

**INFECTIOUS DISEASES - COVID -19 STEP 4 – Effective From 27.01.22**

Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
					YES	NO
Awareness of policies and procedures	Staff Pupils Others	Inadequate information	<ul style="list-style-type: none"> <li>• All staff, parents, governors, visitors and volunteers are aware of all relevant policies and procedures including but not limited to:                             <ul style="list-style-type: none"> <li>○ Health and Safety Policy</li> <li>○ Child Protection &amp; Safeguarding Policy</li> <li>○ First Aid Policy: contained within the Medical Needs Policy</li> <li>○ Intimate care policy</li> <li>○ Behaviour policy</li> <li>○ Attendance policy</li> </ul> </li> <li>• All staff have access to all relevant guidance and legislation including, but not limited to, the following:                             <ul style="list-style-type: none"> <li>○ The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013</li> <li>○ The Health Protection (Notification) Regulations 2010</li> <li>○ Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'</li> <li>○ DfE and PHE (2020) 'COVID-19: guidance for educational settings'</li> </ul> </li> <li>• The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training.</li> <li>• The school keeps up-to-date with advice issued by, but not limited to, the following:</li> </ul>	MED		X

			<ul style="list-style-type: none"> <li>○ DfE</li> <li>○ NHS</li> <li>○ Department for Health and Social Care</li> <li>○ United Kingdom Health Security Agency (UKHSA)</li> <li>○ Local Public Health</li> </ul> <ul style="list-style-type: none"> <li>● Staff are made aware of the school’s infection control procedures in relation to coronavirus via email or staff meetings and contact the school as soon as possible if they believe they may have been exposed to coronavirus.</li> <li>● Parents are made aware of the school’s infection control procedures in relation to coronavirus via letter and social media – they are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus.</li> <li>● Pupils are made aware of the need to tell a member of staff if they feel unwell.</li> </ul>			
Disruption to the running of the school in cases of local outbreak	Staff Pupils Others	Infection control	<ul style="list-style-type: none"> <li>● The school has an up-to-date outbreak plan which has been revisited to ensure we are well prepared for January return</li> <li>● The school adheres to and keeps up-to-date with the latest local and national advice about school closures – advice is sought from the local HPT or DfE helpline where required.</li> <li>● Outbreaks are managed in accordance with the current LA Outbreak SOP and additional preventative measures may be considered and introduced as outlined in the SOP.</li> <li>● In response to an outbreak Dudley Public Health advise the following measures are introduced</li> <li>● All adults who are fully vaccinated and children aged 5 to 18 years and 6 months, identified as a contact of someone with</li> </ul>	MED		X

			<p>COVID-19 – whether Omicron or not – should take a lateral flow device (LFD) test every day for 7 days instead of self-isolating.</p> <ul style="list-style-type: none"> <li>• Close contacts in schools are now identified by NHS Test and Trace and Dudley Public Health</li> <li>• Daily testing by close contacts will help to slow the spread of COVID-19.</li> <li>• Daily testing for contacts of COVID-19 will help protect education settings by reducing transmission and will also help keep pupils in face-to-face education.</li> <li>• Once notified by NHS Test and Trace as a close contact, all eligible staff, pupils and students should take an LFD each day for 7 days and report the results through the Online Reporting System</li> <li>• If they test negative, they can continue to attend school</li> <li>• Outside of the education setting, they should continue to follow current government advice</li> <li>• From 11 January in England, people who receive positive lateral flow device (LFD) test results for coronavirus (COVID-19) will be required to self-isolate immediately and won't be required to take a confirmatory PCR test.</li> <li>• Anyone who receives a positive LFD test result should report their result on GOV.UK and must self-isolate immediately but will not need to take a follow-up PCR test.</li> <li>• This is a temporary measure while COVID-19 rates remain high across the UK. Whilst levels of COVID-19 are high, the vast majority of people with positive LFD results can be confident that they have COVID-19.</li> <li>• Individuals should follow the current <a href="#">Stay at Home Guidance</a>.</li> </ul>			
--	--	--	---	--	--	--

			<ul style="list-style-type: none"> <li>• Individuals may now take LFD tests on day 5 and day 6 of their self-isolation period. Those who receive two negative test results are no longer required to complete 10 full days of self-isolation. .</li> <li>• The first test must be taken no earlier than day 5 of the self-isolation period and tests must be taken 24 hours apart. This also applies to children under five, with LFD testing at parental or guardian discretion. If individuals 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.</li> <li>• 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.</li> <li>• 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</li> <li>• For children under 5 daily testing is at the discretion of parents/guardians</li> <li>• Follow Government advice and follow any instructions</li> </ul>			
Use of Transport	Staff Pupils Others	Infection Control	<ul style="list-style-type: none"> <li>• <b>From 27 January</b>, staff and pupils should follow <a href="https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own">https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own</a> outside of school, including on transport to and from school.</li> <li>• School will follow director of public health advice in cases of local outbreak.</li> <li>• Schools put into place any actions or precautions advised by their local HPT.</li> </ul>	MED		X
Cleaning of school	Staff Pupils Others	Infection Control	<ul style="list-style-type: none"> <li>• All hard surfaces to be cleaned on a regular basis, this will include               <ul style="list-style-type: none"> <li>○ All door handles</li> <li>○ All tables and chairs used by staff and pupils</li> </ul> </li> </ul>	MED		X

			<ul style="list-style-type: none"> <li>○ Toilet flushes and regular cleaning of toilets.</li> <li>● All classrooms to have spray disinfectant and where possible disposable cloths. If disposable cloths are not available use once and then put in wash.</li> <li>● Regular cleaning of surfaces will reduce the risk of spreading the virus.</li> <li>● All used cloths thrown away to be double bagged and then placed in a secure area i.e. lockable bin.</li> </ul>			
Ventilation class/office	Pupils Staff	Infection control	<ul style="list-style-type: none"> <li>● Identify any poorly ventilated spaces and take steps to improve fresh air flow</li> <li>● If mechanical ventilation systems are used to draw fresh air or extract air from a room these should be adjusted to increase the ventilation rate wherever possible</li> <li>● Ensure that mechanical ventilation systems only circulate fresh outside air and where this is not possible, in a single room supplement with an outdoor air supply</li> <li>● Natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space)</li> <li>● Open high-level windows in preference to low level to reduce drafts where possible</li> <li>● Opening internal doors to assist with airflow</li> <li>● If external doors are opened, ensure that they are not fire doors and are safe to do so</li> </ul>	MED		X
Poor hygiene practice	Staff Pupils Others	Ill Health	<ul style="list-style-type: none"> <li>● You should continue to ensure that children clean their hands regularly, this can be done with soap and water or hand sanitiser</li> <li>● Staff and visitors are encouraged to wash their hands with soap or alcohol-based sanitiser (that contains no less than 60%</li> </ul>	MED		X

			<p>alcohol) and follow infection control procedures in accordance with the DfE and PHE’s guidance.</p> <ul style="list-style-type: none"> <li>• Posters are displayed throughout the school reminding pupils, staff and visitors to wash their hands, e.g. before entering and leaving the school and not touch their face</li> <li>• Sufficient amounts of soap (or hand sanitiser where applicable), clean water and paper towels/hand dryers are supplied in all toilets and kitchen areas.</li> <li>• Pupils are supervised by staff when washing their hands to ensure it is done correctly, where necessary.</li> <li>• Pupils are discouraged from sharing cutlery, cups or food.</li> <li>• All cutlery and cups are thoroughly cleaned before and after use.</li> <li>• Tissues available in each classroom for pupils to use when coughing or sneezing and they must go into a bin after one use.</li> <li>• Cleaners to carry out daily, thorough cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy.</li> <li>• A senior member of staff arranges enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the HPT/PHE</li> </ul>			
Spread of infection	Staff Pupils Others	Lack of infection control	<ul style="list-style-type: none"> <li>• Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with guidance, using PPE at all times.</li> <li>• Parents are informed not to bring their children to school or on the school premises if they show signs of being unwell and believe they have been exposed to coronavirus.</li> <li>• Staff and pupils do not return to school before the minimum recommended exclusion period (or the ‘self-isolation’ period) has passed, in line with national guidance.</li> </ul>	MED		<b>X</b>

			<ul style="list-style-type: none"> <li>Parents notify the school if their child has an impaired immune system or a medical condition that means they are vulnerable to infections.</li> <li>The school in liaison with individuals' medical professionals where necessary, reviews the needs of pupils who are vulnerable to infections.</li> <li>Any additional provisions for pupils who are vulnerable to infections are put in place by the headteacher, in liaison with the pupil's parents where necessary.</li> </ul>			
Classroom management	Pupils Staff	Infection control	<ul style="list-style-type: none"> <li>It is no longer required for forward facing tables etc however care should still be taken on table management in a classroom setting.</li> <li>It may be necessary to reintroduce restrictions on mixing for a temporary period in case of local outbreak. i.e. bubbles</li> <li>It would be sensible to revert back to previous control measures in the event of a local outbreak. This will be communicated if the school is in a local outbreak.</li> <li>Continue to use a cautious approach with arrangements.</li> </ul>	MED		X
Assemblies	Pupils Staff	Infection Control	<ul style="list-style-type: none"> <li>There are no restrictions in place for holding assemblies and singing in the school hall.</li> </ul>	MED		X
Lunchtimes	Pupils Staff	Infection Control	<ul style="list-style-type: none"> <li>Summarise Lunchtime arrangements for your school</li> <li>Tables must still be cleaned on a regular basis throughout dinner time activities.</li> </ul>	MED		X
Playtime and using equipment	Pupils Staff	Infection Control	<ul style="list-style-type: none"> <li>No restrictions in place regarding using and sharing play equipment.</li> </ul>	MED		X
Personal Protective Equipment Face Coverings	Pupils Staff	Infection control	<ul style="list-style-type: none"> <li><b>From 27 January</b>, face coverings are no longer advised for, staff and visitors in communal areas.</li> <li><b>From 27 January</b>, staff and pupils should follow <a href="https://www.gov.uk/government/publications/face-coverings">https://www.gov.uk/government/publications/face-coverings</a></li> </ul>	MED		X

			<p>face-coverings-when-to-wear-one-and-how-to-make-your-own outside of school, including on transport to and from school</p> <ul style="list-style-type: none"> <li>• School will follow director of public health advice in cases of local outbreak.</li> <li>• Schools put into place any actions or precautions advised by their local HPT.</li> <li>• <a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/999722/PPE_in_education_childcare_and_childrens_social_care_settings.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/999722/PPE_in_education_childcare_and_childrens_social_care_settings.pdf</a></li> </ul>			
Ill Health	Staff Pupils Others	Coronavirus Symptoms	<ul style="list-style-type: none"> <li>• Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, loss or change to sense of smell or taste and high temperature and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus.</li> <li>• Any pupil or member of staff who displays signs of being unwell, such as having a cough, fever or a loss or change to their sense of smell or taste, and believes they have been exposed to coronavirus, is immediately taken out of the class and placed in an area where they will not come into contact with others and are supervised at all times where possible.</li> <li>• For pupils the relevant member of staff calls for emergency assistance immediately if pupils' symptoms worsen.</li> <li>• The parents of unwell pupils are informed as soon as possible of the situation by a relevant member of staff.</li> <li>• Where contact with a pupil's parents cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance.</li> <li>• Unwell pupils who are waiting to go home are kept in an area where they can be at least two metres away from others where possible.</li> </ul>	MED		X



			<ul style="list-style-type: none"> <li>• Areas used by unwell staff and pupils who need to go home are appropriately cleaned once vacated, using a disinfectant and care to be taken when cleaning all hard surfaces.</li> <li>• If unwell pupils and staff are waiting to go home, they are instructed to use different toilets to the rest of the school to minimise the spread of infection.</li> <li>• Any pupils who display signs of infection are taken home immediately, or as soon as practicable, by their parents – the parents are advised to contact NHS 111 immediately or call 999 if the pupil becomes seriously ill or their life is at risk.</li> <li>• Any members of staff who display signs of infection are sent home immediately and are advised to contact NHS 111 immediately or call 999 if they become seriously ill or their life is at risk.</li> <li>• Any medication given to ease the unwell individual’s symptoms, e.g. Paracetamol, is administered in accordance with the Administering Medications Policy.</li> </ul>			
Asymptomatic testing	Pupils Staff	Infection Control	<ul style="list-style-type: none"> <li>• All adults who are fully vaccinated and children aged 5 to 18 years and 6 months, identified as a contact of someone (via NHS Test and Trace/Dudley Public Health) with COVID-19 – whether Omicron or not – should take a lateral flow device (LFD) test every day for 7 days instead of self-isolating.</li> <li>• Close contacts in schools are now identified by NHS Test and Trace and Dudley Public Health</li> <li>• Children under 5 are not being advised to take part in daily testing of close contacts. If a child under 5 is a contact of a confirmed case, they are not required to self-isolate and should not start daily testing. If they live in the same household as someone with COVID-19 they should limit their contact with anyone who is at higher risk of severe illness if infected with</li> </ul>	MED		X

			<p>COVID-19, and arrange to take a PCR test as soon as possible. They can continue to attend an education or childcare setting while waiting for the PCR result</p> <ul style="list-style-type: none"> <li>• Staff should continue to undertake twice weekly home tests whenever they are on site</li> </ul>			
Positive Cases	Pupils Staff	Infection control	<ul style="list-style-type: none"> <li>• School no longer need to do contact tracing as close contacts will be identified via NHS Test and Trace.</li> <li>• School will support NHS Test and Trace when required to help identify close contacts</li> <li>• A new national approach to daily testing for contacts of COVID-19 is being introduced. All adults who are fully vaccinated and children aged 5 to 18 years and 6 months, identified as a contact of someone with COVID-19 by NHS test and Trace/Dudley Public Health – whether Omicron or not – should take a lateral flow device (LFD) test every day for 7 days instead of self-isolating. Daily testing by close contacts will help to slow the spread of COVID-19.</li> <li>• We would encourage all individuals to take a PCR test if advised to do so.</li> <li>• Children under 5 years who are identified as close contacts are exempt from self-isolation and do not need to take part in daily testing of close contacts. They are advised to take a PCR test if the positive case is in their household.</li> </ul> <p><b>Staff / Pupils</b></p> <ul style="list-style-type: none"> <li>• With a positive lateral flow test result should self-isolate in line with the <a href="#">stay at home guidance</a></li> </ul>	MED		X

<p>Poor management of infectious diseases</p>	<p>Staff Pupils Others</p>	<p>Lack of infection control</p>	<ul style="list-style-type: none"> <li>• Staff are instructed to monitor themselves and others and look out for similar symptoms if a pupil or staff member has been sent home with suspected coronavirus.</li> <li>• Staff are vigilant and report concerns about their own, a colleague's or a pupil's symptoms to the Headteacher or SLT as soon as possible.</li> <li>• The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus.</li> <li>• The school is informed by pupils' parents when pupils return to school after having coronavirus – the school informs the relevant staff.</li> <li>• Staff inform the headteacher when they plan to return to work after having coronavirus.</li> <li>• A nominated person monitors the cleaning standards of school cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus.</li> </ul> <p><a href="#">Contingency framework: education and childcare settings (publishing.service.gov.uk)</a></p> <p><b>The thresholds, detailed below, can be used by settings as an indication for when to seek public health advice if they are concerned. All schools to follow the current SOP</b></p> <p>For most education and childcare settings, whichever of these thresholds is reached first:</p> <ul style="list-style-type: none"> <li>➤ 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period: or</li> <li>➤ 10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period</li> </ul>	<p>MED</p>		<p>X</p>
---	------------------------------------	----------------------------------	--	------------	--	----------

			<ul style="list-style-type: none"> <li>For special schools, residential settings, and settings that operate with 20 or fewer children, pupils, students and staff at any one time:</li> <li>All settings should seek public health advice if a pupil, student, child or staff member is admitted to hospital with COVID-19 by phoning the DfE helpline (0800 046 8687, option 1), or in line with other local arrangements. Hospitalisation could indicate increased severity of illness or a new variant of concern. Settings may be offered public health support in managing risk assessments and communicating with staff and parents.</li> <li>Settings may wish to seek additional public health advice if they are concerned about transmission in the setting.</li> </ul>			
Lack of communication	Staff Pupils Others	Unsafe Practices	<ul style="list-style-type: none"> <li>The school staff reports immediately to the headteacher about any cases of suspected coronavirus, even if they are unsure.</li> <li>The headteacher contacts the local HPT or follows the advice given from and discusses if any further action needs to be taken.</li> <li>Schools put into place any actions or precautions advised by their local HPT.</li> <li>Schools keep staff and parents adequately updated about any changes to infection control procedures as necessary.</li> </ul>	MED		X
Admitting children into school	Pupils Staff	Infection Control	<ul style="list-style-type: none"> <li>In most cases, parents and carers will agree that a pupil with symptoms should not attend the school, given the potential risk to others. If a parent or carer insists on a pupil attending your school, you can take the decision to refuse the pupil if, in your reasonable judgement, it is necessary to protect other pupils and staff from possible infection with COVID-19.</li> <li>Your decision would need to be carefully considered in light of all the circumstances and current public health advice.</li> </ul>	MED		X
CEV children	Pupils Staff	Infection control	<ul style="list-style-type: none"> <li>All CEV children should attend their education setting unless they are one of the very small number of children under paediatric or</li> </ul>	MED		X

			other specialist care who have been advised by their GP or clinician not to attend			
Admitting people into school	Pupils Staff	Infection control	<ul style="list-style-type: none"> <li>Settings are strongly encouraged to ask parents, guardians and other visitors to take a lateral flow device (LFD) test before entering the setting.</li> <li>Pupils, staff and other adults <b>should not</b> come into school if they have symptoms, have had a positive test result or have been instructed to quarantine</li> <li>Anyone staff or pupils within the school who appear to have COVID-19 symptoms are sent home, advised to avoid using public transport and, wherever possible, be collected by a member of their family or household and to follow current United Kingdom Health Security Agency (UKHSA) and local public health advice</li> <li>In the case of a pupil awaiting collection, they should be taken to a room away from other pupils and supervised</li> <li>If the member of staff is in close contact with the child then they should wear appropriate PPE</li> <li>A window should be opened for fresh air ventilation if possible</li> <li>Any rooms that have been used for this purpose should be cleaned after they have left</li> <li>As anyone within the household should follow the PHE guidance for households with possible or confirmed COVID-19 infection, then any siblings within the school will be identified and also sent home.</li> </ul>	MED		X
Staff CEV	Staff	Infection control	<ul style="list-style-type: none"> <li>CEV people are <b>no longer advised</b> to shield but may wish to take extra precautions to protect themselves and to follow the practical steps set out in the CEV guidance to minimise their risk of exposure to the virus</li> <li>The government is no longer advising people to work from home if they can.</li> </ul>	MED		X

			<ul style="list-style-type: none"> <li>The school will follow DHSC updated guidance</li> </ul>			
Educational visits	Pupils Staff	Financial risk	<ul style="list-style-type: none"> <li>If booking new visits ensure that the school have adequate financial protection in place</li> <li>Full risk assessments must be undertaken.</li> </ul>	MED		<b>X</b>
Wraparound care	Pupils	Infection Control	<ul style="list-style-type: none"> <li>Consideration should be given to the latest government advice regarding the specific activity being undertaken and venue visited</li> <li>Children should be encouraged to attend settings close to where they live or go to school, ideally within walking or cycling distance</li> <li>Where they attend venues further afield they should follow latest guidance <a href="https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers">https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</a></li> <li>Wraparound childcare providers can offer provision to all children, without restriction on the reasons for which they may attend</li> <li>Ensure you have enough staff available to meet the required ratio</li> </ul>	MED		<b>X</b>
Out of school settings Parents attendance	Pupils Parents Staff Others	Infection Control	<ul style="list-style-type: none"> <li>Parents are no longer limited to specific number attendance.</li> <li>Ensure up to date contact information is available in the event of an emergency.</li> <li>Individuals should follow the current <a href="#">Stay at Home Guidance</a>.</li> <li>Ensure the provider is following the relevant after-school clubs <a href="#">guidance</a> to reduce the risk of infection.</li> </ul>	MED		<b>X</b>
School Open Events	Pupils Parents Staff Others	Infection Control	<ul style="list-style-type: none"> <li>Signage on entry, reminding visitors not to enter if they are displaying any Covid-19 symptoms</li> <li>All staff involved in the Open Days should ensure they are undertaking their twice weekly LFTs</li> <li>Hand sanitiser should be available around the school</li> <li>Ensure good ventilation in all rooms/halls being used etc</li> </ul>	MED		<b>X</b>

- |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|
|  |  |  | <ul style="list-style-type: none"><li>• Minimise tour group numbers where possible to manage the flow of people, helping to avoid pinch points and crowding in rooms e.g. classrooms and corridors</li><li>• Thorough cleaning should take place before and after every open event – e.g. all toilets, frequent touch points etc</li></ul> |  |  |  |
|--|--|--|--|--|--|--|