



**Carlton Academy Trust Risk Assessment: COVID 19 (Coronavirus) – 14 January 2022 - [Schools Covid-19 Operational Guidance](#)**

Hazards / Guidance	Risk Before Control Measures	Persons at Risk	Control Measures	Comments / Action Points – <b>Outbreak Management Planning</b>	Residual Risk Rating
<b>Transmission through Transport</b>	Infection from Virus	Staff, Students, Visitor	<ul style="list-style-type: none"> <li>Schools should still encourage parents and students to walk or cycle to school where possible</li> <li>Allow fresh air into vehicles when occupied</li> <li>It is important to ensure that vehicles are well ventilated when occupied, particularly by opening windows and ceiling vents. You should balance the need for increased ventilation while maintaining a comfortable temperature.</li> </ul> <p>On dedicated School Transport it is mandatory:</p> <ul style="list-style-type: none"> <li>That children and young people aged 11 and over wear a face covering.</li> <li>To Maximise distance and minimise mixing, but unnecessary risks such as overcrowding should be minimised.</li> </ul>	<p>Dedicated transport is that which exclusively carries children and young people to their place of education.</p> <p>It is recommended that children and young people aged 11 and over continue to wear a face covering when travelling to secondary school or college. <b>This will be under continuous review and will be adjusted accordingly, dependent on Government Guidance.</b></p> <p>These Factors are generally out of the Control of CAT schools, due to the contracted use for School Transport.</p>	<b>Low</b>
<b>Spread of Covid 19</b>	Infection from Virus	Staff, Students, Visitor	<p>Pupils, staff and other adults should follow public health advice on <a href="#">when to self-isolate and what to do</a>. 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).</p> <p>In most cases, parents/carers will agree that a pupil with symptoms should not attend the school, given the potential risk to others. If a parent/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.</p>	<p>Some pupils may be experiencing a variety of emotions in response to the COVID-19 pandemic, such as anxiety, stress or low mood. You can access useful links and sources of support on <a href="#">promoting and supporting mental health and wellbeing in schools</a>.</p> <p>When school is in operation, it is important to ensure it is well ventilated and that a comfortable teaching environment is maintained.</p> <p>Any poorly ventilated spaces should attempt to improve fresh air flow, giving particular consideration when holding events where visitors such as parents are on site.</p>	<b>Medium</b>

			<p>If anyone in school develops <a href="#">COVID-19 symptoms</a>, however mild, they should be sent home and they should follow public health advice.</p> <p>For everyone with symptoms, they should avoid using public transport and, wherever possible, be collected by a member of their family or household.</p> <p>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 <a href="#">use of PPE in education, childcare and children's social care settings guidance</a>. Any rooms they use should be cleaned after they have left.</p> <p>The household (including any siblings) should follow the PHE <a href="#">stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>.</p> <ul style="list-style-type: none"> <li>● Staff Induction and Training is provided to update on current guidance, social distancing and increased hygiene measures.</li> <li>● Tell parents that if their child needs to be accompanied to School, only one family member should attend.</li> <li>● Minimise contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend school</li> <li>● Cleaning hands more often than usual – wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser, ensuring that all parts of the hands are covered. Review the <a href="#">guidance on hand cleaning</a></li> <li>● Clean hands in the following circumstances: <ul style="list-style-type: none"> <li>• When you arrive at the school</li> <li>• When you return from breaks</li> <li>• When you change rooms</li> <li>• Before and after eating</li> </ul> </li> </ul>	<p>Mechanical ventilation is a system that uses a fan to draw fresh air, or extract air from a room. These should be adjusted if possible to increase the ventilation rate and be checked to confirm that normal operation meets current guidance and that only fresh outside air is circulated.</p> <p>If possible, systems should be adjusted to full fresh air or, if this is not possible, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply.</p> <p>Where mechanical ventilation systems exist, you should ensure that they are maintained in accordance with the manufacturers' recommendations.</p> <p>Opening external windows can improve natural ventilation, and in addition, opening internal doors can also assist with creating a throughput of air. If necessary, external opening doors may also be used (if they are not fire doors and where safe to do so).</p> <p>You should balance the need for increased ventilation while maintaining a comfortable temperature.</p> <p><b>Should the rise in Covid cases result in further lockdowns /school closures, early years and primary settings should be "prioritised to continue to operate as normal. If some attendance restrictions are needed at primary level; Vulnerable children, Children of critical key workers, Children in reception, Year 1 and Year 2 should still be allowed to attend. Year 6 will also remain a high priority due to upcoming KS2 SATS.</b></p> <p><b>If some secondary school restrictions are required, then vulnerable children and young people, children of critical workers, pupils in years 10, 11 and other pupils who were due to take external exams this academic year should still be allowed to attend.</b></p> <p><b>If attendance needs to be restricted further at either phase, vulnerable children and young people and children of critical key workers should still be able to attend</b></p>	
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<b>Asymptomatic LFT Testing</b>	Infection from Virus	Staff, Students	<p>Secondary Schools in the Trust may be required to test pupils on their return to school after the holidays on-site once using an Asymptomatic Testing Site. The first test should be taken as soon as possible when pupils return to school – staggered starts are approved by DfE.</p> <p>Following the initial return test on site, schools should plan for pupils to collect their test at home kits and start testing at home on a regular basis until advised to cease. A positive confirmatory PCR will be required for all positive cases.</p> <p>There is no need for primary age pupils (those in year 6 and below) to regularly test, unless they have been identified as a contact for someone who has tested positive for Covid-19 and therefore advised to take lateral flow tests every day for 7 days.</p> <p>Secondary Schools should retain a small ATS on site, so they can offer testing to students who are unable to test themselves at home or would prefer to test at school.</p>	<p>Staff and pupils with a positive LFD test result should self-isolate in line with the <a href="#">stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>. If they are displaying symptoms they will also need to <a href="#">get a free PCR test</a> to check if they have COVID-19.</p> <p>Whilst awaiting the PCR result, the individual should continue to self-isolate.</p> <p>If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the pupil can return to school, as long as the individual doesn't have COVID-19 symptoms.</p> <p>Additional information on <a href="#">PCR test kits for schools and further education providers is available</a>.</p> <p><b>From 11 January 2022</b> – the requirement to obtain a PCR test will cease (<b>for asymptomatic cases only</b>) and the Positive LFT result is the indicator to Self-</p>	<b>N/A</b>

			<p>Staff should continue at-home testing. Staff are advised to take their first self-test at home on either the evening or morning before they return to school following holidays. On return from holidays, secondary schools and colleges do not need to re-seek consent for pupils or students who have previously provided consent for ATS testing.</p> <p>Consent must be sought for any pupil or student who has not previously given consent for testing, for example new entrants in year 7. We will need to keep a record of all consent for ATS testing.</p>	<p>Isolate (From the day of the positive LFT result).</p> <p><b>From 17 January 2022 – From Monday 17 January</b>, people with COVID-19 in England can end their self-isolation after <b>5 full days</b>, as long as they test negative on day 5 and day 6. It is crucial that people isolating with COVID-19 wait until they have received 2 negative rapid lateral flow tests on 2 consecutive days to reduce the chance of still being infectious.</p> <p>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. If an individual is positive on day 5, then a negative test is required on day 6 and day 7 to release from isolation</p> <p>The default self-isolation period continues to be 10 days, and you may only leave self-isolation early if you have taken 2 rapid lateral flow tests and do not have a temperature in line with guidance.</p> <p>If you test positive for COVID-19 you must self-isolate, it is the law. The law states that you must self-isolate for 10 days, however this change enables people who are not infectious, proven via 2 negative tests over 2 days, which can start from day 5, to leave isolation on day 6.</p> <p>If individuals test positive during their isolation period it does not restart the clock for the 10-day isolation period. Day 0 of the isolation period is when you first show symptoms or, if asymptomatic, the day you took your test.</p> <p>The rules for contacts have not changed. Fully vaccinated individuals who are identified as contacts of someone with COVID-19 should take daily rapid lateral flow tests for 7 days but are not legally required to self-isolate. Unvaccinated contacts are legally required to self-isolate for the full 10-day period</p> <p><b>A PCR Test should be booked for cases who display symptoms.</b></p>	
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<b>Transmission through Mixing of groups</b>	Infection from Virus	Staff, Students, Visitor	<p>It is no longer recommended or necessary to keep children in consistent groups ('bubbles').</p> <p>As well as enabling flexibility in curriculum delivery, this means that assemblies can resume, and we no longer need to make alternative arrangements to avoid mixing at lunch, however this may still be a preferable option. Increased ventilation should be provided where possible in these areas.</p> <p>Continue to maintain the one-way circuits within school where possible and prevent any unnecessary mixing of students during changeover of lessons.</p>	<p>Teaching Staff may prefer floor markings to visibly highlight the 2m gap to be maintained between Staff and Students whilst teaching – this should be individually requested if required.</p> <p>Outbreak management planning covers the possibility that in some local areas it may become necessary to reintroduce 'bubbles' for a temporary period, to reduce mixing between groups.</p> <p>Any decision to recommend the reintroduction of 'bubbles' would not be taken lightly and would need to take account of the detrimental impact they can have on the delivery of education</p>	<b>Medium</b>
<b>Wearing of Personal Protective Equipment (PPE) and Face Coverings</b>	Infection from Virus	Staff	<p>From <b>January 4<sup>th</sup> (and until 26 Jan 22)</b>, Pupils in year 7 and above are to wear now required to wear face coverings 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.</p> <p>Teachers are not ordinarily expected to wear a face covering in the classroom if they are at the front of the class, to support education delivery, although we will be sensitive to the needs of individual teachers.</p> <p>Face coverings should be worn by Pupils, Staff and Adults (including visitors) when moving around in corridors and communal areas. Health advice continues to be that children in primary schools should not be asked to wear face coverings.</p>	<p><a href="#">Updated Government Guidance</a> should be referred to in the first instance</p> <p>If we have an outbreak in school, a director of public health might advise that face coverings should temporarily be worn in communal areas or classrooms (by pupils, staff and visitors, unless exempt). Supplies of Face coverings should be held in this instance.</p>	<b>Low</b>

			<p>The PPE that should be used in the following situations when caring for someone with symptoms of COVID-19 is:</p> <ul style="list-style-type: none"> <li>• A face mask should be worn if close contact is necessary</li> <li>• If contact is necessary, then gloves, an apron and a face mask should be worn</li> <li>• Eye protection if there is a risk of fluids entering the eye, for example, from coughing, spitting or vomiting</li> </ul>		
<b>Shielded and clinically vulnerable children and young people</b>	Infection from Virus	Staff, Students, Visitor	<p>Children and young people who were previously identified as being in one of these groups, are advised to continue to follow the guidance contained in <a href="#">Coronavirus: How to stay safe and help prevent the spread</a>.</p> <p>Children and young people previously considered CEV should attend school and should follow the same <a href="#">COVID-19 guidance</a> as the rest of the population. In some circumstances, a child or young person may have received personal advice from their specialist or clinician on additional precautions to take and they should continue to follow that advice. Further information is available in the guidance on <a href="#">supporting pupils at school with medical conditions</a>.</p>	<p>The Government may reintroduce shielding “in the event of a major outbreak or variant of concern that poses a significant risk to individuals on the shielded patient list.</p> <p>This can only be reintroduced by National Government. Measures must be in place to allow remote working if required.</p>	<b>Low</b>
<b>Clinically Extremely Vulnerable (CEV) Staff</b>	Infection from Virus	Staff	<p>Following expert clinical advice and the successful rollout of the COVID-19 vaccine programme, people previously considered to be particularly vulnerable, clinically extremely vulnerable (CEV), and high or higher-risk are not being advised to shield again.</p>	As Above	<b>Low</b>
<b>Staff, Student or Visitor becomes unwell whilst at School</b>	Infection from Virus	Staff, Students, Visitor	<p>If anyone in school develops <a href="#">COVID-19 symptoms</a>, however mild, they should be sent home and they should follow public health advice.</p> <ul style="list-style-type: none"> <li>• Send them home to begin isolation - the isolation period includes the day the symptoms started and for the next 10 full days</li> <li>• Advise them to follow the <a href="#">guidance for households with possible or confirmed COVID-19 infection</a></li> <li>• Advise them to <a href="#">arrange to have a test</a> as soon as possible to see if they have COVID-19</li> </ul>	<p>Staff and pupils with a positive LFD test result should self-isolate in line with the <a href="#">stay at home guidance</a>.</p> <p>They will also need to <a href="#">get a free PCR test</a> to check if they have COVID-19. Whilst awaiting the PCR result, the individual should continue to self-isolate.</p> <p>If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the pupil can return to school, as long as the individual doesn't have COVID-19 symptoms.</p>	<b>Medium</b>

				<p><b>From 11 January 2022</b> – the requirement to obtain a PCR test will cease (<b>for asymptomatic cases</b>) and the Positive LFT result is the indicator to Self-Isolate (From the day of the LFT Test).</p> <p><a href="#">See Guidance</a> above for release dates from Isolation.</p>	
<p><b>Confirmed case of coronavirus in School</b></p>	<p>Infection from Virus</p>	<p>Staff, Students, Visitor</p>	<p>Pupils, staff and other adults should follow public health advice on <a href="#">when to self-isolate and what to do</a>.</p> <p>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).</p> <p>If anyone in your school develops COVID-19 symptoms, however mild, you should send them home and they should follow public health advice.</p> <p>Anyone told to isolate by NHS Test and Trace or by their public health protection team has a legal obligation to self-isolate, but you may leave home to avoid injury or illness or to escape the risk of harm.</p> <p>More information can be found on <a href="#">NHS Test and Trace: how it works</a>.</p> <p>The self-isolation advice for people with coronavirus (COVID-19) has changed. It is now possible to end self-isolation after 7 days, following 2 negative LFD tests taken 24 hours apart. The first LFD test should not be taken before the sixth day</p>	<p>Follow the advice provided from Bradford Schools Online in the first instance:  <a href="https://bso.bradford.gov.uk/content/public-health-guidance-for-schools">https://bso.bradford.gov.uk/content/public-health-guidance-for-schools</a></p> <p>If we have several confirmed cases within 14 days, we may have an outbreak.</p> <p>There are two suggested "thresholds" for when schools may consider to have reached this point.</p> <p>The guidance says, for most schools, this is whichever is reached first out of:</p> <ul style="list-style-type: none"> <li>• Five 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 per cent of pupils, students or staff who are likely to have mixed closely test positive for Covid-19 within a 10-day period</li> </ul> <p>We should 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.</p> <p>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.</p> <p>If the above thresholds are reached, schools "should review and reinforce the testing, hygiene and ventilation measures they already have in place", according to the guidance.  Schools should also consider:</p>	<p><b>Medium</b></p>

				<ul style="list-style-type: none"><li>• Whether any activities could take place outdoors, including exercise, assemblies, or classes</li><li>• Ways to improve ventilation indoors, where this would not significantly impact thermal comfort</li><li>• One-off enhanced cleaning focussing on touch points and any shared equipment</li></ul> <p>If a director of public health or a health protection team judges that additional action should be taken, they may advise settings take extra measures such as:</p> <ul style="list-style-type: none"><li>• Strengthened communications to encourage pupils / students to undertake twice weekly rapid asymptomatic home testing and reporting</li><li>• 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</li><li>• Reinstating on-site rapid lateral flow device testing in secondary schools, colleges and universities for a two-week period to encourage uptake of twice weekly testing</li><li>• Increased frequency of testing</li></ul> <p>In "extreme cases", and as a last resort, schools may be advised to introduce short-term attendance restrictions in a setting, such as sending home a class or year group</p>	
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<p><b>Contact Tracing</b></p>	<p>Infection from Virus</p>	<p>Staff, Students, Visitor</p>	<p>Close contacts in schools are now identified by NHS Test and Trace and education settings will no longer be expected to undertake contact tracing.</p> <p>As with positive cases in any other setting, NHS Test and Trace will work with the positive case and/or their parent to identify close contacts. Contacts from a school setting will only be traced by NHS Test and Trace where the positive case or their parent 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.</p> <p>From <b>14 December 2021</b>, 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 a LFD test every day for 7 days and continue to attend their setting as normal, unless they have a positive test result.</p>	<p>Daily testing of close contacts applies to all contacts who are:</p> <ul style="list-style-type: none"> <li>• Fully vaccinated adults – people who have had 2 doses of an approved vaccine</li> <li>• All children and young people aged 5 to 18 years and 6 months, regardless of their vaccination status</li> <li>• People who are not able to get vaccinated for medical reasons</li> <li>• People taking part, or have taken part, in an approved clinical trial for a COVID-19 vaccine</li> </ul> <p>Schools will continue to have a role in working with health protection teams in the case of a local outbreak.</p> <p><b>If there is an outbreak in a school or if central government offers the area an enhanced response package, a director of public health might advise schools to temporarily reintroduce some control measures.</b></p>	<p><b>N/A</b></p>
<p><b>How to clean schools where there were children, students or staff with suspected cases of COVID-19</b></p>	<p>Infection from Virus</p>	<p>Staff, Students, Visitor</p>	<p>Coronavirus symptoms are similar to a flu-like illness and include cough, fever, or shortness of breath. Once symptomatic, all surfaces that the suspected case has come into contact with must be cleaned using disposable cloths and household detergents, according to current recommended workplace legislation and practice.</p> <p>These include:</p> <ul style="list-style-type: none"> <li>• All surfaces and objects which are visibly contaminated with body fluids</li> <li>• All potentially contaminated high-contact areas such as toilets, door handles, telephones</li> </ul> <p>Public areas where a symptomatic individual has passed through and spent minimal time in (such as corridors) but which are not visibly contaminated with body fluids do not need to be specially cleaned and disinfected. If a person becomes ill in a shared space, these should be cleaned as detailed above.</p>	<p>Site Cleaning Teams have their own arrangements and protocols during any outbreaks and will follow PHE Guidance.</p> <p>Disinfectant, anti-bacterial wipes and spray is to be used immediately on the threat of infectious disease or virus.</p>	<p><b>Low</b></p>

<b>Virus being spread through Waste transfer</b>	Infection from Virus	Staff, Students, Visitor	All waste that has been in contact with the individual, including used tissues, and masks if used, should be put in a plastic rubbish bag and tied when full. The plastic bag should then be placed in a second bin bag and tied. It should be put in a safe place and marked for storage until the result is available. If the individual tests negative, this can be put in the normal waste. Should the individual test positive, you will be instructed what to do with the waste	Waste Disposal will be completed by the Site Teams and escalated if appropriate	<b>Low</b>
<b>Educational Visits</b>	Infection from Virus	Staff, Students, Members of the Public	Prior to any Educational Visit, a full and thorough risk assessment should be undertaken and Educational Visit Leaders must ensure that any public health advice, such as hygiene and ventilation requirements, are included as part of that risk assessment. <a href="#">General guidance</a> about educational visits is available and is supported by specialist advice from the <a href="#">Outdoor Education Advisory Panel (OEAP)</a> .	<b>Should numbers of Covid cases increase, CAT will look to either suspend or limit residential trips, open days, transition or taster days, together with parental attendance in settings and performances. We will have plans in place to commence the re-delivery of Remote Learning if required.</b>	<b>Medium</b>
<b>Remote Learning</b>	N/A	Staff and Students	Not all people with COVID-19 have symptoms.  Where appropriate, we should support those who need to self-isolate because they have tested positive to work or learn from home if they are well enough to do so.  Schools subject to the <a href="#">remote education temporary continuity direction</a> are required to provide remote education to pupils covered by the direction where their attendance would be contrary to government guidance or legislation around COVID-19.	The remote education provided should be equivalent in length to the core teaching pupils would receive in school.  We should work collaboratively with families and put in place reasonable adjustments so that pupils with SEND can successfully access remote education.  Full expectations for remote education, support and resources can be found on the <a href="#">get help with remote education service</a> .	<b>N/A</b>