COVID-19 Risk Assessment and Outbreak Management Plan for Malmesbury School September 2022

ASSESS
Decide appropriate control measures for managers and employees to implement under a 'Plan', 'Do', 'Review' cycle.
Who may be at risk: Employees, pupils and young people, families (parents, carers and siblings), visitors, contractors, members of public.
Vulnerable groups – this risk assessment considers vulnerable groups which the NHS lists as 'people at high risk (clinically extremely vulnerable)'; and 'people at moderate risk (clinically vulnerable)'. An individual risk assessment may be appropriate for vulnerable employees plus BAME and those who are very anxious about returning to their workplace.

PLAN		DO			REVIEW
Prepare	**Prepare Employees, Parents and Pupils**	**Control Access**	**Distancing and Space**	**Implement Infection Control Measures**	**Communicate and Review Arrangements**
• Communicate guidance, including information about vaccinations, in a timely and responsible manner. • Support the national vaccination programme. • Designate a room (Isolation room behind student services) to be used for holding students with suspected COVID 19 until they are taken home.	• Remind staff and students about the control measures. • Where necessary, complete individual risk assessments for employees and pupils at special risk (take account of medical advice).. • Make time and increase capacity for additional pastoral support. • Encourage students to access various levels of support which are appropriate to their needs. This may be additional support offered through counselling and mentoring in school. It may involve support and	•	• Seating plans maintained. • Devise a system of entrances/exits for students that utilises fire exits.	•	• Consultation with employees and trades Union Reps on risk assessments. • Risk assessment published on school website. • This risk assessment will be reviewed if the risk level changes and/or in light of updated guidance.

	intervention at a higher level from external agencies.				

OUTBREAK MANAGEMENT PLAN – STEPPING MEASURES UP AND DOWN

The Outbreak Management Plan indicates how the school would operate if there was an outbreak in school or the local area.
Action may include implementing elements of the Outbreak Management Plan in addition to the control measures listed in the Risk Assessment above. In certain circumstances, Local Authorities, Directors of Public Health and Health Protection Teams can recommend further measures as part of their outbreak management responsibilities.
The control measures in blue font below will be implemented to help reduce the risk of infection during school-based events.

PLAN		DO			REVIEW
Prepare	**Prepare Employees, Parents and Pupils.**	**Control Access**	**Distancing and Space**	**Implement Infection Contrtol Measures**	**Communicate and Review Arrangements**
• Plan where class will exit the building and line up in the event of a fire alarm. • Plan a system of entrances/ exits for classes to enter and exit the building including using the fire exits • Reduce mixing/cross over as students and staff move between lessons. • Put down floor markings to indicate	• Re-organise any parents' evenings or open/ information evenings to virtual events. • Prepare staff and student briefing to communicate control measures. • Liaison with transport providers to confirm protective measures during journeys. • Limit visitors by exception (priority	• Floor markings around the school site to indicate distancing rules. • No classes or students to use the street for movement around the school unless provided with a yellow pass. • Building access rules clearly communicated through signage on entrances and around the site.	• Staff to be present when students arrive at school, during lesson changeovers, breaks and lunchtime and at the end of school to help enforce social distancing measures, using the social distancing markers on the ground. • Desks arranged to face the front of the classroom.	• Windows and doors should be open to ensure that ventilation is good. Wider considerations given to fire and smoke risk. Fire marshalls used to close doors in the event of an emergency evacuation to reduce fire and smoke risk. Students allowed to wear coats in the	• Employees encouraged to report any non compliance. • The effectiveness of prevention measures will be monitored by school leaders. • School Leaders meet regularly to review the COVID control measures • Discuss cases with Public Health Wiltshire when thresholds are met and implement

• areas of one-way flow. • Identify doors (including entrance doors in the morning and end of school) that can be propped open (to limit use of door handles and aid ventilation) taking account of fire safety and safeguarding • All meetings including parents' evenings to be virtual unless essential. • Thorough review of classroom and site logistics including communal areas, toilet facilites and pathways to allow for social distancing. • Plan areas for each year group to wait for buses at end of day • Deep clean site and prepare a rigorous cleaning programme. • Ensure PPE is available for staff. • COVID-19 posters/ signage displayed around the school • Modify school reception/ entrance	contractors, emergencies etc.). **School Performances and Event** • Communicate expectations with students, families, and other potential visitors what the expectations are around COVID (mitigation procedures and behaviours). • Ensure that cleaning products, spare masks, sanitiser and tissues are available when visitors enter the venue room. • Staff leading the event brief students and visitors about COVID considerations in relation to masks, positioning and movement around the building. • Encourage parents to phone or email staff, to help reduce the number of face-to-face meetings. • Review behaviour policies to consider how pupils will be managed. Brief staff	• Parents adhere to drop-off and pick-up protocols to minimise contact. • Keep screens closed to protect employees in reception. • Visitors do not sign in with the same pen in reception. • Entry points to school controlled (including deliveries). • Each classroom utilises fire exits identified in the classroom • Staff on duty outside school to monitor protection measures. • Floor markings along teaching corridors to help reduce congestion and the counter flow of students. •	• Teacher/ Teaching Assistant zone at the front of the room. • Teach PE outside, whenever possible. • Students will be unable to access lockers. • Staggered end of day – Years 9 and 10 to leave 5 minutes early at 3:20pm • Staff to supervise movement around the site to maintain social distancing. • Deliver virtual assemblies. • Limiting the number of students who use the toilet facilities to one student at a time with appropriate signage. • Teachers to deliver lessons from the front of the room using verbal instructions only • Teaching Assistants to not sit beside students but to support learning through other methods such as use of mini-whiteboards	school building if they wish. • Carbon Dioxide monitors placed in offices, classrooms and communal areas where good air circulation if restricted (no external doors/windows) or where a number of people share a small working/teaching space. • Some students to carry out daily lateral flow testing for a 7-day period, in response to a cluster of cases in a clearly identifiable group • Covid Testing site set up to follow DfE protocols and guidance • Procedure in place to isolate any staff or student who tests positive for Covid • Letter sent home to parents/carers reiterate importance of student testing to reduce transmission	control measures accordingly.

area to maintain social distancing • Place 2m markings along the main street corridors. • In areas where queues may form, put down floor markings to indicate distancing. E.g lunch servery areas • Organise classrooms for maintaining a 2m space between teachers and students • Organise classrooms so that all desks face the front • Inspect classrooms and remove unnecessary items. • Remove soft furnishings, soft toys and toys that are hard to clean. • A COVID-19 message to display on screens when locked. **School Performances and Events** • Request that visitors wear face coverings. • External doors and windows to remain open to ensure there is good ventilation.	prior to changes in timetabling on behaviour management systems. • Involve employees, governors and union representatives in plans to return to school and listen to any suggestions on preventative measures that can be taken. • Contact parents and students with details of the plan and familiarise them with new protocols. • Review EHCPs where required. • Information shared about testing available for those with and without symptoms. • Communicate to parents on the preventative measures being taken (e.g. post risk assessment on school website). • Employees fully briefed about the plans and protective		• Students come into school already in PE kit on day that they have PE to limit necessity to use changing rooms. Students may bring school uniform to change into afterwards – girls will use both sets of changing rooms and boys use the gym (blacked out eye-level windows) • No large communal gatherings inside, such as Year and House assemblies. • Staggered lunchtime – Year 7 and 8 to leave 5 minutes early. • Face to face staff briefing restricted to once a week in the staffroom. • Year group assemblies to take place in the school Hall. Windows and external doors to be wedged open. House assemblies to remain virtual to avoid transmission across year groups.	and maintain high safety levels • If any member of staff or a student displays COVID 19 symptoms, the guidance by PHE and HPT will be followed. • School to be cleaned daily with particular care taken in areas of most use. • Windows and doors should be open wherever possible to maintain good circulation. • Hand sanitiser, wipes and tissues provided in all classrooms to support good hand and respiratory hygiene. • Additional hand sanitiser spray provided in entrances to the school? • Ensure sufficient handwashing facilities are available. • Frequent hand washing encouraged for adults and students (following guidance on hand cleaning).	

• Consider restricting numbers and use large spaces. • Plan events using guidance - *Working safely during coronavirus (COVID-19) - Guidance - GOV.UK (www.gov.uk)* • Establish a COVID testing site in the Gym. • Registers of consent collated using a Microsoft form. • Volunteer staff fully trained up to test safely. • Testing site - rota of staffing established. • Timetabling student tests by year group and tutor group • Planning for home testing and recording results including setting up email addresses. • Ensure that all health and safety compliance checks have been undertaken before September opening (e.g. fire alarm,	measures identified in the risk assessment		• Allocate a Student Services zone in the library to allow for spacing students who require pastoral support or intervention • Staggered breaks in the morning • No face-to-face staff briefings in the staffroom. • No assemblies. • Designated zones for each year group at break and lunch time	• Student reminded to sanitze hand regularly; before and after eating, and after sneezing or coughing.. • Hands sanitized on entering and leaving the classroom. • Students need to provide their own equipment wherever possible • Staff and students are encouraged not to touch their mouth, eyes and nose. • Staff and students encouraged to use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it') • Bins for tissues provided and are emptied each day. • Shared materials and surfaces cleaned and disinfected frequently. • Students and staff to wipe down computer keyboards and mice at the end of each lesson. • Students and staff required to wear face	

emergency lighting, water hygiene, etc.). • Develop a clear one way system for students and staff when moving around inside the school • Designate each year group bubble an outside lunch zone / area • Serve each year group separately, using multiple food serving hatches. • Stairways to be up or down only. • Put up laminated picture signs in toilets and classrooms in front of sinks showing handwashing. • Order lateral flow test kits from the DfE. • Order and distribute cleaning materials and face masks. •				masks inside communal areas of the school building. This excludes lessons. • The majority of employees in education settings will not require PPE beyond what they would normally need for their work. Students whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way. • Employees providing first aid to pupils will wash hands or use hand sanitiser, before and after treating an injured person; wear gloves or cover hands when dealing with open wounds; attempt compression only CPR and early defibrillation until the ambulance arrives (adult); use a resuscitation face shield to perform mouth-to-mouth ventilation in	

				asphyxial arrest when performing CPR (child); dispose of all waste safely. • **School Performances and Events** • Expect all staff, students and visitors to take a LFD test on the morning of the event. • Ensure external doors and windows are open to help maintain good ventilation. • Visitors to wear face coverings during the performance and when gathered in communal areas. • Students and staff to wear face coverings when not performing and when gathered in communal areas. • The person leading the event to remind people to wear face coverings at the start of the event. • Social distancing measures implemented when managing refreshments. Pick up refreshments and	

				comsume outside or in corridors. • Numbers of attendees restricted and spread over 3 nights. • Maintain social distancing when groups of children are singing (especially the class teacher if facing the singing class). • Increase space where possible between performers and the audience. • Singers should sing side to side preferably, not facing each other and maintain distance. • Hand washing facilities or hand sanitiser freely available, but particularly on entry and before and after the event. • Students are required to wear face masks in communal areas. • Some students are also required to wear facemasks in lessons, in response to a cluster of COVID cases within a clearly	

				identifiable group. This will remain in place until the number of infections decrease and the number of cases are comparable to other groups.	
				• Staff are required to wear face masks in corridors and communal areas.	
				• Staff are encouraged to wear face masks during lessons with some flexibility – professional judgement used by staff to determine when it may be appropriate to remove their facemask to assist with communication.	
				• Daily registers of staff and students for Covid tests with results. Students encouraged to take part in regular home testing (twice a week) and tests conducted in the school test centre	