

RA 029B Contingency Plan
COVID 19- Plan B v6 2nd Jan 2022

**RISK
ASSESSMENT
RECORDING
FORM**



Location or School Address: Bosley St. Mary's CE Primary School	Date assessment Undertaken: 2 nd January 2022	Assessment undertaken by: Jeanne Fairbrother Rebecca Hadfield
Activity or situation Contingency Plan COVID 19- Plan B v5 8th Dec 2021	Review date: Weekly, or as appropriate (assessment date will be changed when there are changes to the risk assessment)	Signature: R.A.Hadfield

Background information

The Prime Minister announced on 27 November the temporary introduction of new measures as a result of the Omicron variant and on 8th December that **Plan B**, set out in the autumn and winter plan 2021, was being enacted. As a result, these measures are reflected in this updated **RA 029B Contingency Plan COVID 19- Plan B v6 2nd Jan 2022**. This advice remains subject to change as the situation develops.

The **DfE Contingency framework**: education & childcare settings guidance was updated 15th December 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

UPDATED – Plan B Changes 8th Dec 2021

All education and childcare settings should already have contingency plans (sometimes called outbreak management plans) describing what they would do if children, pupils, students or staff test positive for COVID-19, or how they would operate if they were advised to reintroduce any measures described in this document to help break chains of transmission.

COVID-19 resilience and planning is now more important than ever. Settings do not need to reformat their existing contingency plans to specific templates, but the plans should be kept robust and up to date in light of the advice set out here.

A good 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 you should include:

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

This risk assessment applies to:

- primary schools
- secondary schools (including sixth forms)
- special schools, special post-16 providers and alternative provision
- 16 to 19 academies
- infant, junior, middle, upper schools

Important

The DfE use the terms '**must**' and '**should**' throughout their guidance. The term '**must**' for when the person in question is legally required to do something and '**should**' when the advice set out should be followed unless there is a good reason not to.

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 	3X2=6	No additional actions identified
Failure to assess the risks of COVID 19 transmission in school and have control measures in place.	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 Omicron variant Dec 2021. This is shared with all staff and stakeholders. 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. School seeks support from HS advisors as required. <p>Baseline measures As per DfE School's operational guidance school/college has in place measures to manage transmission of COVID-19. These include:</p> <ul style="list-style-type: none"> Staff should continue to test twice weekly at home, with lateral flow device (LFD) test kits, 3 to 4 days apart. Testing remains voluntary but is strongly encouraged. Those who test positive should isolate, take a confirmatory polymerase chain reaction (PCR) test, and continue to isolate if the result is positive. Schools and colleges will need to be prepared to implement high-quality blended learning arrangements so that any child who is well enough to learn from home can do so. 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 (unless the positive case is a suspected or confirmed case of the 	3X2=6	No additional actions identified

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		<p>Omicron variant of COVID-19). They will be strongly advised to take a PCR test and, if positive, will need to isolate. Further guidance for close contacts of someone who has tested positive and lives in the same household, and for those who do not live together is available.</p> <ul style="list-style-type: none"> School will continue to ensure good hygiene for everyone, maintain appropriate cleaning regimes, keep occupied spaces well ventilated, School continues strong messaging about signs and symptoms, isolation advice and testing, to support prompt isolation of suspected cases and vaccination uptake for eligible students and staff. 		
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 assessed the reasonably foreseeable risks of transmission of COVID 19. See RA 029A School opening Omicron variant Dec 2021. This is shared with all staff and stakeholders. 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	No additional actions identified
Communication	Staff, pupils, visitors, contractors increased risk of transmission of COVID 19	<ul style="list-style-type: none"> School will use School Spider (our communication system) to directly contact parents. Parents are well used to this system and there is a check in place through the system to monitor which parents have accessed the communication. Where School Spider has not been accessed, or if a parent is not set up on it yet, they will be contacted directly either by email or phone. In addition, a general message will be distributed via the school's Facebook pages. 	3x2=6	No additional actions identified

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		<ul style="list-style-type: none"> • Staff will be contacted via email with a general note sent via the school's whatsapp group • Contractors will be contacted directly via email and /or telephone call • 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. 		
Close Mixing	Staff, pupils, visitors, contractors increased risk of transmission of COVID 19	<ul style="list-style-type: none"> • School /college is able to identify any group(s) that are likely to have mixed closely. As school is very small, staff and pupils are organised into one bubble. • Contractors / visitors can be identified from the signing system at school. 	3X2=6	No additional actions identified
Testing	Staff, pupils, visitors, contractors increased risk of transmission of COVID 19	<ul style="list-style-type: none"> • <i>School contingency plans reflect the possibility of increased use of lateral flow device (LFD) testing by staff and, where they are already being offered testing, for pupils and students including on site testing facilities in secondary schools/FE colleges.</i> • <i>DsPH could advise on increased LFD testing, which may be advised for an individual setting or in areas of high</i> 	3X2=6	No additional actions identified

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		<p><i>prevalence by as part of their responsibilities in outbreak management.</i></p> <ul style="list-style-type: none"> • <i>This could also include advice on the reintroduction of onsite LFD testing for settings across areas that have been offered an enhanced response package or are in an enduring transmission area, where settings and DsPH decide it is appropriate.</i> • <i>DsPH will consult and work with school/college to identify what support may be needed to do this.</i> <ul style="list-style-type: none"> • All settings School strongly encourages all staff to continue to LFD test twice weekly at home (3-4 days apart) and report their results. • Primary schools- no need for primary age pupils (those in year 6 and below) to regularly test, unless they have been identified as a contact for someone who has tested positive for Covid-19 and therefore advised to take lateral flow tests every day for 7 days. • School strongly encourages parents, guardians and other visitors to take a lateral flow device (LFD) test before entering the setting. • This would be communicated either directly or via School Spider 		
<p>Testing in January return to school – N/A currently to primary school setting</p> <p>Section retained in case of future changes.</p>	<p>Staff, pupils, visitors, contractors increased risk of transmission of COVID 19</p>	<ul style="list-style-type: none"> • N/A due to setting type (primary school) 	<p>3X2=6</p>	<p>No additional actions identified</p>

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Welcoming pupils back to school	Staff, pupils, visitors, contractors increased risk of transmission of COVID 19	<ul style="list-style-type: none"> If a parent or carer insists on a pupil attending school the decision to refuse the pupil can be made if, in our reasonable judgement, it is necessary to protect other pupils and staff from possible infection with COVID-19. School will decide after carefully considering the circumstances and current public health advice. 	3X2=6	No additional actions identified
Thresholds for extra action	Staff, pupils, visitors, contractors increased risk of transmission of COVID 19	<ul style="list-style-type: none"> School has RA 029A School opening Omicron variant Dec 2021 which sets out the measures that are in place to manage transmission of COVID-19 day to day. This has been shared with all staff & stakeholders. School/college will think about extra action if the number of positive cases substantially increases. If school/college meets the thresholds, below, then it will seek public health advice if they are concerned. <p><i>For most education and childcare settings, whichever of these thresholds is reached first:</i></p> <ul style="list-style-type: none"> <i>5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period</i> <i>10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period</i> <p>All settings</p> <ul style="list-style-type: none"> 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.) 	3X2=6	No additional actions identified

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		<ul style="list-style-type: none"> • 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 		
<p>Positive case</p> <p>All settings unless indicated</p>	<p>Staff, pupils, visitors, contractors increased risk of transmission of COVID 19</p>	<p>All settings</p> <ul style="list-style-type: none"> • Pupils, staff and other adults should follow public health stay at home advice • Pupils, staff and other adults should not come into school if they have symptoms, have had a positive test result or are required to quarantine. • If anyone develops COVID-19 symptoms, however mild, they will be sent home and advised to follow public health advice. • Since Wednesday 22 December 2021 the 10-day self-isolation period for people who record a positive PCR test result for COVID-19 has been reduced to 7 days in most circumstances, unless the individual cannot test for any reason. • Individuals may now take LFD tests on day 6 and day 7 of their self-isolation period. Those who receive two negative test results are no longer required to complete 10 full days of self-isolation. • See chart for full details https://assets.publishing.service.gov.uk/government/uploads/system/uploads/inline_data/data/file/139357/Isolation_graphic_960_x_640_.png 	<p>3X2=6</p>	<p>No additional actions identified</p>
<p>Actions to consider once a threshold is reached</p>	<p>Staff, pupils, visitors, contractors increased risk of transmission of COVID 19</p>	<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 	<p>3X2=6 Review this score as the</p>	<p>No additional actions identified</p>

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		<ul style="list-style-type: none"> ○ review and reinforce the testing, hygiene and ventilation measures already in place. ○ Cheshire & Merseyside PHE contact 0344 225 0562 	more measures in place will reduce it	
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> <ul style="list-style-type: none"> • Any staff who wish to wear a face covering in school will be supported to do so. • Staff and adult visitors should wear a face covering when moving around the premises, outside of classrooms, such as in corridors and communal areas. All settings (below) • In order to be most effective, a face covering should fit securely around the face to cover the nose and mouth and be made of a breathable material capable of filtering airborne particles. • Face visors or shields: <ul style="list-style-type: none"> ○ can be worn by those exempt from wearing a face covering but they are not an equivalent alternative in terms of source control of virus transmission. ○ Face visors /shields should only be used after carrying out a risk assessment for the specific situation and should always be cleaned appropriately. ○ A face visor or shield may be worn in addition to a face covering but not instead of one. This is because face visors or shields do not adequately cover the nose and mouth, and do not filter airborne particles. • Transparent face coverings may be worn by those who communicate through lip-reading or facial expressions. 	3X2=6	No additional actions identified

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		<ul style="list-style-type: none"> School will not prevent individuals from entering or attending school if they are not wearing a face covering, if exempt. School understands it has a duty to comply with the Equality Act 2010 which includes making reasonable adjustments for disabled staff. School has a duty towards disabled children, pupils and students to support them to access education successfully. School will discuss with pupils and parents the types of reasonable adjustments that are being considered to support an individual. School has a supply of face coverings available Clear instructions are provided on how to put on, remove, store, and dispose of face coverings. Face coverings can be disposed of in normal waste 		
Adults previously considered CEV	Staff, pupils, visitors, contractors increased risk of transmission of COVID 19	<ul style="list-style-type: none"> School is aware that staff previously considered to be clinically extremely vulnerable (CEV) will not be advised to shield again. School will discuss any concerns that previously considered CEV employees may have. Individuals previously identified as CEV are advised to continue to follow the guidance on how to stay safe and help prevent the spread of COVID-19. Employees who have received personal advice from their specialist or clinician on additional precautions to take should continue to follow that advice and advise school. 	3X2=6	No additional actions identified
Children and young people previously considered CEV	Staff, pupils, visitors, contractors increased risk of transmission of COVID 19	<ul style="list-style-type: none"> School is aware that pupils previously considered to be clinically extremely vulnerable (CEV) will not be advised to shield again and should follow the same COVID-19 guidance as the rest of the population. Pupils who have received personal advice from their specialist or clinician on additional precautions to take 	3X2=6	No additional actions identified

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		should continue to follow that advice and discuss with school.		
New & expectant mothers	Staff, pupils, visitors, contractors increased risk of transmission of COVID 19	<ul style="list-style-type: none"> • Vaccinated pregnant staff MUST still: <ul style="list-style-type: none"> ○ where advised wear a face mask ○ wash their hands carefully and frequently ○ open windows to let fresh air in ○ follow the current guidance • An individual risk assessment is carried out for pregnant staff with appropriate risk mitigation in line with the latest recommendations from DHSC, PHE & RCOG. See RA 026 New & Expectant member of staff. • Pregnant staff of any gestation are not required to continue working on site if this is not supported by the separate risk assessment. • Staff who are in the below categories should take a more precautionary approach: <ul style="list-style-type: none"> ○ partially vaccinated or unvaccinated ○ >28 weeks pregnant and beyond, or ○ are pregnant and have an underlying health condition that puts them at a greater risk of severe illness from coronavirus at any gestation • School will undertake a workplace risk assessment for the above staff (See RA 026), and where appropriate consider both how to redeploy them and how to maximise the potential for homeworking, wherever possible. • School will apply the same controls to pregnant pupils. • Pregnant staff are encouraged to get vaccinated if possible. COVID-19 vaccination: a guide for women of childbearing age, pregnant or breastfeeding contains further advice on vaccination. • School will respond to all changes to guidance for pregnant employees. 	3X2=6	No additional actions identified

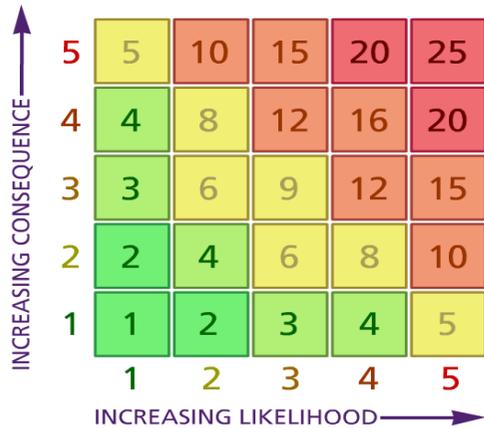
1) Hazard / Activity	2) Who can be harmed and how?	3) What controls exist to reduce the risk? <i>Have you followed the hierarchy of controls (eliminate, substitute etc)?</i>	Risk Score Consequence X Likelihood	4) Any further action. <i>This should be included in the action plan (5), below</i>
Education 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. Currently, all roles require physical presence within the school building. <p>From 13th December 2021 School will consider whether it is possible for specific staff undertaking certain roles to work from home without disrupting to face-to-face education.</p> <ul style="list-style-type: none"> School will consider whether home working is appropriate for employees taking into account mental or physical health difficulties, or those with a particularly challenging home working environment. (See RA 028 Working from home) 	3X2=6	No additional actions identified
Large events -Mandatory certification <u>from Wednesday 15th December</u>	Staff, pupils, visitors, contractors increased risk of transmission of COVID 19	<ul style="list-style-type: none"> School will follow guidance on mandatory certification (NHS COVID Pass) only if holding a specific event (such as a reception, concert or party) that meets the attendance thresholds (N.B. Under 18s are exempt from showing their COVID Status but should be counted towards attendance thresholds). LoTC/trips to large events – Staff on trips to theatres or large sporting events will require NHS COVID pass. <p><i>N.B. Schools should not use the NHS COVID Pass as a condition of entry for education or related activities such as exams, teaching, extra-curricular activities or any other day-to-day activities that are part of education or training.</i></p>	3X2=6	No additional actions identified
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. School uses Evolve and has an EVC School will consider carefully if the educational visit is still appropriate and safe. 	3X2=6	No additional actions identified

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		<ul style="list-style-type: none"> Only pupils who are attending the setting will go on an educational visit. 		
Attendance restrictions - increased COVID infections	Staff, pupils, visitors, contractors increased risk of transmission of COVID 19	<ul style="list-style-type: none"> School/college will continue to give priority to vulnerable children and young people and children of critical workers to attend school undertaking their normal timetables. School/college contingency plans cover the possibility if advised, temporarily, to limit attendance and will ensure that high-quality remote education is provided to all pupils or students not attending. School/college will provide 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 attendance at school/college has been temporarily restricted. On-site provision will be retained in all cases for vulnerable children and young people and the children of critical workers. If school/college has to temporarily stop onsite provision on public health advice, alternative arrangements for vulnerable children and young people will be discussed with the local authority. Google Classroom will be used to provide remote education to children who are not in school. Core subjects (Maths, English and Science) will be prioritised. School will aim to provide one live lesson per class per day alongside work that can be done independently / with minimal adult support. Arrangements will be made for children to change reading books regularly to ensure that they have enough to read at home. 	3X2=6	No additional actions identified

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		<ul style="list-style-type: none"> Children will be provided with physical equipment including exercise books and stationery. Where a child does not have access to a device of their own, they will be leant a Chromebook from school. Welfare calls will be made at least weekly to the family of each child who is educated off-site. 		
Contractors	Staff, pupils, visitors, contractors increased risk of transmission of COVID 19	<ul style="list-style-type: none"> School has made all key contractors aware of the school's control measures and ways of working. School to ask for contractor COVID 19 risk assessment prior to arrival at school. Contractors to be asked if they require any additional COVID 19 measures while working in school. 	3X2=6	No additional actions identified
Food provision	Staff, pupils, visitors, contractors increased risk of transmission of COVID 19	<ul style="list-style-type: none"> School/college will provide meal options for all pupils /students who are in school/college Meals will be available free of charge to all infant pupils and pupils who meet the benefits-related free school meals eligibility criteria. School will provide FSM or food parcels to eligible pupils who are not attending school, where they have had symptoms or have tested positive. 	3X2=6	No additional actions identified
Safeguarding	Staff, pupils, visitors, contractors increased risk of transmission of COVID 19	<ul style="list-style-type: none"> All settings if attendance restrictions are needed school/college works with all local safeguarding partners to be vigilant and responsive to all safeguarding threats with the aim of keeping vulnerable children and young people safe All settings School/college continues to have regard to any statutory safeguarding guidance that applies Out of school settings Will review keeping children safe in out-of-school settings: code of practice. 	3X2=6	No additional actions identified

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		<ul style="list-style-type: none"> • All settings School will review the child protection policy so that it reflects the local restrictions and remains effective. • All settings School will have a trained DSL (or deputy) available on site. If that is not possible In such cases, there are 2 options to consider: <ul style="list-style-type: none"> ○ a trained DSL (or deputy) can be available to be contacted via phone or online video, ○ share a trained DSLs (or deputies) with other settings, who is available to be contacted via phone or online video 		
Wraparound provision	Staff, pupils, visitors, contractors increased risk of transmission of COVID 19	<ul style="list-style-type: none"> • Provision should continue to be offered for before and after-school activities, including wraparound childcare. 	3X2=6	No additional actions identified
Vulnerable pupils & young people absent from school.	Staff, pupils, visitors, contractors increased risk of transmission of COVID 19	<ul style="list-style-type: none"> • Where vulnerable children and young people are absent, school will: <ul style="list-style-type: none"> ○ follow up with the parent or carer, working with the local authority and social worker (where applicable), to explore the reason for absence and discuss their concerns ○ encourage the child or young person to attend educational provision, working with the local authority and social worker (where applicable), particularly where the social worker and the virtual school head (where applicable) agrees that the child or young person's attendance would be appropriate ○ focus the discussions on the welfare of the child or young person and ensuring that the child or young person is able to access appropriate education and support while they are at home 	3X2=6	No additional actions identified

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		<ul style="list-style-type: none"> ○ have in place procedures to maintain contact, ensure they are able to access remote education support, as required, and regularly check if they are doing so ● If school/college has to temporarily stop onsite provision on public health advice, alternative arrangements for vulnerable children and young people will be discussed with the local authority. 		



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	Circulate final version of this Plan B risk assessment to all staff & stakeholders	HT	
2			
3			
4			
5			
6			
7			
8			
9			
10			
Action plan agreed by (NAME & DATE)			