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## Dove Bank Primary School

### Risk Mitigation Plan for COVID-19 (v11.2)

## Autumn Term 2021

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Our planning is underpinned by the Department for Education's advice on effective infection protection and control which states the following:

*Schools must comply with health and safety law and put in place proportionate control measures. Schools must regularly review and update their risk assessments - treating them as 'living documents', as the circumstances in your school and the public health advice changes. This includes having active arrangements in place to monitor whether the controls are effective and working as planned.*

Within the government guidance, the systems of control that schools should adopt are clearly listed. This document will outline those systems of control and how Dove Bank Primary School has made them appropriate to our specific context and circumstance.

### Section A: Control measures

- 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.

*We have to recognise that it will not be possible to reduce the risk of transmission to zero whilst there is any circulation of the virus within the community and indeed nationally. The purpose of this plan is to reduce the risk of transmission as far as it is practically possible.*

#### 1) ENSURE GOOD HYGENE FOR EVERYONE:

##### Hand hygiene

Children and adults will clean hands thoroughly more often than usual. In each classroom, there will be access to hand **washing** facilities. Hand sanitizer stations are situated near the door in every classroom, as well as the main entrances to the school. Teachers will continue to plan opportunities for regular hand washing occasions every day. For example, at the start of the day as entering the classroom, before and after break and lunch, and before leaving school. They must also wash their hands anytime that they visit the toilet or cough/sneeze in to their hands.

Hand hygiene protocols are to be re-visited when all children return to school in August when the children will receive reminders about the expectations of practices and protocols in school. This will continue to be established as part of our culture and behaviour expectations.

## **Respiratory hygiene**

Children will be reminded to catch it, bin it and kill it. Children will be reminded that if tissues are regularly disposed of throughout the day, they should be thrown in to the lidded bins in each classroom using the foot-pedal to open the bin and their hands must be cleaned afterwards. Posters will be displayed around school to remind children of the procedures.

## **Use of personal protective equipment (PPE)**

Most staff in education, childcare and children's social care settings will not require PPE in response to COVID-19 beyond what they would normally need for their work.

If a child, young person, or student already has routine intimate care needs that involve the use of PPE, the same PPE should continue to be used.

Additional PPE for COVID-19 is only required in a very limited number of scenarios:

- 1) if an individual child, young person or student becomes ill with COVID-19 symptoms and only then if close contact is necessary
- 2) when performing aerosol generating procedures (AGPs)

Depending on how close you need be to an individual with C-19 symptoms you may need the following PPE:

- fluid-resistant surgical face masks (also known as Type IIR)
- disposable gloves
- disposable plastic aprons
- eye protection (for example, a face visor or goggles)

How much PPE you need to wear when caring for someone with symptoms of COVID-19 depends on how much contact you have:

- A face mask should be worn if you are in face-to-face contact.
- If physical contact is necessary, then gloves, an apron and a face mask should be worn.
- Wear eye protection if a risk assessment determines that there is a risk of fluids entering the eye, for example, from coughing, spitting or vomiting.
- If a child tests positive for COVID-19 and needs to remain in a residential setting, the same type and level of PPE as above should be used.

When PPE is used, it is essential that it is used properly. This includes scrupulous hand hygiene and following guidance on how to put PPE on and take it off safely in order to reduce self-contamination.

Face masks should: cover both the nose and mouth, not be allowed to dangle around the neck, not be touched once put on, except when carefully removed before disposal, be changed when they become moist or damaged; be worn once and then discarded - hands should be cleaned after disposal

## **2) MAINTAIN APPROPRIATE CLEANING REGIMES:**

We will maintain our cleaning schedule. This includes regular cleaning of areas and equipment with a particular focus on frequently touched surfaces. A fogging gun will be used to add an additional layer of deep cleaning and this will be done on a rota basis so that all classrooms, offices and small shared spaces will be fogged every fortnight. A zoned plan of the school has been drawn up to ensure that fogging can be logged and monitored.

If we are required to clean an area after a positive case of coronavirus has been identified, we must follow the guidelines (<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>).

### **3) KEEP OCCUPIED SPACES WELL VENTILATED:**

Good ventilation reduces the concentration of the virus in the air, which reduces the risk from airborne transmission. This happens when people breathe in small particles (aerosols) in the air after someone with the virus has occupied and enclosed area.

When school is in operation, we will ensure a well ventilated and a comfortable teaching environment is maintained. We will achieve this by a variety of measures including:

- mechanical ventilation systems
- natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space). Opening internal doors can also assist with creating a throughput of air. If necessary external opening doors may also be used (where safe to do so)

To balance the need for increased ventilation while maintaining a comfortable temperature, we will consider:

- opening high level windows in colder weather in preference to low level to reduce draughts
- increasing the ventilation while spaces are unoccupied (for example, between classes, during break and lunch, when a room is unused)
- providing flexibility to allow additional, suitable indoor clothing

We will balance the need for increased ventilation while maintaining a comfortable temperature.

### **4) FOLLOW PUBLIC HEALTH ADVICE ON TESTING, SELF-ISOLATION AND MANAGING CONFIRMED CASES OF COVID-19:**

When an individual develops COVID-19 symptoms or has a positive test 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 at Dove Bank develops COVID-19 symptoms, however mild, we will 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 will be left in a room on their own if possible and safe to do so. A window will be opened for fresh air ventilation if possible. Appropriate PPE will also be used if close contact is necessary. Any rooms they use will 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.

If we have several confirmed cases within 14 days, you may have an outbreak. We will call the dedicated advice service who will escalate the issue to our local health protection team where necessary and advise if any additional action is required, such as implementing elements of our outbreak management plan. In this case, we will call the DfE helpline on 0800 046 8687 and select option 1 for advice on the action to take in response to a positive case.

### **Asymptomatic testing**

Staff should undertake twice weekly home tests whenever they are on site until the end of September, when this will also be reviewed.

### **Confirmatory PCR tests**

Staff will be supplied with lateral flow device (LFD) test kits to self-swab. Staff will be asked to take their test kits home and carry out the test twice a week. The LFD test will give a result in around 15 to 30 minutes. Staff must report their result to NHS Test and Trace as soon as the test is completed either online or by telephone. Staff should also share their result with the school to help with contact tracing ([covid@dovebank.leics.sch.uk](mailto:covid@dovebank.leics.sch.uk)).

Testing is not mandatory for staff and staff do not need to provide proof of a negative test result to attend school in person, although participation in testing is strongly encouraged.

Staff with a positive LFD test result will need to self-isolate in line with the stay-at-home guidance. They will also need to arrange a polymerase chain reaction (PCR) test to confirm the result. Staff with a negative LFD test result can continue to attend school and use protective measures.

The asymptomatic testing programme does not replace the current testing policy for those with symptoms. Anyone with symptoms (even if they recently had a negative LFD test result), should still self-isolate immediately according to government guidelines.

Those with symptoms are also expected to order a test online or visit a test site to take a polymerase chain reaction (PCR) test to check if they have the virus.

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 person can return to school, as long as the individual doesn't have COVID-19 symptoms.

### **Tracing close contacts and isolation**

Close contacts will be identified via NHS Test and Trace and we will no longer be undertaking 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.

Children under the age of 18 years old 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. Instead, 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. We would encourage all individuals to take a PCR test if advised to do so.

Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19 (this includes when the household member is awaiting the results of a PCR test), and any of the following apply:

- they are fully vaccinated
- they are below the age of 18 years and 6 months
- they have taken part in or are currently part of an approved COVID-19 vaccine trial
- they are not able to get vaccinated for medical reasons

Instead, they 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. We would encourage all individuals to take a PCR test if advised to do so.

Staff who meet the above criteria do not need to isolate, and children and young people aged under 18 years 6 months who usually attend school, and have been identified as a close contact, should continue to attend school as normal. They do not need to wear a face covering within the school, but it is expected and recommended that these are worn when travelling on public or dedicated transport.

Dove Bank 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 school 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.

## **Section B: School operations**

### **Managing admitting and exiting children into and from school**

The following one-way system will continue to be in place for dropping off and collecting children at the beginning and the end of the school day:

**Morning drop-off:** Parents/carers will need to drop children off between 8.45am and 8.55am. Parents / carers to enter through the single pedestrian gate near the turning circle. Children will join their class lines (marked clearly on the playground) and staff will be on duty to collect and supervise them. Parents/carers will then exit through the other pedestrian gate (on to Bagworth Road). Children arriving on the bus will be collected by a member of staff and escorted to their class lines.

**Pick up:** The gates will open at 3.10pm and the children will be on their lines in the playground ready to be collected. Parents will continue to use the one way system as described above when collecting children. Those children who go home on the bus will join the back of their class line and then be escorted to the bus once staff members become available.

Any additional staff will be deployed to assist at the beginning and end of the school day. Parents / carers must not arrive early or late. Parents will not be given access to the school building at drop off and collection times. Enquiries should continue to be made via phone call or email, either to the class teacher (via dedicated class emails / class Dojo) or the school office.

### **Managing movement around the building**

The internal one way system will no longer be used. We will continue to use external doors to enter or exit classrooms whenever possible.

Much of the communication between staff can still be done via the messaging system within Microsoft Teams. Staff in school are encouraged to keep their phones on in order to be contacted quickly by SLT.

### **School meal times**

- Universal Free School Meals – A cooked meal will be provided for all children in YR, Y1 and Y2 on request.
- Free School Meals – Children entitled income-based Free School Meals will be provided with a cooked meal on request.

All other children can order a cooked meal if they would like one. Children in all classes will now eat their meals (packed lunches and hot meals) in the hall. If the weather permits, children can eat outside whilst remaining socially distanced. This will be at the supervising adult's discretion

### **COVID-19 specific staff training in advance of opening**

All staff will be issued with a copy of the RMP prior to returning to work and will take part in a training session on-site on new procedures. Training will take place in the hall and this will include an overview of the plan and an opportunity for staff to ask any questions.

### **School Uniform**

Children will be expected to return to wearing full school uniform. Friends of Dove Bank have a pre-loved uniform shop which you can contact via [preloveduniform@dovebank.leics.sch.uk](mailto:preloveduniform@dovebank.leics.sch.uk). On PE days, children will still arrive in their PE kit and wear it all day. However, they will need to adhere to the dress code for PE and will be encouraged to wear a Dove Bank hoodie.

As we are likely to have windows open to aid ventilation, children may need additional warm garments, e.g. vests or school fleeces.

### **Fire drill procedures**

There will be no changes to fire drill procedures (as in the event of a fire, the risk from that outweighs the risk of contracting C19). We will therefore continue fire drills.

Fire doors to classrooms and offices will be propped open providing additional ventilation when rooms are occupied and we will ensure they are closed when a room is not in use or in the event of an emergency evacuation. Retro-fitted audio triggered fire door retainers are fitted to all relevant fire doors and will release them on the sound of the fire alarm.

We will continue to maintain accurate registers for those who are in school.

### **Safeguarding**

Regular safeguarding meetings will take place between DSLs to review all vulnerable families. The DSL will continue to support LAC children and attend virtual meetings as necessary. Teachers will maintain contact with families of children in their class through email / telephone / Dojo and provide home learning if they have to go into isolation. Home visits will be put in place where necessary.

We will regularly revise our child protection policy to include any changes to the statutory safeguarding guidance.

The Designated Safeguarding Lead (DSL) and deputy DSLs will ensure there is increased time, especially in the first few weeks of term, to help provide support to staff and children regarding any new safeguarding and welfare concerns and the handling of referrals to children's social care and other agencies where these are appropriate.

### **Educational Visits**

Residential trips in the UK can go ahead using a specific system of controls as outlined in this document. There are currently plans to reinstate the Y5 / Y6 residential trip, as well as trip for Year 3, as per DfE instructions regarding overnight school trips. Other, non-residential school trips are permitted to resume. However, these must be comprehensively risk assessed.

### **Wraparound Care**

Wrap around care provided by Clubs Complete can continue as normal.

### **Maintaining online/home learning**

If children are off school with COVID-19, they are technically classed as being ill and we will not routinely be setting work for them to complete at home. However, if they feel well after the first few days of their isolation period and you would like some work for them, please contact their class teacher on Dojo and they will set individual work.

All pupils not physically unwell, but still isolating, will have access to remote education as soon as reasonably practicable, which may be the next school day.

We will maintain our capabilities to deliver high quality remote education for this academic year; this will be in line with our current policy.

We are not currently using the OneDrives as we did last year.

We will publish information about our remote education provision on our website and this will be kept up to date.

## **Section C: Monitoring Arrangements**

### **Spot Checks**

Members of the Senior Leadership Team will carry out regular spot checks on the following mitigation strategies: fire doors/ventilation, handwashing, use of PPE, etc.

Coalville Cleaners (supported by the Premises Officer) will carry out regular spot checks on the quality of cleaning around the school.

### **Review**

This Risk Mitigation Plan (RMP) is subject to regular and ongoing review in light of changes to the local, national and global situation with the pandemic.

