can go ahead, this includes organising new international visits for the future. However, Plymstock School is following the recommendation to consider whether to go ahead with any planned international educational visits at this time, recognising the risk of disruption to education resulting from the need to isolate and test on arrival back into the UK.</p> <p>In addition, Plymstock School will work in collaboration with any educational visit providers, commercial insurance companies, and the risk protection arrangement (RPA) to assess the protection available. Independent advice on insurance cover and options can be sought from the British Insurance Brokers' Association (BIBA) or Association of British Insurers (ABI).</p> <p>Any future bookings will ensure that adequate and appropriate financial protection is in place. Prior to any booking commitment being made advice and guidance will be sought.</p> <p>Plymstock School will undertake a full and thorough risk assessments in relation to all educational visits and ensure that any public health advice, such as hygiene and ventilation requirements, is included as part of that risk assessment. General guidance about educational visits is available and is supported by specialist advice from the Outdoor Education Advisory Panel (OEAP).</p>	<p>Reviewed Jan 2022</p>

<p>Wraparound provision and extra-curricular activity</p>	<p>Clubs, activities and sporting fixtures can continue as normal in the spring term, subject to appropriate hygiene and control measures. These include:</p> <ul style="list-style-type: none"> - Ensuring good hygiene for everyone - Maintaining appropriate cleaning regimes, using standard products such as detergents - Keeping occupied spaces well ventilated - Following public health advice on testing, self-isolation and managing confirmed cases of COVID-19 <p>Plymstock School will also refer to the most current advice and guidance as set out in the DfE COVID-19: Actions for out-of-school setting documentation.</p>	<p>Reviewed Jan 2022</p>
<p>Stepping measures up and down</p>	<p>Plymstock School has in place an updated (January 2022) COVID-19 contingency plan, which outlines what the school would do:</p> <ul style="list-style-type: none"> - If students and staff test positive for COVID-19 - If the school was advised to take extra measures to help break chains of transmission <p>Given the detrimental impact that restrictions on education can have on children and young people, any measures in schools should only ever be considered as a last resort, kept to the minimum number of schools or groups possible, and for the shortest amount of time possible.</p> <p>Central government may offer local areas of particular concern an enhanced response package to help limit increases in transmission. For Plymstock school it makes sense to think about what extra actions would be taken if the number of positive cases substantially increases. This is identified within our school contingency plan.</p> <p>The contingency framework describes the principles of managing local outbreaks of COVID-19 in education and childcare settings. Local authorities, directors of public health (DsPH) and UKHSA health protection teams (HPTs) can recommend measures described in the contingency framework in individual education and childcare settings – or a small cluster of settings – as part of their outbreak management responsibilities</p>	<p>Reviewed Jan 2022</p>