



HILDENBOROUGH CHURCH OF ENGLAND PRIMARY SCHOOL
To be the best we can be, for ourselves, for others and for God.



<p>Coronavirus: Given the detrimental impact that restrictions on education can have on children and young people, any further control 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>Assessment date: Sept 2021</p>
<p>Establishment: Hildenborough CE Primary School</p>					
<p>Written by: Ruth Andrey, Headteacher</p>					
Step 1 Identify the hazards	Step 2 Who might be harmed & how?	Step 3 What are you already doing?	Risk rating trivial/ low/ med/ high/ stop	Step 4 Is anything further needed?	Step 5 Responsible person
Hand Cleaning	Poor hand hygiene causes spread of infection within the school	<ul style="list-style-type: none"> Hand cleaning will either be 20 secs of hand washing with soap and water or using hand sanitiser, or a combination of both- regularly throughout the day. Additional hand sanitiser stations have been purchased for each classroom door to enhance the portable ones in place already. Before lunch, hand sanitiser given to all children 	Medium	Review Weekly	RA
Ventilation	Children /staff	<ul style="list-style-type: none"> Doors and windows to be open in the classroom to allow ventilation When weather is cooler, doors can be closed but windows will always remain open. In cooler weather, doors to be open to renew air through breaktimes and lunchtimes 	Medium	Review weekly as weather changes	All staff
Frequently used touched surfaces	Virus spread by contact with surfaces.	<ul style="list-style-type: none"> Lead MDSA to have cleaning schedule for after break and lunch. Contract cleaners to have schedule for end of day clean. 	Medium	Review Weekly	RA

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					Responsible person
Suspected case Covid 19	Transmission of Virus.	<ul style="list-style-type: none"> Staff to don full PPE. Staff trained in the use of PPE. Person isolated in Covid isolation room with 1 staff member in PPE. Member of staff to remain at a 2 metre distance from suspected case. PHE guidelines followed. 	Medium	Review Weekly	Member of staff from child's class
Child/staff feels unwell		<ul style="list-style-type: none"> Temperature taken if appropriate. Child removed from class. Parents called. If child/staff test positive for Covid-19, PHE current guidance followed. 	Medium	Review Weekly	RA
Use of Hall for whole school events	Risk of spreading Covid-19	<ul style="list-style-type: none"> All doors and windows must be fully open. Children to wash their hands or sanitise before eating and sanitise hands after eating. All tables to be sanitised before and after eating 	Medium	Review Weekly	RA



Outbreak Management Plan

Your outbreak management plan should be specific to your school and outline the measures you would implement based on the principles set out in the [Contingency framework](#), which describes how local outbreaks of Covid19 will be managed.

What is an outbreak?

For most education and childcare settings an outbreak is likely to be identified, whichever one of these thresholds is reached first:

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

Or

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

Additional control measures

In the event of an outbreak the school's COVID-19 risk assessment (as above) will be reviewed and updated. There may be a need to introduce additional measures (as below) to mitigate the risk of transmission, examples of these are detailed below and should be introduced as appropriate based on the circumstances of the outbreak. ***Any restrictions on attendance would only be considered in extreme circumstances and as a last resort.***

Additional Outbreak controls	Action by who?	Action by when?	Done
<p>Face Coverings Temporary re-introduction of face coverings for the whole school or the class(es) / year(s) affected. Those wearing face coverings should clean hands before and after touching - including to remove or put them on - and store them in individual, sealable plastic bags between use.</p> <p>Primary schools re-introduction of face coverings would apply for visitors and staff in corridors and communal areas, including staffrooms (where close contact cannot be avoided).</p>	staff	tbd	
<p>Enhanced cleaning</p>	PH	tbd	



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Additional Outbreak controls	Action by who?	Action by when?	Done
School's cleaning schedule reviewed and enhanced during the duration of the outbreak. In-particular for rooms used by multiple groups / classes.			
Limit the use of some shared areas for example <ul style="list-style-type: none"> • Designated toilets for year groups • Students coming to school in PE kit to avoid use of changing rooms etc. 	RA	As/when appropriate	
Resources that are shared between different groups/classes such as sports, art, and science equipment, should be cleaned frequently and between use by different classes / groups or quarantined for 72 hours before use.	All staff	tbd	
Limiting activities Planned events / activities (e.g. open days, transition, or taster days) reviewed and specific risk assessments conducted to determine if these can proceed in line with an agreed system of additional controls (limitation on numbers attending, wearing of face coverings, one way systems, enhanced cleaning regime etc.) or should be postponed. Consider a move to hybrid or remote delivery. Multiple year / whole school assemblies postponed during the outbreak and switched to remote delivery. All planned offsite visits reviewed and are to include COVID-19 controls, residential visits in-particular may need to be postponed. Sports fixtures with other schools will be reviewed and potentially postponed.	RA/PHE	tbd	
Reduction in interaction / close contact situations Re-introduction of space at the front of the class to enable staff to maintain distance from students. Layouts and capacities for shared spaces such as offices, meeting rooms, staff room etc. will be reviewed to limit numbers. Face to face meetings to be restricted to those which are essential, all such meetings held in larger spaces with good ventilation. Large meetings / all staff briefings will be re-scheduled or undertaken remotely to reduce contact between staff.	RA	As/when appropriate	
Visitors / parental attendance Access to school will be limited, parents/ carers and visitors to attend by appointment only. Wherever possible will take place via telephone or other virtual methods. Any additional controls required of visitors in response to an outbreak will be communicated to them.	RA/Office staff	tbd	
Hire / lettings In the event of an outbreak these will be reviewed and potentially postponed.	RA	tbd	

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Additional Outbreak controls	Action by who?	Action by when?	Done
<p>Times of hire should ensure any unnecessary mixing with members of the school community is minimised and access is arranged to avoid such contact.</p> <p>Areas used by hirers to be subject to cleaning before / after use.</p> <p>School equipment should ideally not be used by hirers, if it is it must be thoroughly cleaned after use -or left in 'quarantine' for 72 hours before being used by the school / other users.</p>			
<p>Re-introduction of bubbles (detail how this would be achieved, nature and size of bubbles to be as small as practicable to reduce transmission risk whilst delivering full curriculum). Groups to remain clear and consistent and separated from other groups.</p> <p><u>Limiting interaction between groups by:</u></p> <ul style="list-style-type: none"> • Staggering breaks and lunch; • Minimise rooms / spaces being shared across groups; • Cleaning shared spaces between use by different groups e.g. canteen, school library etc. • No groups are coming together for assemblies, events / school fairs, school trips etc. • The reintroduction of bubbles for a temporary period, may be required to reduce mixing between groups. In line with the DfE guidance 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. • Should a move to bubbles be made then enhanced cleaning and/or quarantining of shared equipment would be required alongside the introduction of bubbles. 	RA/SLT	As/when appropriate	
<p>Testing</p> <p>Home testing Continue to provide LFD testing kits to staff and students and encourage 2x week testing. Increased use of home testing for staff may be required and will be encouraged.</p>	RA/all staff	tbd	

Additional Information

Restrictions on attendance

Restrictions on attendance would only be considered in extreme circumstances and as a last resort.

Additional measures would be implemented based on advice from the Local Authority, Director of Public Health (DsPH), Public Health England or Central Government.

If advised to limit attendance due to COVID cases the school's remote learning plans will be reintroduced.

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Self-isolation

NHS test and Trace will not advise adults who have been double vaccinated or children under 18 identified as close contacts to self-isolate from the 16th August 2021.

Prioritising certain year groups

DfE has stated in their contingency framework that Early years and primary settings should be prioritised to continue to operate as normal. The DfE may advise that other groups should be prioritised.

Early Years

If attendance restrictions are needed, vulnerable children and children of critical workers should be allowed to attend.

Primary Schools

If some attendance restrictions are needed, all vulnerable children, children of critical workers, children in reception, year 1 and year 2 should still be allowed to attend. If, by exception, attendance is restricted further, vulnerable children and children of critical workers should still be allowed to attend.

Limits on Attendance

If attendance needs to be restricted further then in all circumstances, priority should continue to be given to vulnerable children and young people and children of critical workers to attend to their normal timetables.

If attendance restrictions are required across an area the Government will publish detailed operational guidance for schools.

Should restrictions on site be needed the school will determine the workforce required on site and if it is appropriate for some staff to work remotely.

School meals

The school will continue to provide meal options for all pupils in school.

Free school meals support in the form of meals or lunch parcels for those eligible for free school meals and not attending school.

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