



# NOTTINGHAM

## TUTORIAL COLLEGE

### NTC COVID-19 Risk Assessment and Procedures – 1<sup>st</sup> June 2020 updated 17<sup>th</sup> July

Response Stage	Trigger	Key Actions	Who	Notes
<b>STAGE 1 –</b> General (everyday hygiene and procedures)	None	<ul style="list-style-type: none"><li>• General reminders for hygiene</li><li>• Effective handwashing facilities and soap available Follow usual absence periods for sickness</li><li>• Parental/staff contact details are updated at least annually</li><li>• Enforce use of sanitiser by every person who comes through the doors at school.</li><li>• Anti bacterial wipes in every classroom – students wipe down where they've been sitting after every lesson</li><li>• Use clear plastic folders for every student in every classroom. These folders are to contain pens and books used exclusively by the individual</li></ul>		

<b>STAGE 2 – Prevention</b>	<p>Where an increased risk is present</p> <ul style="list-style-type: none"> <li>• Increased absence rates of pupils or staff</li> <li>• Local increases in sickness e.g. flu, gastric, coronavirus</li> <li>• Public health alerts</li> <li>• Suspected cases of specific illness in school or within the community</li> </ul>	<p>Parents and staff have to agree that they will:</p> <ul style="list-style-type: none"> <li>• <a href="#">book a test</a> if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit</li> <li>• provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test &amp; Trace</li> <li>• <a href="#">self-isolate</a> if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)</li> <li>• Increase hygiene procedure</li> <li>• Communication with key people including key information (staff, pupils and families, users of the site)</li> <li>• Specific hygiene lessons in class</li> <li>• Increased enforced use of handwashing</li> <li>• In line with current practice, enforce 48hr after symptoms have stopped for all fever, sickness, diarrhoea etc.</li> <li>• Enforce 7 day self isolation period for all students where there has been Covid-19 diagnosed in the family and allow for a 14 day period away from school</li> <li>• Consider the types of trips and events and make changes as necessary (e.g. those where lots of close contact / touch points)</li> <li>• Review Core Control Measures and make changes as necessary</li> <li>• Daily review of the situation</li> <li>• Build in curriculum time to discuss the implications of the virus with pupils.</li> <li>• Abide by two metre social distancing rules where possible and one metre social distancing at all times</li> </ul>	<p>Head, Directors, Admin Staff</p>	
<b>Response Stage</b>	<b>Trigger</b>	<b>Key Actions</b>	<b>Who</b>	<b>Notes</b>

<p><b>STAGE 3 – Mitigate/ Delay</b></p>	<p>Where a significant risk is present</p> <ul style="list-style-type: none"> <li>• Direct case or increased likelihood of cases</li> <li>• Public health advice for restrictions</li> </ul>	<p>Consider reducing contact situations:</p> <ul style="list-style-type: none"> <li>• Assemblies</li> <li>• Events</li> <li>• Trips - only small group visits done at this stage</li> <li>• Staff training courses - to be done online</li> <li>• Forums / meetings – social distanced at all times; consider use of outside space</li> <li>• Isolate then send home any children with any symptoms , keeping in a separate room until collected by a parent. Staff in contact with these children to wear PPE</li> </ul> <p>Consider:</p> <ul style="list-style-type: none"> <li>• Any screening measures e.g. use of a thermometer in school.</li> <li>• Increase time of exclusion from school for those with symptoms - 14 Days after showing symptoms</li> <li>• Additional cleaning including deeper cleans</li> </ul>	<p>Head, Directors</p>	
<p><b>STAGE 4 – Containment</b></p>	<p>Where specific and/or significant changes or restrictions need to be in place.</p> <ul style="list-style-type: none"> <li>• High levels of sickness</li> <li>• High rates of absence</li> <li>• Significance of danger of disease or illness</li> </ul>	<p>Part / full closures of site / classes Deep cleans Closure building use Reduction or exclusion of visitors</p>	<p>Head, Directors</p>	

## Coronavirus Key Actions

Specific Issue	Actions including messages	Who	Notes
School failure to follow National Government Guidelines.	<ul style="list-style-type: none"> <li>• Daily checks are made with the Government online guidance.</li> <li>• Government guidance may be issued overnight, checks will be made prior to opening each day.</li> <li>• Up to date guidance is distributed and communicated through the school community via email, telephone, text as appropriate.</li> <li>• Changes to school arrangements will be communicated to parents via email, telephone, text as appropriate.</li> </ul>	The principal and/or business director will be responsible for checking government guidance daily. In their absence the office manager will fulfil this role.	<p>Government COVID-19 guidance is available via; <a href="https://www.gov.uk/coronavirus">https://www.gov.uk/coronavirus</a></p> <p>Government guidance relating to schools and other educational settings is available via; <a href="https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings">https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings</a> &amp; <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a> 2/7/2020</p> <p>Queries regarding COVID-19 in schools, other educational establishments and children’s social care can be discussed via the DfE Coronavirus helpline, tel: 0800 046 8687</p>
Suspected case in school (staff or pupil)	<ul style="list-style-type: none"> <li>• Contact relevant agencies e.g. LA / Public Health England</li> <li>• Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS <a href="#">testing and tracing for coronavirus website</a>, or ordered by telephone via NHS 119 for those without access to the internet.</li> <li>• Deep clean core areas</li> <li>• Inform staff</li> <li>• Core reminders of hygiene</li> <li>• Contact parents – general information about sickness</li> </ul>	Head, Admin Staff	

Confirmed case in school	<ul style="list-style-type: none"> <li>• Deep clean core areas</li> <li>• Send home all students in the class for a period of at least 14 days</li> <li>• Inform staff</li> <li>• Core reminders of hygiene</li> <li>• Contact parents – general information about sickness etc. and the key next steps e.g. closure of a class / school/ or carry on etc.</li> </ul>	Families; Staff. Admin	
Suspected case in a family	<ul style="list-style-type: none"> <li>• Sibling to self isolate until test result known or for 14 days if sooner; school to send work home.</li> <li>• On return parents to ensure child washes hands before leaving the house.</li> <li>• Child to wash hands immediately after coming into school.</li> <li>• Increase monitoring of pupils</li> </ul>	Families; Staff. Admin	
Confirmed case in a family	<ul style="list-style-type: none"> <li>• Children in the family to remain at home for a fixed period of time (14 days)</li> <li>• Advise parents that student and all household members should get tested.</li> <li>• Deep clean of the classroom and school</li> </ul>	Families; Staff. Admin	
Protection for most vulnerable children	<ul style="list-style-type: none"> <li>• Identify who these children are vulnerable e.g. underlying health conditions that may be affected by the current threat</li> <li>• Discuss with parents the initial steps and agree key actions re. isolation/seclusion</li> </ul>	SENCO, Families. Admin, Head	
Staff with health issues (e.g. Heart)	<ul style="list-style-type: none"> <li>• Ask them to contact their consultants to seek advice on their condition</li> <li>• Consider working from home</li> </ul>	Staff, Head	
Staff with symptoms	<ul style="list-style-type: none"> <li>• Stay at home; follow NHS 111 advice; discuss with head</li> <li>• Get tested</li> <li>• Self-isolate in line with Gov Guidance</li> </ul>	Head	

	<ul style="list-style-type: none"> <li>• Await negative test before returning or completion of 14 days isolation if positive.</li> </ul>		
Pregnant staff	<ul style="list-style-type: none"> <li>• Ask them to contact their midwife to seek advice.</li> <li>• Consider working from home</li> </ul>	Head	
Common room shut down	<ul style="list-style-type: none"> <li>• All breaks to be taken off site, students not to gather on-site.</li> </ul>	Head, Families	
<b>Specific Issue</b>	<b>Actions including messages</b>	<b>Who</b>	<b>Notes</b>
Leadership shortage	<ul style="list-style-type: none"> <li>• Access via phone</li> </ul>	Head, Staff	
Admin shortage	<ul style="list-style-type: none"> <li>• Cover with other staff members</li> <li>• Inform parents not to phone unless emergency</li> </ul>	Head	
Other school users	<ul style="list-style-type: none"> <li>• Inform of control measures, including the possibility that a suspension or usage may occur.</li> </ul>	Site	
Long period shut down	<ul style="list-style-type: none"> <li>• Continue learning activities through Email and Text messages</li> <li>• Possible use of technology to deliver learning activities/assemblies / stories etc.</li> <li>• Remote access to be provided to staff</li> </ul>	Head, Directors, Staff	

## Core Control Measures

Control Measure	Control Stage	Notes / Action	Who	Review
Hand sanitising gel	1	<ul style="list-style-type: none"> <li>All staff/student to use on entry to the building and throughout the day.</li> <li>To be refilled every morning</li> <li>Stock to be kept onsite.</li> </ul>	All staff and students	
Monitoring daily any child or staff absence	2	<ul style="list-style-type: none"> <li>Head to be aware of daily absences and to follow up.</li> </ul>	Admin; Principal	
Reducing contact point activities	2	<ul style="list-style-type: none"> <li>Avoid any activity where you are passing items around a class</li> <li>Cease hand shaking of children and visitors</li> <li>Inform parents to ensure children have water bottles in school.</li> <li>Allow students to shop at break to buy drink and food (to be consumed offsite)</li> <li>Remove reception seating</li> <li>Closure of common room, no onsite congregations</li> <li>Where different groups of students are in the building, breaks will be staggered.</li> <li>Students go straight to the classroom and don't congregate in reception.</li> <li>1 desk per student; desks split apart around the room.</li> <li>Shortened school day.</li> </ul>	Head, Staff	

		<ul style="list-style-type: none"> <li>• Reduced number of subjects per day.</li> <li>• Reduced numbers of staff on site.</li> <li>• Each student has their own resources and equipment, kept in the classroom for each subject with only the individual student having access</li> </ul>		
Good Personal Hygiene	2	<p>Newsletter/Letter:</p> <ul style="list-style-type: none"> <li>• Inform parents of hygiene expectations and to discuss with children.</li> <li>• All children to wash their hands before coming to school, before going home and when they get home.</li> <li>• Classes to teach children hand washing techniques</li> <li>• Distribute key information posters</li> </ul>	Head, Staff	
Review of cleaning	2, 3	<ul style="list-style-type: none"> <li>• Meet with cleaning contractors to review cleaning arrangement and make any necessary changes</li> <li>• Increase focus cleaning on touch points and tables (redirect from vacuuming etc. if needed)</li> <li>• Daily cleaning of classrooms</li> <li>• Preparations for deep cleans if necessary</li> </ul>	Director; Cleaning Contractor	
School visitors and site users	2, 3	<ul style="list-style-type: none"> <li>• Do all meet and greets outside the building to restrict numbers coming in through the doors</li> <li>• Restrict all visits to those that are essential</li> <li>• Compulsory handwashing / use of gel before entering school.</li> <li>• Inform them of new requirements and risk of suspension of use</li> <li>• Informing school of any suspected or confirmed cases by any users</li> <li>• Hold meetings outside the buildings where possible</li> </ul>	Admin; Site	
Absence policy	2, 3	<ul style="list-style-type: none"> <li>• Follow current DfE guidelines with regards to parents keeping children away from school; when guidelines change, adapt policy.</li> <li>• Review time period of absence for ill children or staff and increase if necessary but at least to the minimum standard (e.g. 48 hrs clear of sickness / diarrhoea)</li> <li>• 14 days isolation once Coronavirus symptoms occur in line with current GOV guidance.</li> </ul>	Head	

Support for families affected	2, 3	<ul style="list-style-type: none"> <li>• Communicate to parents and staff to contact NTC/Commissioning School if they require support</li> <li>• Regular contact with affected families and staff – wellbeing checks.</li> <li>• School work to be made available</li> </ul>	Families, Admin, Head	
Travel	3 (where specific threats are evident aboard)	<ul style="list-style-type: none"> <li>• Ask parents to inform us of any close family member who has returned from abroad within the last month</li> <li>• Staff members to inform SLT of any travel arrangements to high-risk areas including those of any close friends or family they have been in contact with.</li> </ul>	Admin; Principal, staff.	
Students/Staff becoming symptomatic on-site	3	<ul style="list-style-type: none"> <li>• Dedicate one room for isolation of students until they can be collected.</li> <li>• Call 111 if required.</li> <li>• Staff to leave site and arrange a test.</li> <li>• Self-isolate in line with Gov Guidance</li> <li>• Inform parents to get student tested and others within the household.</li> <li>• Await negative test before returning or completion of 14 days isolation if positive.</li> </ul>	Families, Staff	