

Sibsey Free Primary School
Covid-19 Risk Assessment
20th January 2022

<u>Operation Description</u>	Covid-19 Primary School
<u>Persons at Risk</u>	Employees, pupils, parents, carers, visitors and volunteers
<u>Operation Location</u>	Sibsey Free Primary School

Contact Details

Lincolnshire Health Protection Team

Phone: 01522 552993 Email: healthprotectionteam@lincolnshire.gov.uk

Service operating times: Monday to Friday, 8am to 6pm

DfE Advice Line: 0800 046 8687, Monday to Friday 8am to 6pm, Saturday & Sunday 10am to 4pm

Out of hours

Public Health England – Tel: 0344 225 4524 (option 1) [Out of Hours] or via email
Phe.crc.eastmidlands@phe.gov.uk

Risk Assessment Guidance

Hazard: Something with the potential to cause **harm**.

To Assess Risk: Using the **tables below**, consider **Severity (S)** and **Likelihood (L) without** Control Measures. **Multiply (S x L)**

Describe Control Measures: Control measure(s) **reduce** the likelihood, **and/or** severity of **harm**, reducing **risk**.

Re-assess Risk, considering Severity (S) and Likelihood (L) **with** Control Measures in place.

Multiply (S x L) = Risk Rating (with controls).

Severity (S)	x	Likelihood (L)	=	Risk Ratings (R)								
Fatality = 5		Likely = 5		20 +	Very High Risk							
Injury (Specified injury / RIDDOR reportable) = 4		Probable = 4		15 - 19	High Risk							
Injury (requiring treatment and/or 3 to 7 day absence) = 3		Possible = 3		9 - 14	Medium Risk							
Injury (requiring treatment and/ or absence less than 3 days) = 2		Unlikely = 2		4 - 8	Low Risk							
Minor Injury = 1		Very Unlikely = 1		1 - 3	Very Low risk							
HAZARD	Assessment of Risk without control measures				CONTROL MEASURES TO REDUCE THE RISK				Assessment of Risk with control measures			
	S x L = R								S x L = R			
1. Clinically Extremely Vulnerable employees contracting COVID-19	5	4	=	20	<ul style="list-style-type: none"> Shielding ended on 1/4/21, stating employees may now return to their workplace. Those who are ECV have all received their vaccine. Individual risk assessments in place Eligible staff invited to receive Covid-19 booster 				5	2	=	10

<p>2. School could lapse/fail to follow the newest national and/or LCC guidelines and advice on COVID-19.</p>	4	3	=	12	<ul style="list-style-type: none"> Daily checks will be made with: <ul style="list-style-type: none"> Government websites (Gov.uk) and/or LCC website Local/National news providers Local school networks/partnerships (if applicable) Any changes in national/LCC advice and guidance to be shared with the Senior Leadership Team and Governors including Crisis Team (GW, PC, CH, AS) for appropriate action. Staff and parents to be updated in a timely manner, using email, letters etc. as necessary. Updates to include any positive confirmed cases to parents/carers until further notice (14.12.21 update) 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 – 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. From Monday 17 January, people who are self-isolating with COVID-19 will have the option to reduce their isolation period after 5 full days if they test negative with a lateral flow device (LFD) test on both day 5 and day 6 and they do not have a temperature. For example, if 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. The first test must be taken no earlier than day 5 of the self-isolation period, and the second must be taken the following day. All test results should be reported to NHS Test and Trace. 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. 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. 	4	1	=	4
<p>3. COVID-19 precautions are not followed within the school environment, leading to potential spread or outbreak.</p>	4	4	=	16	<ul style="list-style-type: none"> Staff to sanitise / wash hands on arrival and departure and through the day In primary schools, we recommend that face coverings should be worn by staff and adults when moving around in corridors and communal areas Visitors are permitted but must follow all safety guidelines in place. Parent visits to the office/around school are limited to those specific and necessary. Visitors to wear masks unless exempt – lanyard requested to identify exemption Face coverings do not need to be worn when outdoors. Volunteers are permitted in school but must follow all safety guidelines. If in regularly they will be invited to take LFD tests. Staff remain invited to take LFD tests twice a week COVID-19 hygiene advice and posters are displayed in key areas of the school site. Staff to reiterate to parents and children (via letter/email/classroom talks / circle times / teaching opportunities etc.) the importance of: <ul style="list-style-type: none"> Hand washing on a regular basis Covering coughs and sneezes with a tissue and disposing of it (Catch it, Bin it, Kill it) Not touching eyes/nose/mouth with unwashed hands Hand sanitiser and soap to be provided to all classrooms / spaces (if available), for use at 	4	3	=	12

					<ul style="list-style-type: none"> the start of the day, after lunch etc. Students and staff to wash their hands after outside activities, sporting activities/ PE, equipment to wiped down by staff after each use, etc. Ventilation where possible whilst maintaining a comfortable temperature. Indoor sport can happen but outdoor sport will be prioritised. Class staff to be provided with anti-bacteria spray to wipe down classroom surfaces. School cleaning regime is monitored/include frequent cleaning of frequently touched items (Door handles/doors/taps/table tops etc.) Outbreak Management plan in place in case of an outbreak (appendix 1) 				
4. Risk to staff / students via possible transfer or bodily fluids via students spitting / dribble	4	5	=	20	<ul style="list-style-type: none"> Hand washing routines in place throughout the day, use of gloves as required to support 1:1 physical / tactile support Risk assessment of students, as to level of known behaviours / use of strategies 	4	3	=	12
5. Staff failing to report feeling unwell and attend school, potentially spreading COVID-19	4	3	=	12	<ul style="list-style-type: none"> Staff are aware of the importance of following national guidance, and to stay home and self-isolate if unwell with symptoms of COVID. Staff to follow the school guidance on reporting sickness due to suspected/confirmed COVID-19. SLT team updating as any national guidance changes. School not to report confirmed cases unless above 4 per class (see appendix 2) to LCC Corporate Health and Safety team, via a PO3, to assess if a RIDDOR report is required (See HSA Reporting of COVID-19 for guidance) 	4	1	=	4
6. Staff or student starts to show symptoms of COVID-19 (suspected) whilst at school	5	4	=	20	<ul style="list-style-type: none"> Staff member to be sent home immediately (travel home appropriately) and to organise a test. If a child is unwell, to be moved to Music Room. Parent/carer to pick-up and organise a test. Supervision of the child should take place at a minimum of 2 metres away, if possible with use of PPE (gloves, apron, mask). Once staff or student has left the premises, follow the Reporting of Employee with COVID-19 process whether confirmed case or not and access to the isolation room will be restricted until cleaning has taken place. 	4	3	=	12

Headteacher:

Graeme Wright

Signature:

Graeme Wright

Chair of Governors:

Paul Cartwright

Signature:

Paul Cartwright

Date of review:

20.1.22

Note re: LFD tests

A separate risk assessment in place for staff LFD testing (reference to point 3 of risk assessment)

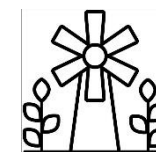
Appendix 1 - Outbreak Contingency Plan

Following government guidance, the school will now use the outbreak contingency plan. If the school has an outbreak, following the contingency plan, items from the original risk assessment can be reinstated, including bubbles, groups, timetables, site maps etc.



Sibsey Free Primary School

Covid-19 Outbreak Contingency Plan January 2022



When should my child self-isolate or miss school?





- **All children MUST attend school unless they are ill.**
- **Children under 18 (or double-vaccinated adults) do not need to self-isolate or miss school if a member of their household or a contact, has Covid.**
- **Instead, they will need to take a LFD test every day for 7 days and continue to attend their setting as normal, unless they have a positive test result. If a positive result is recorded, then pupils should isolate and book a PCR test. Pupils under 5 do not need to undertake 7 day testing.**



- **If your child develops Covid symptoms at home, they should stay at home and should book a PCR test), NOT a Lateral Flow test.**
- **If your child develops Covid symptoms at school, they will be sent home and you should book them a PCR test.**
- **Temporary suspension of confirmatory PCR tests – as of 11th January - Staff and students who have tested and reported a positive LFD result will no longer be advised to get a confirmatory PCR test.**
- **From Monday 17 January, people who are self-isolating with COVID-19 will have the option to reduce their isolation period after 5 full days if they test negative with a lateral flow device (LFD) test on both day 5 and day 6 and they do not have a temperature. For example, if 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.**
- **The first test must be taken no earlier than day 5 of the self-isolation period, and the second must be taken the following day. All test results should be reported to NHS Test and Trace.**

- 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.
- 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.
- **If your child tests positive for Covid, they will need to self-isolate. The rest of the household does not need to self-isolate if they are under 18 or fully vaccinated – but instead should follow government guidance**

Community Covid Risk	Description	Actions
 <p>Low Community Transmission. No School Cases.</p>	<ul style="list-style-type: none"> • There have been no cases of Covid within school for 10 school days. • Cases of Covid locally are low and/ or stable. • Hospitalisation/ Deaths due to Covid nationally are low 	<p>No Covid measures are necessary beyond:</p> <ul style="list-style-type: none"> • Reminding children of good hand-hygiene. • Ensuring good ventilation encouraged where practical. • Ensuring Children / Staff to stay at home if they have Covid Symptoms (and to book a PCR test). <p>Staff will continue to test themselves using Lateral Flow tests</p>
 <p>Rapidly Rising Community Transmission</p>	<ul style="list-style-type: none"> • No current Covid cases have been recorded at school, but... • Cases of Covid are rising rapidly in the community causing disruption to other local schools. • Lincolnshire Public Health / Public Health England issue warnings of expected local/ national infection wave. 	<ul style="list-style-type: none"> • Ventilation of classrooms increased and hand-washing supervised. • Large indoor events audience numbers reduced. • Staff room capacity is reduced. • Whole-school Collective Worship replaced with Key Stage Collective Worship or virtual Collective Worship. • Clinically Vulnerable staff meet with Headteacher to to discuss any clinical advice from their health professional on whether additional precautions are right for them. Review & discuss additional protection (e.g. use of face coverings, reduction in movement between classes/ groups).



A single child tests Positive

- A single child tests positive for Covid in a class.
- There are fewer than 5 cases in the class.
- The child self-isolates in accordance with government guidance (10 days or 7 days depending on testing). Remote learning will be provided if they are well enough to complete it.
- The parents of the child are contacted directly by NHS Track and Trace to establish likely contacts.
- If the positive case is admitted to hospital EHT to seek public health advice (08000468687 Option 1)
- Likely contacts will be contacted by NHS Track & Trace and advised to book at PCR test.
- Ventilation increased in school during breaks to change the air in class.
- **Children do not need to miss school or self-isolate whilst they wait for the result of the PCR test unless they have Covid Symptoms.**



5 children or staff within a class group test positive within 10 days of each other.

- There have been 5 cases of Covid across a class within 10 days which could mean that Covid is spreading within that group of children.
- **As above for each positive case**
- Outbreak template completed and sent to Public Health
- The EHT will discuss the outbreak with Lincolnshire Public Health
- The school will discuss the outbreak with Lincolnshire Public Health and agree strengthening protective measures for 10 school days, including:
 - Re-introducing staff social distancing for corridors & communal areas.
 - Adapting, limiting or postponing indoor events, trips, open days and performances.
 - Reverting to virtual Collective Worship
 - Limiting visitors/parents on to the site.
 - Reducing the amount of classes staff work across.



Covid cases continue to increase rapidly within a 10 day period or significant staff absences

- Despite the measures indicated above, Covid cases within the school continue to rise within a 10 day period with multiple classes and staff affected, suggesting that Covid is spreading widely throughout the school
 - Staffing is reduced and it is not possible to safely accommodate all children on site
 - Outbreak template completed and sent to Public Health
 - The EHT will discuss the outbreak with Lincolnshire Public Health
 - Crisis Management Team meeting held between the school and Lincolnshire Public Health to agree further measures, for a further 10 school days, including:
 - Re-introducing class bubbles.
 - Reverting to class-based school lunches
 - Staggered lunchtime play
 - Limiting all non-essential visitors to school.
 - Postponing all non-essential events.
 - **Re-introducing remote learning for individual classes for 10 school days considered.**
- OR

The school will inform parents of any changes to Covid-19 measures should these be needed, including informing parents of positive cases of Covid-19 until further notice.

Appendix 2

Lincolnshire Health Protection Team or Department for Education (DfE).

USEFUL CONTACTS

1. Lincolnshire City Council

- a. Public Health team for all Covid-19 questions or queries:
Healthprotectionteam@lincolnshire.gov.uk or Tel: 01522 552993
- b. Education team for all non Covid-19 questions or queries:
educationteam@lincolnshire.gov.uk

2. UK Health Security Agency (UKHSA): phe.crc.eastmidlands@phe.gov.uk or Tel: 03442 254 524

- a. For out of hours guidance and Covid-related support;
- b. For out of hours escalation to the Lincolnshire Health Protection Team for enhanced local support in complex situations.

3. Department for Education

- a. For advice or information on Covid-19 issues: dfc.coronavirushelpline@education.gov.uk or Tel: 0800 046 8687

WHEN TO USE THIS GUIDANCE

You should refer to this guidance alongside your settings own contingency plans to support decision making and management of positive cases in your setting. The guidance covers the following topics:

- Measures to follow all of the time;
- Enhanced measures for multiple cases;
- How to establish whether cases are linked within your setting; • Dealing with multiple clusters of linked cases within your setting;
- Supporting Resources.

MEASURES TO FOLLOW ALL OF THE TIME



- Emphasise good hand washing technique – sanitising gel should only be used if there is no alternative.
- Washing hands with soap and water is better at reducing transmission of Covid-19 but also reduces the risk of spreading other infectious diseases such as sickness, diarrhoea, colds or flu.



- In secondary schools, face coverings should be worn by all person when moving around the premises (i.e. in corridors, communal areas, and in classrooms and teaching spaces) and on school transport.
- In primary schools and early years settings, we recommend that face coverings should be worn by staff and adults (including visitors) when moving around in corridors and communal areas.

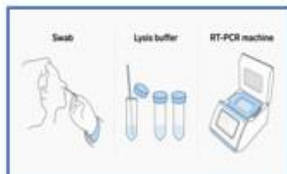


- Comprehensive information on the HSE website.
- Keep windows open where possible – including just top windows when the weather gets colder.
- Purge rooms during break times when pupils are not there or staff rooms during lesson times when staff are not there – open all doors and windows to let the air blow through.
- Where space and weather permits, carry out activities outdoors as much as possible.



- Strongly encourage all those eligible to carry out twice weekly LFD testing.

- Strongly encourage all those who are eligible to get vaccinated.



- Emphasise messages regarding not coming to school if symptomatic and to get a PCR test.
- Emphasise message of isolating if tested positive or if a close contact and not: doubly vaccinated, under 18 years and 6 months or medically exempt from vaccination.
- Provide clear instructions on informing the school of a positive test.
- Request close contacts of a case to get a PCR test within two days of being in close contact and carrying out a further LFD test five days after being in close contact.

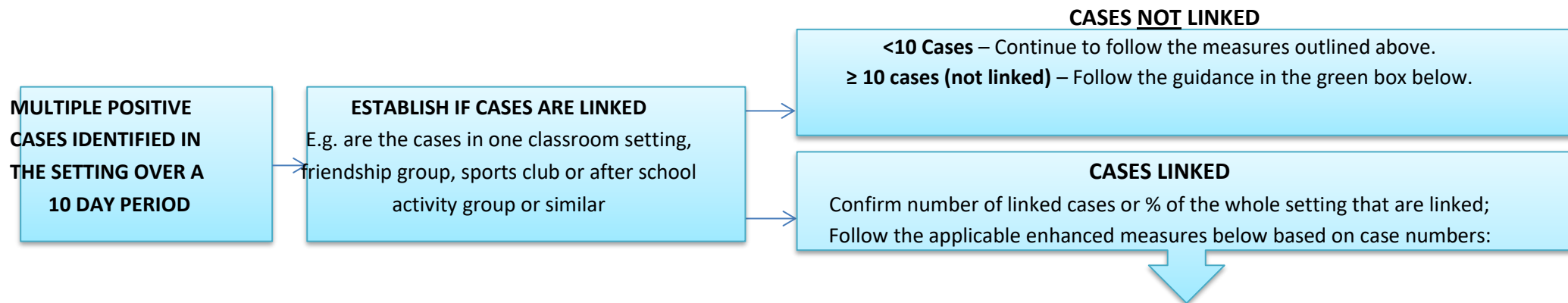


- Carry out regular cleaning, particularly of common touch points or busy areas.

ENHANCED MEASURES FOR MULTIPLE CASES

Please note that the following measures apply to all settings except SEND and boarding settings, who should contact Lincolnshire Health Protection Team for immediate support if 2 or more cases identified.

Considering the increased case rates in Lincolnshire, and the reduced severity of the Omicron variant, the Director of Public Health for Lincolnshire has revised the thresholds for reporting and consideration of enhanced measures in schools; please see the charts below for further information. This approach is supported by the increased vaccination coverage across Lincolnshire, bolstered by the updated guidance for all close contacts of a positive case to take an LFD test every day for 7 days, subject to certain criteria.



GREEN: LESS THAN TEN CASES THAT ARE LINKED IN A SETTING OVER A 10 DAY PERIOD OR MORE THAN 10 CASES THAT ARE NOT LINKED IN A SETTING

- Ensure all cases isolate at home for 10 days from first symptom or positive result whichever is the earliest. Individuals may be able to end their selfisolation period before the end of the 10 full days, as outlined in the 'Updated Self-Isolation Rules for Positive Cases' section [above](#).
- Close contacts are those who have sat closest to the case (e.g. at the same table) within the classroom or indoors break area/staff room or staff who may have worked within 1 metre of the case for more than 1 minute.
- Adults who are fully vaccinated and all children and young people aged between 5 and 18 years and 6 months identified as a contact of someone with COVID-19 are strongly advised to take an LFD test every day for 7 days and continue to attend their setting as normal, unless they have a positive test result.
- Anyone who goes on to develops symptoms should stay at home and get another PCR test.
- Ask students to sit in the same place every day and for each of their classes if they go to separate classrooms during the day so that wherever possible they are sitting next to the same people when they share the same classes.

YELLOW: 10 – 30 CASES THAT ARE LINKED IN THE SETTING OR 20% OF THE WHOLE SETTING OVER A 10 DAY PERIOD

In addition to previous measures:

If you haven't already, get in touch with Public Health at Lincolnshire County Council (healthprotectionteam@lincolnshire.gov.uk)

- **If cases are linked across classroom settings:**
 - Increase cleaning of common touch points such as toilets etc.
 - Where possible keep students within the same classroom setting (primary school) to reduce mixing with other classes.
 - Where possible ensure students sit next to the same students in all classes including form and other subject classes (secondary school).
 - Where possible arrange seating so that students are sitting in pairs, facing one direction only and sit next to the same student.
 - Explore other potential areas of mixing and, where possible, introduce measures to prevent as much mixing as possible e.g., virtual assemblies.
- **If cases are linked within one classroom setting:**
 - Any close contacts with symptoms should take a PCR test, unless already testing positive on an LFD test. There is no need for a confirmatory PCR test as per the [current guidance](#). If they test positive, follow current [self-isolation guidelines](#).
 - Recommend all students within the classroom setting to complete 7 days of LFD testing, as per the close contact testing.
 - Where possible, restrict all mixing between this class and other classes, including at break times.
 - Where possible, restrict the affected class to one toilet block and increase cleaning.
 - Where possible, create additional space between tables, ask students to sit in pairs and facing forwards; keep to the same seating arrangements.
 - For an agreed temporary period, consider restricting school trips or outings, open days or performances for this class or ask students/staff to provide a negative LFD beforehand particularly those which may be more risk such as indoor sports or singing clubs.
 - For an agreed temporary period, consider restricting access to after school clubs or activities.
 - Consider carrying out twice weekly on site LFD testing for this one class for a period of two weeks (secondary school).
 - Consider one off enhanced cleaning.
- **For cases linked within the same friendship/sporting/after school group**
 - Any close contacts with symptoms should take a PCR test, unless already testing positive on an LFD test. There is no need for a confirmatory PCR test as per the [current guidance](#). If they test positive, follow current [self-isolation guidelines](#).
 - Close contacts with no symptoms should complete 7 days of LFD testing, as per the close contact testing.
 - For indoor sports activities or singing clubs consider recommending the whole team to complete 7 days of LFD testing, as per the close contact testing.

If appropriate, the Director of Public Health in Lincolnshire may implement other testing measures.

AMBER: 31 – 60 CASES THAT ARE LINKED IN THE SETTING OR 30% OF THE WHOLE SETTING OVER A 10 DAY PERIOD

At this stage an outbreak control meeting maybe considered for discussions regarding potential measures. This would involve the school, Lincolnshire Health Protection Team, UKHSA and DfE (if required). In addition to previous measures in Green and Yellow above, additional measures could include:

- **If cases are linked across classroom settings:**
 - Recommendation for testing across the affected classrooms
 - Restricting mixing between affected classroom settings and other classes
 - Recommend twice weekly on-site LFD testing for a limited period of time (secondary schools)
 - Staggering break and lunch times to reduce mixing with other classes
- **If cases are linked within one classroom setting:**
 - Consider whole class on-site supervised testing (surge testing)
- **If cases are linked within one friendship group/sports club:**
 - Consider whole group/club testing
 - Consider temporary suspension of club/activity for two weeks in the first instance

RED: 61+ CASES THAT ARE LINKED IN THE SETTING OR 40% OR MORE OF THE WHOLE SETTING OVER A 10 DAY PERIOD

At this stage an outbreak control meeting will likely be called for discussions regarding potential additional measures. This would involve the school, Lincolnshire Health Protection Team, UKHSA and DfE (if required). In addition to previous measure in Green, Yellow, and Amber above, additional measures could include:

- Recommence twice weekly on-site LFD testing for a limited period of time (secondary schools).
- Consider on-site supervised testing across the whole setting (surge testing).
- Recommend restriction of trips, open days or performances.
- Recommend restricted access to school premises for after school clubs or activities.
- Recommend restriction on external visitors, including parents (unless for safeguarding reasons)

If appropriate, the Director of Public Health in Lincolnshire may implement other more stringent measures (such as the reintroduction of face coverings and onsite PCR testing).

HOW TO ESTABLISH WHETHER CASES ARE LINKED WITHIN YOUR SETTING

The Lincolnshire Health Protection Team can help with this process so please get in touch with us via healthprotectionteam@lincolnshire.gov.uk if you have any questions or concerns.

- The following would not be considered as linked within a setting:
 - Positive siblings or staff/students from the same family (though note that this should not be ignored/ discounted if there is a wider outbreak as it may be a potential route of transmission across classes/year groups).
 - Students or staff who have tested positive but who have not been school for at least seven days before onset of symptoms or date of positive test (whichever is earliest).
 - Positive cases in different year groups or classes where there has been no close mixing between classes/year groups.
- The following examples would be considered as linked within the setting (not an exhaustive list):
 - Positive cases where cases have spent at least 1 minute less than 1 metre apart or at least 15 minutes 2 metres apart for example:
 - ✦ Sitting at the same table or mixing during class, break or lunch
 - ✦ Close 1:1 work with a student/teacher
 - ✦ Contact sports
 - ✦ Team indoor sports activity

DEALING WITH MULTIPLE CLUSTERS OF LINKED CASES WITHIN YOUR SETTING

In line with the Contingency Framework, focus has shifted to a more targeted approach of implementing enhanced precautions where cases are linked within education settings via close mixing, instead of the broad-stroke measures such as immediate closure of a bubble or year group.

It is possible therefore that settings may experience two or more clusters of linked cases, which when deal with separately may or may not meet the thresholds for enhanced measures. The identification of separate clusters is an important part of the clinical risk assessment and the Health Protection Team will support you to establish whether clusters of cases are linked.

SUPPORTING RESOURCES

In the event that Amber or Red mitigation measures need to be implemented, the Health Protection Team may provide additional supportive resources, which will be determined on a case by case basis and may include:

- Letter to Parents/ Carers from the Director of Public Health (DPH) to support PCR testing of close contacts;
- Letter to Parents/ Carers from the DPH to support 7-day LFD testing of close contacts
- Deployment of DPH resources to support on-site/ surge testing;
- Regular monitoring and review of case numbers with HPT clinicians;
- Dedicated out-of-hours contact point for urgent enquiries, such as situations where service provision may be impacted due to loss of staff, or if considering stopping face-to-face teaching for parts/ all of the setting.

