

Christ Church C of E Primary School Moreton

COVID19 Contingency Plan

August 2021

Reviewed 12/09/21



Christ Church Primary School COVID19 Risk Assessment for September 2021

RA 029B Contingency Plan v3 17th August 2021

**RISK ASSESSMENT
RECORDING FORM**



Location or School Address: Christ Church Moreton	Date assessment Undertaken 24 th August 2021 Reviewed 12 th September 2021	Assessment undertaken. by: Jeanne Fairbrother and Amanda Donelan
Activity or situation Contingency Plan School opening	Review date: monthly or as any positive cases or incidents occur	Signature: <i>A Donelan</i>

Background information

Contingency Plan School opening COVID 19 v3 17th August 2021

The DfE Contingency framework: education & childcare settings guidance was updated 17th August 2021. The contingency framework describes the principles of managing local outbreaks of Coronavirus (COVID-19) (including responding to variants of concern) in education and childcare settings, covering:

- the types of measures that settings should be prepared for
- who can recommend these measures and where
- when measures should be lifted
- how decisions are made

DfE guidance states that schools should have an ‘outbreak management plan’, this is the same as the contingency plan outlining how they would operate if any of the measures described in the document were recommended for their setting or area. It clearly states what a good contingency plan should cover:

- roles and responsibilities
- when and how to seek public health advice
- details on the types of control measures you might be asked to put in place

For each control measure we have included:

- actions we would take to put it in place quickly.
- how we would ensure every child, pupil or student receives the quantity and quality of education and support to which they are normally entitled.
- how we would communicate changes to children, pupils, students, parents, carers and staff.

See page 9 [Guidance: Contingency framework: education and childcare settings](#)

Legislation and guidance

Health and Safety at Work Act etc. 1974
 Management of H&S at Work Regulations 1999
 Workplace (Health, Safety and Welfare) Regulations 1992
 DfE Actions for schools plus associated COVID 19 Guidance
 Public Health England Guidance

1) Hazard / Activity	2) Who can be harmed and how?	3) What controls exist to reduce the risk? <i>Have you followed the hierarchy of controls (eliminate, substitute etc)?</i>	Risk Score Consequence X Likelihood	4) Any further action. <i>This should be included in the action plan (5), below</i>
Collaboration with local authorities during localised outbreak of COVID 19 cases	Staff, pupils, visitors, contractors increased risk of transmission of COVID 19	<ul style="list-style-type: none"> Local authorities, directors of public health (DsPH) and PHE health protection teams (HPT's) are responsible for managing localised outbreaks. School liaises and responds to guidance from DsPH& local HPT's Where NHS or PH do not have contact details for pupils or staff who they have determined as a close contact needing testing, senior leaders will assist with contact tracing 	2x2=4	
Failure to assess the risks of COVID 19 transmission in school.	Staff, pupils, visitors, contractors increased risk of transmission of COVID 19	<ul style="list-style-type: none"> School has assessed the reasonably foreseeable risks of transmission of COVID 19. See RA 029A School opening COVID 19 v2 Aug 2021 The risk assessment is regularly reviewed as circumstances in school and the public health advice changes. School monitors whether the controls in place are effective and working as intended. 	3X2=6	
Failing to have adequate outbreak management plans to allow for stepping measures up and down.	Staff, pupils, visitors, contractors increased risk of transmission of COVID 19	<ul style="list-style-type: none"> School has RA 029A School opening COVID 19 v2 Aug 2021 risk assessment for following the latest guidance. School has this contingency plan risk assessment with measures it will use if staff or pupils test positive for COVID 19 or, to step measures up or down, if required by local DsPH in the event of a local outbreak. 	3X2=6	
Communication	Staff, pupils, visitors, contractors increased risk	<ul style="list-style-type: none"> Christ Church uses parent and staff emails as the primary form of communication. To ensure that no important 	2X2=4	

	<p>of transmission of COVID 19</p>	<p>documentation is missed, messages are sent via school FB and twitter or staff emergency Whatsapp advising to look at email</p> <ul style="list-style-type: none"> • Should school be asked to support with contact tracing, senior leaders will telephone families to ensure they are individually advised to access testing for their child • School will notify all stakeholders of a confirmed case within a year group and provide details of local test sites. This will enable those who are concerned, have possible alternate symptoms or are vulnerable to access testing if they choose. • School will communicate its plan for addressing any imposed restrictions with parents, staff, pupils and other relevant parties regarding: <ul style="list-style-type: none"> ○ opening arrangements. ○ access for specific targeted groups where applicable, such as certain year groups, vulnerable pupils and children of critical workers. ○ any reviews of the school's protective measures as part of school's risk assessments. ○ any arrangements for remote working • School will keep all relevant parties up to date with the circumstances of any imposed restrictions and how these affect the school as the situation develops. 		
<p>Return to school</p>	<p>Staff, pupils, visitors, contractors increased risk of transmission of COVID 19</p>	<ul style="list-style-type: none"> • School recognises that testing is voluntary. • Where advised to do so by a Director of Public Health and/or the local HPT, the school will encourage staff to undertake twice weekly LFD tests at home prior to their return to school and throughout September whilst the position is reviewed. • The headteacher will inform staff, pupils, and parents, prior to the return to school, whether any further restrictions, such as the use of bubbles and face coverings, have been resumed by sending emails and guidance leaflets in advance of reopening 	<p>3X2=6</p>	

Testing	Staff, pupils, visitors, contractors increased risk of transmission of COVID 19	<ul style="list-style-type: none"> School contingency plans reflect the possibility of increased use of testing by staff or more frequent testing if advised by local HPT's. 	3X2=6	
Thresholds for extra action	Staff, pupils, visitors, contractors increased risk of transmission of COVID 19	<ul style="list-style-type: none"> School understands the extra action thresholds - whichever of these thresholds is reached first: <ul style="list-style-type: none"> 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 School will seek public health advice if a pupil, student, child or staff member is admitted to hospital with COVID-19. Phone the DfE helpline (0800 046 8687, option 1) or, in line with other local HPT arrangements. (Hospitalisation could indicate increased severity of illness or a new variant of concern.) School will work to contain any outbreak by following local HPT's advice <ul style="list-style-type: none"> Cheshire & Merseyside PHE contact 0344 225 0562 Wirral schools contact Wirral LA covid helpline 0151 666 3600. Email: covidschoolsupport@wirral.gov.uk 	3X2=6	
Identifying contacts	Staff, pupils, visitors, contractors increased risk of transmission of COVID 19	<ul style="list-style-type: none"> If and when outbreaks occur, school will work with their local HPT's to identify any additional measures to put in place including identifying close contacts such as: <ul style="list-style-type: none"> a form group or subject class a friendship group mixing at breaktimes a sports team a group in an after-school activity 	2X2=4	
Positive case - staff	Staff, pupils, visitors, contractors increased risk of transmission of COVID 19	<p><i>For all cases relating to staff, please also see the guidance for workplaces: NHS Test and Trace in the workplace</i></p> <ul style="list-style-type: none"> School will call the Self-Isolation Service Hub on 020 3743 6715 as soon as they are made aware that any of their staff have tested positive. 	3X2=6	

		<ul style="list-style-type: none"> If cases amongst staff mean school meets the threshold, described above (see Thresholds for extra action) school will need to provide the 8-digit NHS Test and Trace Account ID (sometimes referred to as a CTAS number) of the person who tested positive, alongside the names of co-workers identified as close contacts. <i>This will ensure that all workplace contacts are registered with NHS Test and Trace and can receive the necessary public health advice.</i> 		
Actions to consider once a threshold is reached	Staff, pupils, visitors, contractors increased risk of transmission of COVID 19	<ul style="list-style-type: none"> If school reaches a threshold for extra action (See Thresholds for extra action above) school will: <ul style="list-style-type: none"> ○ contact local the DfE helpline & HPT ○ contact CDAT CEO and COG ○ review and reinforce the testing, hygiene and ventilation measures already in place. And will consider: <ul style="list-style-type: none"> ▪ whether any activities could take place outdoors, including exercise, assemblies, or classes ▪ whether any activities need to change or cease including assemblies, use of canteen, CC4C groups ▪ ways to improve ventilation indoors, where this would not significantly impact thermal comfort ▪ one-off enhanced cleaning focussing on touch points and any shared equipment. 	3X2=6	
Face coverings	Staff, pupils, visitors, contractors increased risk of transmission of COVID 19	<p><i>In all cases any educational and wellbeing drawbacks in the recommended use of face coverings should be balanced with the benefits in managing transmission.</i></p> <p><i>Children of primary school age and early years children should not be advised to wear face coverings.</i></p> <ul style="list-style-type: none"> Face coverings may be reintroduced in communal areas and classrooms for members of staff. 	3X2=6	

		<ul style="list-style-type: none"> • School may be required to reintroduce the use of bubbles in order to resume social distancing and limit the transmission of coronavirus. • School will adhere to any conditions set out by the local HPT. 		
Re-introduce Shielding - CEV staff & pupils, pregnant staff	Staff, pupils, visitors, contractors increased risk of transmission of COVID 19	<ul style="list-style-type: none"> • School is aware that shielding is currently paused and will only be reintroduced by national government in the event of a major outbreak or VoC that poses a significant risk to individuals on the shielded patient list (SPL) • Settings outbreak management plan covers this possibility • Shielding would be considered in addition to other measures to address the residual risk to staff on the SPL, once the wider interventions are taken into account. • All identified CEV & pregnant staff have individual risk assessments detailing the measures the setting has put in place to reduce risks to these staff, including how these protective measures have been reviewed as part of an updated workplace risk assessment. • Should shielding be necessary for identified staff, they would commence working from home online and cover would be arranged on site 	3X2=6	
Education workforce	Staff, pupils, visitors, contractors increased risk of transmission of COVID 19	<ul style="list-style-type: none"> • School contingency plans include details if it is appropriate for some staff to work remotely if restrictions are imposed: <ul style="list-style-type: none"> - One identified teacher - One identified pregnant member of support staff who has altered her role to reduce face to face contact in line with individual RA 	2X2=4	
Transport	Staff, pupils, visitors, contractors increased risk of transmission of COVID 19	<p>In the event of having to increase measures:</p> <ul style="list-style-type: none"> • school will encourage staff & pupils to walk or cycle wherever possible and to avoid public transport. • If needing to use public transport, they are required to wear a face covering while travelling, unless exempt. • If directed, pupils and staff may also need to resume mandatory wearing of face coverings on dedicated school transport for trips and visits unless they are exempt. 	3X2=6	

Residential educational visits	Staff, pupils, visitors, contractors increased risk of transmission of COVID 19	<ul style="list-style-type: none"> All visits are risk assessed and include current local restrictions by the person planning the activity. They are then cross checked by the EVL Ali Edgington before being forwarded to the HT for authorisation and Evolve for monitoring School will consider carefully if the educational visit is still appropriate and safe. Only pupils who are attending the setting will go on an educational visit. 	2X2=4	
School failing to plan: <ul style="list-style-type: none"> Open days Transition & taster days Parental attendance Performances 	Staff, pupils, visitors, contractors increased risk of transmission of COVID 19	<ul style="list-style-type: none"> All such events are risk assessed and include current local restrictions. School will consider carefully if the event is still appropriate and safe. School will reduce number attending and run repeat sessions to maintain distancing safely Adults will be encouraged and advised to wear masks when coming into school for events throughout the first half term and this will be reviewed regularly Wherever possible staff will arrange meetings in rooms that can accommodate social distancing, following the guidance in the main RA for room sizes and numbers 	2X2=4	
Attendance restrictions - increased COVID infections	Staff, pupils, visitors, contractors increased risk of transmission of COVID 19	<p><i>High quality face-to-face education remains a government priority. Attendance restrictions would only ever be considered as a short-term measure and as a last resort:</i></p> <ul style="list-style-type: none"> following local HPT advice when other measures have not broken chains of transmission following government advice School contingency plans cover the possibility that if advised, temporarily, to limit attendance high quality remote education is provided to all pupils or students not attending. School will continue to give priority to vulnerable children and young people and children of critical workers to attend school undertaking their normal timetables. 	3X2=6	

		<ul style="list-style-type: none"> • School contingency plans cover measures that include attendance restrictions, and if the DfE advises on any other groups that should be prioritised. • Unless advised otherwise, school would revert to the successful arrangements in place for vulnerable and keyworker pupils previously, with staff working on rotas to support remote learning and learning on site. 		
Food provision	Staff, pupils, visitors, contractors increased risk of transmission of COVID 19	<ul style="list-style-type: none"> • School will provide meal options for all pupils who are attending. • FSM or food parcels to eligible pupils who are not attending school, where they: <ul style="list-style-type: none"> ○ are self-isolating. ○ have had symptoms or have tested positive. ○ are not attending due to the implementation of local restrictions advised by local PHE teams. 	3X2=6	GB to work out a plan with CJ for FSM families to receive food if they are required to self isolate
Safeguarding	Staff, pupils, visitors, contractors increased risk of transmission of COVID 19	<ul style="list-style-type: none"> • School will review the child protection policy so that it reflects the local restrictions and remains effective. • In the event of increased restrictions, school will use traffic light system to identify those who most need on site places, door step visits and daily phone calls. Family mentor and SENCO will instigate contact with the most vulnerable and SLT will allocate places dependent upon need 	2X2=4	
Vulnerable pupils & young people	Staff, pupils, visitors, contractors increased risk of transmission of COVID 199392	<ul style="list-style-type: none"> • Where vulnerable children and young people are absent, school will work with the local authority and social worker (where applicable), to explore the reason for absence and discuss their concern. • Regular communication between LGJ and the attendance officer and between MS and the area SW will ensure that no child slips through and all children are accounted for and regularly in contact with school • Where hard to reach families do not respond to communication o offer of places GB will begin doorstep visits along with phone calls with SENCO 	2X2=4	

		<ul style="list-style-type: none"> • Our professional contacted agencies will move to remote support for the most vulnerable, these will include EP, ADHD, SALT support 		
Teaching & learning	Staff, pupils, visitors, contractors increased risk of transmission of COVID 19	<ul style="list-style-type: none"> • High-quality remote learning will be provided for all pupils and students if: <ul style="list-style-type: none"> ○ they have tested positive for COVID-19 but are well enough to learn from home; or ○ attendance at the setting has been temporarily restricted • On-site provision is retained for vulnerable children and young people and the children of critical workers. • If school has to temporarily stop onsite provision on advice of the local HPT, the school contingency plans include alternative arrangements for vulnerable children and young people 	3X2=6	See below for remote learning arrangements

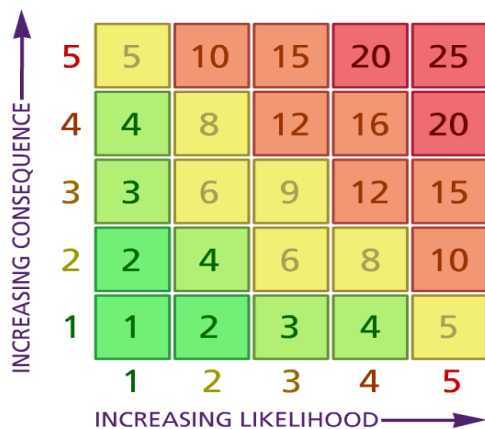
High quality teaching and learning will continue to take place for any pupil who is not attending school due to them:

- Self isolating awaiting a PCR test result
- Having symptoms or having tested positive and are well enough to learn from home
- Not attending due to the implementation of local restrictions advised by local PHE teams.

Pupils who fall into any of these categories will be invited to join the morning lessons for maths and english via zoom. A plan will be sent out to the parents with timings of the zoom lessons and links for them to be joined.

Afternoon work will be sent out via Seesaw and an afternoon welfare call will be made every other day by the class TA. Support will be given during this phone call if needed and class teachers will call after school if there are teaching and learning needs.

If there is a local restriction advised by local PHE team or a school closure, staff will switch to remote learning. This will consist of a morning zoom lesson teaching their planned curriculum for english and maths and a topic based zoom in the afternoon.



Risk Rating	Action Required
20 - 25	Unacceptable – stop activity and make immediate improvements
10 - 16	Urgent action – take immediate action and stop activity, if necessary, maintain existing controls vigorously
5 - 9	Action – Improve within specific timescales
3 - 4	Monitor – but look to improve at review or if there is a significant change
1 - 2	Acceptable – no further action but ensure controls are maintained & reviewed

Likelihood:

- 5 – Very likely
- 4 – Likely
- 3 – Fairly likely
- 2 – Unlikely
- 1 – Very unlikely

Consequence

- 5 – Catastrophic
- 4 – Major
- 3 – Moderate
- 2 – Minor
- 1 – Insignificant

(1) List hazards **something with the potential to cause harm** here
 (2) List groups of people who are especially at risk from the significant hazards which you have identified
 (3) List existing controls here or note where the information may be found. Then try to quantify the level of risk **the likelihood of harm arising** that remains when the existing controls are in place based on the number of persons affected, how often they are exposed to the hazard and the severity of any consequence. Use this column to list the controls that you might take and develop all or some of that list into a workable action plan. Have regard for the level of risk, the cost of any action and the benefit you expect to gain. Agree the action plan with your team leader and make a note of it overleaf. If it is agreed that no further action is to be taken this too should be noted.

	5. Action plan	Responsible	Completed
1	GB to work out a plan with CJ for FSM families to receive food if they are required to self isolate	GB	17/09/21

2	AHT to detail remote learning arrangements	AHT	17/09/21
3			
4			
5			
6			
7			
	Action plan reviewed by Amanda Donelan 12/09/21		