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# ESPRIT MULTI ACADEMY TRUST - NORTHWOOD ACADEMY

# SCHOOLS COVID-19 OPERATIONN GUIDANCE JULY, 2021

# Supporting Documents

Recovery Curriculum Policy

Health & Safety Policy

Remote Education Policy

## Risk assessment

Our Trust seeks to protect people from harm. This includes taking reasonable steps to protect staff, pupils and others from coronavirus (COVID-19) within our education settings. Schools will ensure that they implement sensible and proportionate control measures which follow the health and safety hierarchy of controls to reduce the risk to the lowest reasonably practicable level, in line with Government Guidance.

Schools will continue to review their plans regularly and monitor that the controls are:

* effectively working as planned
* updated appropriately considering any issues identified and changes in Public Health England advice

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| **SEPTEMBER, 2021** | | |
| **Location / Site** | | **NORTHWOOD BROOM ACADEMY** |
| **Activity / Procedure** | | **Schools COVID-19 Operational Guidance ~~(July, 2021)~~ (August, 2021)**  **COVID-19 Contingency Framework: Education and Childcare (June, 2021)** |
| **Employees** | **YES – via Leadership** | |
| **Children** | **YES – via Teachers** | |
| **Visitors** | **YES – via Office Staff** | |
| **Contractors** | **YES – via Sites Manager** | |

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| **AREA** | **SECTION 1 To reduce the risk of transmission of Coronavirus in school** | | | |
| **Existing level of risk** | **HIGH** | **MEDIUM** | **LOW** | **NEGLIGIBLE** |
|  | **Ensure good hygiene for everyone**  **Maintain appropriate cleaning regimes**  **Keep occupied spaces well ventilated**  **Follow Public Health England advise on testing, self-isolation & managing confirmed cases of COVID-19** | | | |
| **Ensure good hygiene for everyone**   1. Frequent and thorough hand cleaning to take place regularly to ensure that children’s hands are cleaned regularly. This will be done with soap and water or hand santisiser 2. The Catch It / Bin It / Kill It approach will be taught, modelled and encouraged throughout the school. The e-Bug COVID-19 website contains free resources which can be to support the teaching of good hand and respiratory hygiene 3. Staff will continue to follow the usual PPE requirements only which include wearing gloves an apron when cleaning body fluids. However, if a child displays COVID-19 symptoms, they are to be isolated in the designated area (Medical Room) and staff must wear a face covering, apron and gloves whilst attending to this pupil. PPE used in this instance must be appropriately bagged and retained in the quarantine area for 72 hours (within the enclosed courtyard area at Northwood Broom Academy) this should be disposed of by the site team in the usual waste   **Maintain appropriate cleaning regimes**   1. Amended risk assessments for asthmatics to use Milton rather than C-19PRO spray to avoid reactions to airways. 2. Janitorial duties with involve the replenishment and disposal of these sprays. 3. External cleaners on site will follow their own workplace risk assessment 4. The school will be cleaned by external professional staff daily and external professional deep cleans take place termly 5. Staff will complete regular cleaning of shared areas / touch points used by different groups and frequently touched surfaces as they vacate the area 6. Particular attention to the toilet areas after both breaks and lunchtime – including floor mopping 7. In the event of the Isolation Room (Medical Room) being used by a symptomatic person, a sign must be displayed requested an enhanced clean takes place that day by the external professional cleaning team 8. C-19 spray will continue to be used in the cleaning regime by staff and visitors using the toilet 9. C-19 spray/Milton will continue to be used in communal areas   **Keep occupied spaces well ventilated**   1. When school is in operation, staff will ensure that school is well ventilated and a comfortable teaching environment is maintained. 2. NBA – small office area in Nursery building – door must be kept ajar if there is more than one person present. (recommended one person only in this office space)   **Follow Public Health England advise on testing, self-isolation & managing confirmed cases of COVID-19**   1. When an individual (pupil/staff/other adults) develops COVID-19 symptoms or has a positive test, they will follow Public Health advice on when to self-isolate and what to do [*https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/*](https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/) 2. They will not come into school. 3. Pupils and staff developing symptoms <https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/> on site, however mild, will be sent home and told to follow Public Health advice 4. Anyone with symptoms must not use public transport or taxis and be collected by a member of their family or household 5. If a child displays COVID-19 symptoms, they are to be isolated in the designated area (Medical Room) and staff must wear a face covering, apron and gloves whilst attending to this pupil. PPE used in this instance must be appropriately bagged and retained in the quarantine area for 72 hours (at Northwood Broom Academy, this is the court yard) this should be disposed of by the site team in the usual waste 6. The household (including siblings) should follow the PHE stay at home guidance <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection> 7. Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply:  * they are fully vaccinated * they are below the age of 18 years and 6 months * they have taken part in or are currently part of an approved COVID-19 vaccine trial * they are not able to get vaccinated for medical reasons  1. People who live in the same household as someone with COVID-19 can also take a PCR test, as they are at higher risk of being infected even if they do not have symptoms. 2. If you (pupil/staff/other adults) are isolating because of a positive test result but did not have any symptoms, and you develop COVID-19 symptoms within your isolation period, start a new 10 day isolation period by counting 10 full days from the day following your symptom onset. 3. In the event of yourself or a person in your household having a positive result, stay as far away from other members of your household as possible, especially if they are [clinically extremely vulnerable](https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/19-july-guidance-on-protecting-people-who-are-clinically-extremely-vulnerable-from-covid-19). Wherever possible, avoid using shared spaces such as kitchens and other living areas while others are present and take your meals back to your room to eat. Wear a [face covering](https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own) or a surgical mask when spending time in shared areas inside your home. Take exercise within your home, garden or private outdoor space. Follow the general advice to [reduce the spread of the infection](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection#Reducing) within your household. 4. If your PCR test result is negative but you still have symptoms You can stop isolating as long as:  * you are well and have not had diarrhoea or vomiting for at least 2 days * no one else in your household has symptoms * no one else in your household has tested positive for COVID-19 * you have not been advised by [NHS Test and Trace that you are legally required to self-isolate](https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/nhs-test-and-trace-if-youve-been-in-contact-with-a-person-who-has-coronavirus/).   Anyone in your household who is isolating because of your symptoms can also stop isolating.   1. Anyone who has previously received a positive COVID-19 PCR test result should not be re-tested within 90 days of that test, unless they develop any new symptoms of COVID-19. If, however, you do have an LFD antigen test within 90 days of a previous positive COVID-19 PCR test, for example as part of a workplace or community testing programme, and the result of this test is positive, you and your household should self-isolate and follow the steps in this guidance again. If it is more than 90 days since you tested positive by PCR for COVID-19, and you have new symptoms of COVID-19, or a positive LFD antigen or PCR test, follow the steps in this guidance again. 2. Staff (who opt in) will undertake twice weekly home tests whenever they are on-site until the end of September, 2021 and report the results to both the school and the Government reporting system after each LFT 3. Any staff or pupil with a positive LFT result will self-isolate in line with stay at home guidance <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection> 4. In the event of a positive Lateral Flow Test, staff or pupils and must obtain a PCR test either via the local testing centre or postal. If the PCR test is taken within 2 days of the LFT and is negative, this overrides the LFT test and the person can return to school providing they do not display COVID-19 symptoms <https://www.gov.uk/get-coronavirus-test> 5. School will follow information on PCR test kits for school to ensure that test kits are available <https://www.gov.uk/government/publications/coronavirus-covid-19-test-kits-for-schools-and-fe-providers/coronavirus-covid-19-home-test-kits-for-schools-and-fe-providers> 6. Staff who test positive using a PCR, must initiate contact tracing procedures. Close contacts will be identified by the NHS Test & Trace and they must follow Public Heath England advise on when to self-isolate and what to do <https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/> 7. NHS Test and Trace will contact you to let you know that you have been identified as a contact and check whether you are legally required to self-isolate. If you are not legally required to self-isolate, you will be provided with advice on testing and given guidance on preventing the spread of COVID-19. Even if you do not have symptoms, [you will be advised to have a PCR test as soon as possible](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection#PCR). You should not arrange to have a PCR test if you have previously received a positive PCR test result in the last 90 days, unless you develop any new symptoms of COVID-19, as it is possible for PCR tests to remain positive for some time after COVID-19 infection. 8. As well as getting a PCR test, you may also consider:  * limiting close contact with other people outside your household, especially in enclosed spaces * wearing a face covering in enclosed spaces and where you are unable to maintain social distancing * limiting contact with anyone who is clinically extremely vulnerable * taking part in twice weekly [LFD testing](https://www.gov.uk/order-coronavirus-rapid-lateral-flow-tests)  1. Children and young people aged under 18 years 6 months who usually attend an education or childcare setting and who have been identified as a close contact should continue to attend the setting as normal. They do not need to wear a face covering within the setting, but it is expected and recommended that these are worn when travelling on public or dedicated transport. 2. If directed, we will follow the guidance from the Local Public Health England as per COVID-19 Contingency Framework: Education and Children 3. We will follow guidance on supporting pupils at school with medical conditions <https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3> | | | | |
| **REVIEW** | | | | |
| **Remaining level of risk** | **HIGH** | **MEDIUM** | **LOW** | **NEGLIGIBLE** |

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| **AREA** | **2. Attendance and Travel** | | | |
| **Existing level of risk** | **HIGH** | **MEDIUM** | **LOW** | **NEGLIGIBLE** |
| **Control measures** | **Admitting children into school**  **Attendance**  **Travel & Quarantine** | | | |
| **Admitting children into school**   1. Pupils, parents, visitors and staff should not attend school / enter the school grounds if they are displaying symptoms or have tested positive within a 10 day period <https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/> Schools have the right to refuse entry to protect other pupils and staff from possible infection   **Attendance**   1. In the event of a pupil being absent due to COVID-19 symptoms, self-isolation or quarantine code X will be recorded on the school register (not attending in circumstances related to coronavirus). 2. Children who are unable to attend because they have a confirmed case of COVID-19 will be recorded as code I (illness) 3. Code Y (unable to attend due to exceptional circumstances) must be used for pupils abroad who are unable to return <https://www.gov.uk/government/publications/school-attendance> 4. In the event of pupil absence due to COVID-19, pupils eligible for benefit regulated Free School Meals who are learning at home during term time will be provided with a food hamper <https://www.gov.uk/government/publications/covid-19-free-school-meals-guidance/covid-19-free-school-meals-guidance-for-schools>   **Travel & Quarantine**   1. All pupils travelling to England must adhere to travel legislation details of which are set out in government travel advice <https://www.gov.uk/guidance/red-amber-and-green-list-rules-for-entering-england> 2. Additional guidance has been issued on the quarantine arrangements <https://www.gov.uk/government/publications/quarantine-arrangements-for-boarding-school-students-from-red-list-countries> | | | | |
| **REVIEW** | | | | |
| **Remaining level of risk** | **HIGH** | **MEDIUM** | **LOW** | **NEGLIGIBLE** |

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| **AREA** | **Maintaining High Quality Education** | | | |
| **Existing level of risk** | **HIGH** | **MEDIUM** | **LOW** | **NEGLIGIBLE** |
| **Control measures** | **Remote Education**  **Education Recovery**  **Pupil Wellbeing Support**  **Educational Visits**  **Wrap Around Provision and Extra Curricular Activities** | | | |
| **Remote Education**   1. All pupils and staff will follow the Remote Education Policy in line with remote education temporary continuity direction <https://www.gov.uk/government/publications/remote-education-temporary-continuity-direction-explanatory-note> and provide remote learning for any pupil whose attendance is impacted due to a positive test result for themselves/household member 2. A high quality remote education will be in place for the academic year 2021/2022 including any pupils facing challenges to return due to COVID-19 travel restrictions. This remote education will be equivalent in length to the core teaching taking place in school 3. Staff will work collaboratively with families of SEND pupils ensuring that reasonable adjustments are in place   **Education Recovery**  Insert a link to catch up premium action plan – school website  **Pupil Wellbeing Support**  Staff and the Pastoral Team will offer support <https://www.gov.uk/guidance/mental-health-and-wellbeing-support-in-schools-and-colleges#contents>  **Educational Visits**  We will undertake full and thorough Risk Assessments in relation to all Educational Visits and ensure that any Public Health advice, such as hygiene and ventilation requirements, are included as part of that Risk Assessment. General guidance about educational visits is available <https://www.gov.uk/government/publications/health-and-safety-on-educational-visits>  **Wrap Around Provision and Extra Curricular Activities**  Extra-curricular activities will be reinstated and we will follow the guidance. School will follow the guidance <https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-holiday-and-after-school-clubs-and-other-out-of-school-settings-during-the-coronavirus-covid-19-outbreak> | | | | |
| **REVIEW** | | | | |
| **Remaining level of risk** | **HIGH** | **MEDIUM** | **LOW** | **NEGLIGIBLE** |

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| **AREA** | **Maintaining an Adequate School Workforce** | | | |
| **Existing level of risk** | **HIGH** | **MEDIUM** | **LOW** | **NEGLIGIBLE** |
| **Control measures** | **School Workforce** | | | |
| 1. Clinically extremely vulnerable (CEV) are no longer advised to shield 2. CEV / CV individual risk assessments will be updated in line with guidance from DHSC 3. In the event of staff absence due to COVID-19, staff/pupil ratios will be maintained and we will ensure that we adhere to normal safeguarding / leadership practices | | | | |
| **REVIEW** | | | | |
| **Remaining level of risk** | **HIGH** | **MEDIUM** | **LOW** | **NEGLIGIBLE** |

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| **AREA** | COVID-19 Contingency Framework: Education and Childcare | | | |
| **Existing level of risk** | **HIGH** | **MEDIUM** | **LOW** | **NEGLIGIBLE** |
| **Control measures** | **See Contingency risk assessment** | | | |
| Contingency risk assessment file path: C:\Users\Dropbox (ESPRIT MAT)\AP Strategic Days\CORONAVIRUS COVID19\GENERAL RESOURCES\MAT\MAT\SEPT21\Northwood\Risk Assessment | | | | |
| **Remaining level of risk** | **HIGH** | **MEDIUM** | **LOW** | **NEGLIGIBLE** |