

RISK ASSESSMENT & Outbreak Management Plan

SCHOOL NAME: The Basildon Academies (Upper & Lower)		
Activity / Environment Description: Start of Autumn Term - September 1 st 2021		Date of Assessment: 04/01/2022
Assessed by (name): Gary Smith, Headteacher	Approved by (name): Nick Luckock, Chair of Governors	Date of Review: 26/01/2022
Objective: The following risk assessment has been developed in consideration of GOV.UK Guidance, in order to reduce the likelihood of harm in relation to Covid-19. All control measures have been implemented to reduce the possible contamination and spread of the virus from High to Low.		
Schools coronavirus (COVID-19) operational guidance (publishing.service.gov.uk)		
Below is the system of controls – actions that all schools must take:		
Prevention:		
<ol style="list-style-type: none">1. Ensure good hygiene for everyone.2. Maintain appropriate cleaning regimes.3. Keep occupied spaces well ventilated.4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.		
In specific circumstances:		
<ol style="list-style-type: none">5) Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary.6) Promote and engage in asymptomatic testing, where available.		
Response to any infection:		
<ol style="list-style-type: none">7) Promote and engage with the NHS Test and Trace process.9) Manage confirmed cases of coronavirus (COVID-19) amongst the school community.8) Contain any outbreak by following local health protection team advice.		

Hazard: <i>Possible contamination and spread of the virus</i>	Who is at risk? (students, staff, visitors)	Control Measures	Lead SLT & Deadline
Tracing close contacts and isolation	Staff, Students, Visitors	<ul style="list-style-type: none"> • From Step 4, close contacts will be identified via NHS Test and Trace and education settings will no longer be expected to undertake contact tracing. • As with positive cases in any other setting, NHS Test and Trace will work with the positive case to identify close contacts. Contacts from a school setting will only be traced by NHS Test and Trace where the positive case specifically identifies the individual as being a close contact • This is likely to be a small number of individuals who would be most at risk of contracting COVID-19 due to the nature of the close contact. We may be contacted in exceptional cases to help with identifying close contacts, as currently happens in managing other infectious diseases. • From 16 August 2021, children under the age of 18 years old will no longer be required to self-isolate if they are contacted by NHS Test and Trace as a close contact of a positive COVID-19 case. • Children will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test. • 18-year-olds will be treated in the same way as children until 4 months after their 18th birthday, to allow them the opportunity to get fully vaccinated. At which point, they will be subject to the same rules as adults and so if they choose not to get vaccinated, they will need to self-isolate if identified as a close contact. • We will continue to have a role in working with health protection teams in the case of a local outbreak. If there is an outbreak in a setting or if central government offers the area an enhanced response package, a director of public health might advise a setting to temporarily reintroduce some control measures. 	Lead SLT: Gary Smith On-going

Ensure good hygiene for everyone	Staff, Students, Visitors	<p><u>Ensure everyone is advised to clean their hands thoroughly and more often than usual</u></p> <ul style="list-style-type: none"> Frequent and thorough hand cleaning should now be regular practice. Continue to ensure that pupils clean their hands regularly. This can be done with soap and water or hand sanitiser. <p><u>Ensure good respiratory hygiene for everyone by promoting the ‘catch it, bin it, kill it’ approach</u></p> <ul style="list-style-type: none"> The ‘catch it, bin it, kill it’ approach continues to be very important. Make sure enough tissues and bins are available to support students and staff to follow this routine. <p><u>Use of personal protective equipment (PPE)</u></p> <ul style="list-style-type: none"> Most staff in schools will not require PPE beyond what they would normally need for their work. The guidance on the use of PPE in education, childcare and children’s social care settings provides more information on the use of PPE for COVID-19 	Lead SLT: Gary Smith On-going
Cleaning	Staff, Students, Visitors	<p><u>Maintain appropriate cleaning regimes using standard products, such as detergents</u></p> <ul style="list-style-type: none"> Put in place and maintain an appropriate cleaning schedule. This should include regular cleaning of areas and equipment (for example, twice per day), with a particular focus on frequently touched surfaces. 	Lead SLT: Tina Darker On-going
Face Coverings	Staff, Students, Visitors	<p>From January 4th, we also recommend that in those schools where pupils in year 7 and above are educated, face coverings should be worn in classrooms. This does not apply in situations where wearing a face covering would impact on the ability to take part in exercise or strenuous activity, for example in PE lessons. This will also be a temporary measure.</p> <p>Pupils in these schools must also wear a face covering when travelling on public transport and should wear it on dedicated transport to and from school.</p> <p>We would not ordinarily expect teachers to wear a face covering in the classroom if they are at the front of the class, to support education delivery, although settings should be sensitive to the needs of individual teachers</p> <p>Face coverings do not need to be worn when outdoors.</p>	Lead SLT: Tina Darker On-going

Travelling to the Setting	Staff, Students, Visitors	<ul style="list-style-type: none"> • Where pupils travel from abroad to attend a boarding school, you will need to explain the rules to pupils and their parents before they travel to the UK. • All pupils travelling to England must adhere to travel legislation, details of which are set out in government travel advice. • Additional guidance has been issued on the quarantine arrangements for boarding school pupils travelling from red-list countries to attend a boarding school in England. • Parents travelling abroad should bear in mind the impact on their child's education which may result from any requirement to quarantine or isolate upon return. 	Lead SLT: Tina Darker On-going
Ventilation	Staff, Students, Visitors	<p><u>Keep occupied spaces well ventilated</u></p> <ul style="list-style-type: none"> • Areas of poor ventilation have been identified. These are not in use at present. • A well ventilated teaching environment can be achieved by a variety of measures including: <ul style="list-style-type: none"> • mechanical ventilation systems • natural ventilation – opening windows and internal doors (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). can also assist with creating a throughput of air • natural ventilation – if necessary external opening doors may also be used (where safe to do so) • We will balance the need for increased ventilation while maintaining a comfortable temperature. 	Lead SLT: Tina Darker On-going

PPE (Non First Aid)	Staff, Students, Visitors	<p><u>Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary</u></p> <ul style="list-style-type: none"> • Most staff in schools will not require PPE beyond what they would normally need for their work. • If a student already has routine intimate care needs that involve the use of PPE, the same PPE should continue to be used. • Face coverings are not classified as PPE (personal protective equipment). • Additional PPE for coronavirus (COVID-19) is only required in a very limited number of scenarios, for example, when: a student becomes ill with coronavirus (COVID-19) symptoms, and only then if a 2 metre distance cannot be maintained. When working with children and young people who cough, spit or vomit but do not have coronavirus (COVID-19) symptoms, only any PPE that would be routinely worn, should be worn. • Used PPE (outside of that used for first aid) can be placed in a plastic bag and disposed of in the normal waste • If the wearer develops symptoms of Covid-19 whilst wearing the PPE, the first aid disposal process should be used • Stock of PPE to be maintained in line with demand 	Lead SLT: Tina Darker On-going
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First Aid	Students, Staff, Visitors	<ul style="list-style-type: none"> • Where someone presents symptoms of Covid-19, they should be moved to the Attendance Heart Space (Upper) and The Hub (Lower) where sick students can be kept in until parents or carers come to collect them, ideally with; a door you can close, a window you can open for ventilation & a separate bathroom they can use (either attached to the room or nearby) with appropriate adult supervision if required • In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital • If the toilet facility is used by anyone awaiting collection with symptoms of Covid-19, the bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else • PPE should be worn by First Aiders caring for anyone with symptoms of Covid-19 while they await collection if a distance of 2 metres cannot be maintained - https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe <p>PPE in this instance includes:</p> <ul style="list-style-type: none"> ○ a facemask ○ if contact is necessary, then gloves, an apron and a facemask should be worn ○ if there is a risk of fluids entering the eye from, for example, coughing, spitting or vomiting, then eye protection should also be worn <ul style="list-style-type: none"> • The first aider should call site staff for support once PPE needs to be disposed of • Used PPE in a first aid context should be put in a plastic rubbish bag and tied. Place the plastic bag in a second bin bag and tie it. It should be placed in a suitable place marked for Covid-19 storage for 72 hours. Waste should be stored safely and securely, away from young people. After 72 hours, this can be disposed of in the normal domestic waste • Any homemade non-disposable coverings should not be worn • Hand washing advice should be adhered to after dealing with any first aid incident • Cleaning of the Attendance Heart Space (Upper) and The Hub (Lower) should take place after anyone with suspected symptoms has left • Digital in ear thermometers can be used within First Aid where appropriate 	Lead SLT: Tina Darker On-going
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Asymptomatic Testing Programme	Staff, Students	<p>See Asymptomatic Testing Programme Risk Assessment</p> <p>Testing remains important in reducing the risk of transmission of infection within schools. That is why, whilst some measures are relaxed, others will remain, and if necessary, in response to the latest epidemiological data, we all need to be prepared to step measures up or down in future depending on local circumstances.</p> <ul style="list-style-type: none"> • During the week commencing 1st September, secondary school students will be offered and encouraged to take asymptomatic testing on site. • Students who consent to testing should return to face-to-face education following their first negative test result. Students not undergoing testing should attend school in line with our phased return arrangements • Testing is voluntary, but strongly encouraged. • Students will receive 2 initial tests on return to school, in school, 3-5 days apart, and will then be provided with home tests to use each week at home through September • Staff will continue to engage with onsite testing until the rapid home testing kits arrive, when they will be provided with 2 rapid tests to use each week at home. • Staff should undertake twice weekly home tests whenever they are on site until the end of September, when this will also be reviewed. • We will also retain a small asymptomatic testing site (ATS) on-site until further notice so they can offer testing to pupils who are unable to test themselves at home. 	Lead SLT: Gary Smith On-going
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Managing a confirmed case of Covid 19	Students, Staff, Visitors	<p><u>Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19</u></p> <p>When an individual develops COVID-19 symptoms or has a positive test</p> <ul style="list-style-type: none"> • Pupils, staff and other adults should follow public health advice on when to self-isolate and what to do. They should not come into school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine). • If anyone in your school develops COVID-19 symptoms, however mild, you should send them home and they should follow public health advice. • For everyone with symptoms, they should avoid using public transport and, wherever possible, be collected by a member of their family or household. • If a pupil is awaiting collection, they should be left in a room on their own if possible and safe to do so. A window should be opened for fresh air ventilation if possible. Appropriate PPE should also be used if close contact is necessary, further information on this can be found in the use of PPE in education, childcare and children’s social care settings guidance. Any rooms they use should be cleaned after they have left. • The household (including any siblings) should follow the PHE stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection. 	Lead SLT: Gary Smith On-going
Containing an outbreak	Students, Staff, Visitors	<ul style="list-style-type: none"> • If we have several confirmed cases within 14 days, you may have an outbreak. • Call the dedicated advice service who will escalate the issue to your local health protection team where necessary and advise if any additional action is required, such as implementing elements of your outbreak management plan. • We can reach them by calling the DfE helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case. • The contingency framework describes the principles of managing local outbreaks of COVID-19 in education and childcare settings. • Local authorities, directors of public health (DsPH) and PHE health protection teams (HPTs) can recommend measures described in the contingency framework in individual education and childcare settings – or a small cluster of settings – as part of their outbreak management responsibilities. 	Lead SLT: Gary Smith On-going

Attendance	Students, Staff, Visitors	<ul style="list-style-type: none"> • No-one with symptoms of Covid-19 or a confirmed positive case should attend the Academies • It is expected that all staff should attend the Academies to fulfil their specified roles • School attendance is mandatory for all pupils of compulsory school age and it is priority to ensure that as many children as possible regularly attend school. • Where a child is required to self-isolate or quarantine because of COVID-19 in accordance with relevant legislation or guidance published by PHE or the DHSC they should be recorded as code X (not attending in circumstances related to coronavirus). • Where they are unable to attend because they have a confirmed case of COVID-19 they should be recorded as code I (illness). • For pupils abroad who are unable to return, code X is unlikely to apply. In some specific cases, code Y (unable to attend due to exceptional circumstances) will apply. • Further guidance about the use of codes is provided in the school attendance guidance. 	Lead SLT: Tina Darker/Vicky Oddy On-going
Admitting children into school		<ul style="list-style-type: none"> • 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. • Your decision would need to be carefully considered in light of all the circumstances and current public health advice. 	
School workforce	Staff	<ul style="list-style-type: none"> • School leaders are best placed to determine the workforce required to meet the needs of their pupils. • Clinically extremely vulnerable (CEV) people are no longer advised 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. • Staff in schools who are CEV should currently attend their place of work if they cannot work from home. DHSC will publish updated guidance before Step 4. 	Lead SLT: Gary Smith On-going
Off-site Visits	Students, Staff	<ul style="list-style-type: none"> • We will undertake full and thorough risk assessments in relation to all educational visits and ensure that any public health advice, such as hygiene and ventilation requirements, is included as part of that risk assessment. • General guidance about educational visits is available and is supported by specialist advice from the Outdoor Education Advisory Panel (OEAP). • Teaching at students homes should not take place in any format 	Lead SLT: Tina Darker On-going
Remote Learning	Staff, Students, Visitors	<ul style="list-style-type: none"> • All subjects are expected to plan to ensure any students educated at home for some of the time are given the support they need to master the curriculum and so make good progress • Remote Learning will be delivered through platforms used by students via Zoom, Microsoft & Doodle. The Academies Website will link parents/carers and students to our approved providers. The Academies email system will also notify students of additional resourcing. See 'Remote Learning Guidance' for further details 	Lead SLT: April Guinea On-going

		<ul style="list-style-type: none"> • Students who are self-isolating or working from home due to clinical/PHE requirements will have their names communicated to the Remote Learning Lead to ensure immediate access to school curriculum offsite • Parents/carers should be encouraged to set age-appropriate parental controls on digital devices and use internet filters to block malicious websites • Safeguarding@ email address will be regularly monitored. Parents/carers are encouraged to report concerns via this method • CPOMS will continue to be used for staff reporting of concerns, as per usual process • Signposting to the practical support that's available for reporting harmful or upsetting content as well as bullying and online abuse is available on the Basildon Academies website and regularly updated • When communicating online with parents/carers and students, <u>all staff</u> should: <ul style="list-style-type: none"> • communicate within school hours as much as possible • communicate through the school channels approved by the senior leadership team • use school email accounts (not personal ones) • use school devices over personal devices wherever possible • not share personal information • When pre-recording/broadcasting lessons, teachers should only record content whilst present at the Academies with the support of IT. When pre-recording/broadcasting a lesson or making a recording, consider what will be in the background • The Academies will continue to follow the guidance outlined in the data protection: toolkit for schools when managing personal data and may need to consider: <ul style="list-style-type: none"> • taking care not to share contact details when emailing multiple people • being careful when sharing usernames and other personal data for access to online resources • providing access to school data systems safely • Students receiving live remote learning will be expected to adhere to normal academy behaviour expectations. To support this both microphones and cameras will be muted during online teaching for students. This also supports the safeguarding of students during live lessons. • We will maintain your capacity to deliver high quality remote education for next academic year, including for pupils who are abroad, and facing challenges to return due to COVID-19 travel restrictions, for the period they are abroad. 	
School meals	Students	<ul style="list-style-type: none"> • We will continue to provide free school meal support to any pupils who are eligible for benefits-related free school meals and who are learning at home during term time. 	

Stepping measures up and down	SLT	<ul style="list-style-type: none"> • Central government may offer local areas of particular concern an enhanced response package to help limit increases in transmission. • The government will review its approach for enhanced response in local areas before Step 4. If you have several confirmed cases within 14 days, you may have an outbreak. <p>The contingency framework describes the principles of managing local outbreaks of COVID-19 in education and childcare settings. Local authorities, directors of public health (DsPH) and PHE health protection teams (HPTs) can recommend measures described in the contingency framework in individual education and childcare settings – or a small cluster of settings – as part of their outbreak management responsibilities</p>	
Governance	Staff, Students, Parents	<ul style="list-style-type: none"> • Approach to communication between Leaders and Governors is clear and understood to discuss and review control measures • Governors are clear on their role in the planning and full opening of the school, including support to leaders 	Lead SLT: Gary Smith On-going

Outbreak Management Plan

This Outbreak Management Plan (OMP) outlines how the school will operate if additional measures are recommended for our setting or the local area.

The Director of Public Health, Public Health England Health Protection Teams or the Local Authority could recommend certain measures are re-introduced. This may happen to help manage outbreaks in schools, or if there is an “extremely high prevalence” of Covid-19 in the community and other measures have failed to reduce transmission, or as part of a package of measures “responding to a variant of concern”.

The threshold for implementing the OMP is advised as being:

- 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; or
- 10% of children, pupils, students, or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period

In such an event the school will:

- review and reinforce the testing, hygiene and ventilation measures they already have in place.
- seek additional public health advice if concerned about transmission in the setting, either by phoning the DfE helpline (0800 046 8687, option 1)

N.B- THE FOLLOWING CONTROL MEASURES DO NOT NEED TO BE PUT INTO PLACE UNLESS RECOMMENDED BY THE DIRECTOR OF PUBLIC HEALTH, PHE HEALTH PROTECTION TEAMS OR THE LOCAL AUTHORITY

	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
1	<p>If there is significant concern that existing or recently introduced measures in an area have failed to mitigate community transmission, or that a more robust response is required to contain the outbreak of a VoC it may be necessary to limit the number of children and young people in education or childcare settings through attendance restrictions.</p> <p>The threshold is advised as being:</p> <ul style="list-style-type: none"> • 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10 day period; or • 10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10 day period <p>In such an event the school will:</p> <ul style="list-style-type: none"> • review and reinforce the testing, hygiene and ventilation measures they already have in place. • seek additional public health advice if concerned about transmission in the setting, either by phoning the DfE helpline (0800 046 8687, option 1) <p>Be prepared to put in place the following enhanced controls:</p> <ul style="list-style-type: none"> • Strengthened communications to encourage pupils / students to undertake twice weekly rapid asymptomatic home testing and reporting • Temporarily reinstating face coverings for pupils/students, staff, and visitors in indoor and/or communal spaces in secondary schools, FE and HE settings, and for staff in primary, early years, out-of-school, and specialist settings. This should be for two weeks in the first instance, pending regular review 				<p>Attendance restrictions will only be considered as a last resort following the DfE's 'contingency framework' and, in collaboration with public health and the local authority.</p> <p>in this case, school will:</p> <ul style="list-style-type: none"> • Ensure remote learning platform is in place and accessible to all. • That provision is in place for vulnerable children and key worker children to attend (as per national lockdowns).

	<ul style="list-style-type: none"> • Reinstating on-site rapid LFD testing in secondary schools, colleges, and universities for a two-week period to encourage uptake of twice weekly testing • Increased frequency of testing 				
2	When a variant of COVID-19 is classed as a variant of concern (VoC), DHSC will increase targeted testing in that area to help suppress and control any possible new cases and better understand the new variants.				<ul style="list-style-type: none"> • Increased use of home testing for staff • Follow advice from PHE
3	Temporary re-introduction of year/class bubbles, for a temporary period to reduce mixing between groups.				<p>Strict class bubbles re-implemented</p> <ul style="list-style-type: none"> • Staggered entrance/ exit times will remain in place • Use of multiple entrances and exits will remain in place • Staggered/ limited use of communal areas- hall/ dining room will remain in place.
4	Temporary re-introduction of face coverings. In all cases any educational drawbacks in the recommended use of face coverings should be balanced with the benefits in managing transmission and should allow for reasonable exemptions for their use.				Face coverings must be worn by students, staff and visitors, in communal areas unless they are exempt.
5	Temporary re-introduction of shielding in the event of a major outbreak or variant of concern that poses a significant risk to individuals on the shielded patient list.				<ul style="list-style-type: none"> • Shielding can only be re-introduced by national government. • Individual risk assessments regularly reviewed and specifically in line with any updated government guidance regarding VoCs. • Remote learning platform in place for children who are advised to shield.
6	Temporary limit to certain school activities; <ul style="list-style-type: none"> - residential educational visits - open days - transition and taster days - parental attendance in settings 				These will all be risk assessed and control measures put in place as and when required.

Reporting Concerns - Any non-compliance with this risk assessment must be reported:

- Staff = Report to SLT via email or safeguarding@
- Senior Leadership = Report to Gary Smith, Headteacher
- Headteacher = Report to Nick Luckock, Chair of Governors
- Students = Report to safeguarding@ email address
- Parents = Report to safeguarding@ email address

Key Contacts

Chair of Governors Nick Luckock admin@basildonacademies.org.uk

Headteacher Gary Smith: gsmith@basildonacademies.org.uk

Lead SLT Tina Darker: tdarker@basildonacademies.org.uk

Lead SLT Lou Sherman: lsherman@basildonacademies.org.uk

Lead SLT: Vicky Oddy: voddy@basildonacademies.org.uk

Lead SLT April Guinea: aguinea@basildonacademies.org.uk