

Blackfen school Covid-19 risk assessment action plan – 26 August 2021. Updated 7 January 2022.

This should be read in conjunction with the risk assessment for Stage 4 of the easing of lockdown

This was updated on 7 January 2022 under the new guidance for schools (January 2022).

Sent to school staff on 10 January 2022.

Sent to the full governing body for approval on 10 January 2022.

Put on the school website and circulated to staff and parents.

| Area | Comment | Applied Yes or No | Action Taken/Notes by Whom/when | Status R-A-G |
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| Risk assessment approved by governing body | Risk assessment and action plan sent to governing body for comment and approval. | Yes | Risk assessment sent to governing body. HT | G |
| Risk assessment sent to staff | Risk assessment and action plan sent to staff as part of wider consultation. | Yes | Risk assessment sent to staff subject to approval. HT | G |
| Risk assessment sent to parents | Risk assessment and action plan sent to parents as part of wider consultation. | Yes | Risk assessment sent to parents subject to approval. HT | G |
| Staff have access to online support | Staff made aware of online support through Carefirst – a 24 hour counselling and advice service. | Yes | Staff notified of support in Briefing. HR and HT | G |
| The system of 4 controls | Staff and parents are aware of the system of controls. There are 4 of them in the guidance. 1) Ensure good hygiene for everyone 2) Maintain appropriate cleaning regimes 3) Keep indoor spaces well ventilated 4) Follow Public Health advice on testing, self-isolation and managing confirmed cases of Covid-19 | Yes | System of controls reinforced through letters and in briefings with staff, parents and students. HT | G |
| Ventilation in school (also see below) | Ventilation in school is improved through new windows replacing older windows. | Yes | Some new windows installed. Some new windows still to be installed. GMO | G/A |
| | Doors and windows opened to encourage ventilation and poorly ventilated spaces identified to improve fresh air flow. | Yes | Site staff responsible for opening windows and doors in the morning every day. VMU/GMO | G |

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| | Mechanical ventilation is adjusted to increase the ventilation rate and full fresh air wherever possible and checked to confirm that normal operation meets current guidance and that the air is not on 're-circulate'. This is balanced with providing thermal comfort to avoid extremes of temperature and children may wear warmer clothing accordingly. The Health and Safety Executive guidance on air conditioning and ventilation during the COVID-19 pandemic and CIBSE COVID-19 advice provides information. | Yes | Site Manager and team ensure this is done. VMU/GMO | G |
| | Schools are encouraged to follow Dfe advice to measure Co2 levels in classrooms with the installation of Co2 monitors, which will be distributed by the government from the end of August along with guidance on how to use them. | Yes | Monitors (50) have been received and have been placed in different classrooms | G |
| | Guidance to staff on CO2 monitor use – what actions to take to increase ventilation if CO2 levels go into the poor category | Yes | Business manager and Site manager ensure this is done with clear instructions to staff. VMU/GMO. | G |
| Ventilation | Windows and doors will be continue to be opened to ensure ventilation. Some classrooms have CO2 monitors in them to monitor levels. Staff will be opening windows and doors fully between lessons. In addition, the only indoor area available at break and lunch will be the canteen as at present. There are shelters in other parts of the school. With this in mind, students should wear warm clothing. We will ensure that there is thermal comfort to avoid extremes of temperature and children may wear warmer clothing accordingly. The library will also be open on the specified days. | Yes | Parents and staff and students informed. | G |
| Use of air conditioning | Air conditioning can be used in rooms if there is adequate ventilation. See https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation/index.htm | Yes | Instruction issued to staff that they can use air conditioning when windows are kept open. | G |

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| Face coverings | Face coverings are no longer advised by law for secondary students, or staff and visitors either in classrooms or in communal areas. They must be worn in enclosed and crowded spaces where people may come into contact with other people they don't normally meet such as mixing with other schools, public transport dedicated transport to school, and school transport. | Yes | HT and DHT/AHT and SSO | G |
| | 15 November 2021 onwards – Face coverings to be worn by staff in Briefing | Yes | HT has sent a message to staff regarding wearing of face coverings at Briefings. | G |
| Face coverings | Students are advised to wear a face covering. However, for students in year 7 the wearing of a face covering in communal areas and in corridors, is mandatory (not in lessons). If a student is exempt, they should wear an exempt lanyard. These are available to collect from their respective student support officer. Wording from PH. You highlighted the challenges that come with the reintroduction of these. We suggest that you reintroduce specifically for the sub-groups/year groups that have reached threshold level where there has been evidence of closely mixing. | Yes | Parents informed and staff and students informed. | G |
| Face coverings from 29 November 2021 | Where students in year 7 (which would be children who were aged 11 on 31 August 2021) and above are educated, we recommend that face coverings should be worn by students, staff and adult visitors when moving around the premises, outside of classrooms, such as in corridors and communal areas. This is a temporary measure. Students in these schools should also wear a face covering when travelling on public transport and dedicated transport to and from school. We do not advise that students and staff wear face coverings in classrooms. | Yes | Letter sent to parents and to staff. HT | G |

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| <p>Face coverings from 5 January 2022</p> | <p>From today, Sunday 2 January, it is recommended that face coverings are worn in classrooms where pupils in year 7 and above are educated. The advice is short term only, to support pupils and teachers as they return to school this term and builds on the existing proportionate guidance that recommends face coverings for all adults in communal areas of all settings. We are updating our guidance to reflect this. The advice on face coverings in classrooms will be in place until Wednesday 26 January, when Plan B regulations are currently scheduled to expire, at which point it will be reviewed.</p> <p>At Blackfen school the expectation is that students wear face coverings at all times when indoors apart from when they are indoors eating or drinking.</p> <p>It is therefore recommended that all settings have a small contingency stock of face coverings available if an individual has forgotten or damaged their own.</p> | <p>Yes</p> | <p>Letter to parents and to staff. Script to staff about what to do if a student is not wearing a face covering.</p> <p>Face coverings available for students to use.</p> | <p>G</p> |
| | <p>Schools, as employers, have a duty to comply with the Equality Act 2010 which includes making reasonable adjustments for disabled staff. They also have a duty to make reasonable adjustments for disabled students, to support them to access education successfully. No</p> | <p>Yes</p> | <p>Staff informed. HT in Briefing. November 2021.</p> | <p>G</p> |

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| | student should be denied education on the grounds that they are not wearing a face covering. | | | |
| Educational visits | Visits can take place at the present time | Yes | Governors to approve any planned visits. NRO | G |
| Parental communication | Regular communication to parents with clear guidance on what to do. | Yes | Letters sent to parents. HT | G |
| | School put on green measures on 16 November 2021 and increased communication with parents/carers about testing is part of this. | Yes | Warn and inform letter sent to all parents and carers of year 7 students – 15 November 2021 – due to spike in cases | G |
| Student communication | Reminder to students about testing. | Yes | Regular assembly reminders about testing. | G |
| Visitors to school | Visitors who offer educational services to the school can visit. Parents/carers can meet with key staff but only with a prior appointment e.g. a return from exclusion meeting. Track and trace document remains in place. | Yes | Ongoing. | G |
| Good hygiene | Ensure that all adults and children frequently wash their hands with soap and water for 20 seconds and dry thoroughly. Posters are encouraged and schools ensure sufficient handwashing facilities are available in toilet blocks. Where a sink is not nearby, provide hand sanitiser in classrooms and other learning environments. Electric hand dryers continue to be used as cost of paper towel replacements is prohibitive. | Yes | Posters encouraging hand washing. GMO Hand sanitisers regularly refilled and maintained. GMO/VMU | G |
| Public Health advice on testing, self-isolation and managing confirmed cases of Covid-19 | If a school has a substantial increase in the number of positive cases in your school (see Stepping measures up and down for more information), a director of public health might advise that face coverings should temporarily be worn in communal areas or classrooms (by students, staff and visitors, unless exempt). | Yes | All communication with the director of PH via the HT. | G |
| | Outbreak management plans in place ready to reintroduce bubbles if required and a review made of hygiene, improving ventilation without impacting thermal comfort, and other controls including encouraging testing and using outdoor space where possible. | Yes | School will seek advice from the Dfe Helpline HT | A |

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| | <p>Public Health guidance (18-9-21) Thresholds for detecting transmission in the setting are described as:</p> <ul style="list-style-type: none"> • 5 cases or 10% (whichever is reached first) test-confirmed cases of COVID-19 (either by PCR testing or LFD Ag testing with a follow-up PCR) within 10 days, among students or staff clustered in a consistent group or cohort . Dates should be calculated based on illness onset, or test date if asymptomatic. OR • Evidence of severe of illness e.g. students or staff members admitted to hospital or a death as a result of a COVID 19 infection (PCR or LFD Ag with follow up PCR) as the setting may require advice on risk assessment and communication. | | | |
| As from 29 November 2021 | <p>All individuals who have been identified as a close contact of a suspected or confirmed case of the Omicron variant of COVID-19, irrespective of vaccination status and age, will be contacted directly and required to self-isolate immediately and asked to book a PCR test. They will be informed by the local health protection team or NHS Test and Trace if they fall into this category and provided details about self-isolation.</p> | Yes | Staff, parents and students informed of this change. | G |
| | <p>Green measures put in place for the school</p> <p>Strengthen communications to encourage staff and eligible children to undertake twice weekly LFD testing; and reinforce advice on symptoms and case isolation (for all staff and for secondary school students respectively)</p> <p>Consider moving activities outdoors, including exercise, assemblies, and classes</p> <p>Further improvement of ventilation indoors (without significantly impacting thermal comfort)</p> <p>Implement enhanced cleaning, focusing on touch points. Shared equipment should be cleaned after use</p> <p>Review and reinforcement of hygiene measures</p> <p>Strong messaging to school/setting community about signs, symptoms, isolation advice and testing to support prompt isolation of suspected cases.</p> <p>Promote vaccination uptake for eligible students and staff. Please request support from your local authority</p> | Yes | LT have looked at document and these steps are being monitored. | G |

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| | <p>Management of staff contacts</p> <p>Promote PCR testing for close contacts identified by NHS Test and Trace</p> <p>Use your risk assessment to identify any safeguarding issues</p> <p>Provide warn and inform information to identified group (e.g. class, year group, common activities group).</p> | | | |
| Testing | <p>Follow all the guidance with regards to what to do if your child has symptoms, what to do if your child tests positive and what to do if your child is a close contact of someone who has tested positive.</p> <p>If your child tests positive, please report this to the school.</p> | Yes | Parents and staff and students informed. | G |
| | <p>Students will be tested twice in school at the start of the term.</p> <p>Students must continue to test twice weekly at home until the end of September when this will be reviewed.</p> <p>Staff must undertake twice weekly home tests throughout all of September.</p> | Yes | <p>Letters home to parents/carers.</p> <p>AST station set up in school.</p> <p>DTA/NRO/GMO</p> <p>Testing kits issued to students.</p> <p>DTA</p> | G |
| Testing | Students should continue to test regularly. | Yes | Parents and staff and students informed | G |
| December 2021 and January 2022 | <p>Students are encouraged to test over Christmas in accordance with current public health advice</p> <p>Students may wish to take a rapid lateral flow test in situations where they are more likely to catch or spread COVID-19. This includes spending time in crowded and enclosed spaces, or before visiting people who are at higher risk of severe illness if they catch COVID-19.</p> | Yes | Letter home to parents/carers about testing over Christmas and on the first day back. | A |
| Students | <p>Prepare to test secondary school students onsite once on their return to school after the holidays using your Asymptomatic Testing Site</p> <ul style="list-style-type: none"> • Secondary schools, should prepare to offer all students one Lateral Flow Device (LFD) test onsite at the beginning of the Spring term. • This will help to identify positive cases of COVID19 and reduce transmission, to support the continuity of | Yes | <p>Arrangements made to set up Asymptomatic Testing Site (ATS).</p> <p>Staff and parents informed of arrangements for the start of the term.</p> | A |

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| | <p>education, particularly as increased social mixing is likely over the Christmas and New Year period.</p> <ul style="list-style-type: none"> • This test should be taken in the new year when students return to secondary school. | | | |
| Students | <p>Once students have taken one test onsite, they should continue to test at home in line with current government guidance.</p> <p>Students should be encouraged to take a test at-home 3-4 days after the initial test onsite. Following this, they should continue to test at-home in line with government guidance.</p> | Yes | Letter home to parents and carers regarding testing. | A |
| Testing from 5 January 2022 | <p>People who are fully vaccinated, or children and young people aged between 5 and 18 years and 6 months, identified as a close contact of someone with COVID-19, should take an LFD test every day for seven days and continue to attend their setting as normal, unless they have a positive test result or develop symptoms at any time.</p> <p>Children under 5 are not being advised to take part in daily testing of close contacts. If a child under 5 is a contact of a confirmed case, they are not required to self-isolate and should not start daily testing. If they live in the same household as someone with COVID-19 they should limit their contact with anyone who is at higher risk of severe illness if infected with COVID-19, and arrange to take a PCR test as soon as possible. They can continue to attend an education or childcare setting while waiting for the PCR result. If the test is</p> | Yes | Letter home to parents and carers regarding testing regularly. | G |

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| | positive, they should follow the stay at home: guidance for households with possible or confirmed COVID-19 infection . | | | |
| Staff and students | <p>Staff and students who are not attending the education setting over Christmas should test in accordance with current public health advice</p> <p>Staff and students who are not attending their setting during the holiday period may wish to take a rapid lateral flow test in situations where they are more likely to catch or spread COVID-19. This includes spending time in crowded and enclosed spaces, or before visiting people who are at higher risk of severe illness if they catch COVID-19.</p> <p>Staff and students who are attending the education setting over Christmas should continue to test twice weekly.</p> | Yes | Staff are made aware and letter home to parents and carers regarding testing. | A |
| Staff | <p>Prepare for staff in all settings to test at home once, the night/morning before they return.</p> <p>You should prepare to distribute self-test kits before the Christmas break to any staff that need them, to enable them to take one Lateral Flow Device (LFD) test at home before they return. Then continue to test in line with current government guidance.</p> <p>This will help to identify cases of COVID19 and reduce transmission to support the continuity of education – particularly as increased social mixing is likely over the Christmas and New Year period.</p> | Yes | Reminder email to staff in January 2022 from HT. | A |
| | When an individual develops Covid-19 or has a positive test, students, staff and other adults 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 | Yes | PH procedures are followed as relevant. HT/JCL | G |

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| | <p>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 the school develops COVID-19 symptoms they are sent home and they follow public health advice. Symptoms include: A high temperature, a new continuous cough, loss of taste or sense of smell (anosmia). For everyone with symptoms, they must avoid using public transport and, wherever possible, be collected by a member of their family or household. If a student is awaiting collection, they are in a room on their own if possible and safe to do so.</p> | | | |
| <p>Added on 6 December 2021</p> | <p>Any household close contacts in KS2 and above who are exempt from isolation and are attending school are encouraged to carry out daily lateral flow testing for 10 days after the onset of symptoms (or positive test if asymptomatic) in the case in their household, and only attend school if their lateral flow test is negative. They are also encouraged to follow national guidance for all contacts and access a PCR test at COVID-19: guidance for households with possible coronavirus infection – GOV.UK (www.gov.uk). People who have tested positive with a PCR test within the last 90 days do not need to be tested.</p> | | | |
| <p>From 5 January 2022</p> | <p>Since Wednesday 22 December, the 10 day self-isolation period for people who record a positive PCR test result for COVID-19 has been reduced to 7 days in most circumstances, unless you cannot test for any reason.</p> | <p>Yes</p> | <p>Letter home to parents and carers about this.</p> | <p>G</p> |

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| | <p>Individuals may now take LFD tests on day 6 and day 7 of their self-isolation period. Those who receive two negative test results are no longer required to complete 10 full days of self-isolation. The first test must be taken no earlier than day 6 of the self-isolation period and tests must be taken 24 hours apart. This also applies to children under 5, with LFD testing at parental or guardian discretion. If both these test results are negative, and you do not have a high temperature, you may end your self-isolation after the second negative test result and return to your education setting from day 8.</p> <p>Anyone who is unable to take LFD tests will need to complete the full 10 day period of self-isolation. Further information is available in the stay at home: guidance for households with possible or confirmed COVID-19 infection.</p> | | | |
| | <p>The First Aid Needs risk assessment is updated. First Aiders issued with PPE (goggles, gloves, mask and apron).</p> | <p>Yes</p> | <p>First Aid Needs risk assessment is updated. GMO First aiders issued with PPE.</p> | <p>A</p> |
| | <p>The risks to female employees of childbearing age and, in particular, risks to new and expectant mothers must be assessed and pregnant staff are in the clinically vulnerable group. Any employee who is pregnant, breastfeeding, or has given birth within the last 6 months, should check the risk assessment to see if any new risks have arisen. There is Guidance for pregnant</p> | <p>Yes</p> | <p>Individual risk assessments completed for any individual in this group.</p> | <p>A/G</p> |

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| | employees. Pregnant staff should only attend a workplace if the risk assessment states it is safe to do so. Women from 28 weeks gestation or with underlying health conditions such as pre-eclampsia, are at greater risk if they catch Covid-19. It should be noted that heart disease (congenital or acquired) during pregnancy, is classed as clinically extremely vulnerable and will have been notified by Public Health England. The school will follow the same principles for pregnant students. | | | |
| Events | Cancellation of events where there is mixing | Yes | The school had to cancel the Black History Month Carnival and the Citizenship Fair in November. | G |
| Events | Face to face assemblies cancelled and made virtual. | Yes | Parents and staff and students informed. | G |
| | <ul style="list-style-type: none"> • On the day that students have a PE lesson, they should come to school wearing their PE kit. • All revision classes after school will run as usual. • The learning zone will still be open for year 11 students after school. • Outside PE clubs after school will still take place. For other clubs, students should check with the member of staff. • The library will be open at break and lunch as per present arrangements. | Yes | Parents and staff and students informed. | G |
| From 29 November | No face to face meetings to take place in school. | Yes | Staff informed not to hold meetings of any type. | G |
| Subjects where students mix with other students | In dance and drama for years 7 – 9 students, theory lessons will take place and there will be no practical work. Practical work in technology, science and other subjects will continue. Wording from PH. Dance/Drama lessons: to postpone the planned lessons during this period as we are trying to reduce the close mixing of students | Yes | Consultation with subject leads before putting in place. Parents and staff and students informed. | G |
| Student start and finish times | A temporary staggered start to the school day and staggered finish is introduced to reduce mixing on the | Yes | Staff, parents and students informed. | G |

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| | <p>way in and out of school and to reduce crowding on public transport.</p> <p>Students in years 7, 8, 11 and 13 start at 8.30.</p> <p>Students in years 9, 10 and 12 start at 8.45.</p> <p>Students in years 9, 10, 11, 12 and 13 finish at 2.45.</p> <p>Students in years 7 and 8 finish at 2.30.</p> | | | |
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