



NTC COVID-19 Risk Assessment and Procedures – updated 23rd February 2021

Response Stage	Trigger	Key Actions	Who	Notes
STAGE 1 – General (everyday hygiene and procedures)	None	<ul style="list-style-type: none">• General reminders for hygiene• Effective handwashing facilities and soap available Follow usual absence periods for sickness• Parental/staff contact details are updated at least annually• Enforce use of sanitiser by every person who comes through the doors at school.• Anti bacterial wipes in every classroom – students wipe down where they've been sitting after every lesson• Use clear plastic folders for every student in every classroom. These folders are to contain pens and books used exclusively by the individual• All staff to undergo lateral flow testing at least once a week• All pupils recommended to take lateral flow testing similarly	All people in the building	HANDS • wash hands regularly and thoroughly for at least 20 seconds FACE • wear face coverings in enclosed spaces where you can't keep your distance. Face coverings should be worn by adults (staff and visitors) and pupils when moving around indoors in corridors and communal areas where social distancing is difficult to maintain. SPACE • stay 2 metres apart from people you do not live with where possible, or 1 metre with extra precautions in place (such as wearing face coverings).

<p>STAGE 2 – Prevention</p>	<p>Where an increased risk is present</p> <ul style="list-style-type: none"> • Increased absence rates of pupils or staff • Local increases in sickness e.g. flu, gastric, coronavirus • Public health alerts • Suspected cases of specific illness in school or within the community 	<p>Parents and staff have to agree that they will:</p> <ul style="list-style-type: none"> • book a test if they are displaying symptoms or sickness. 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. • 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 & Trace • self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19) • Increase hygiene procedure • One way system in Falcon House • Masks should be worn in all areas in line with DfE guidelines. • Communication with key people including key information (staff, pupils and families, users of the site) • Specific hygiene lessons in class • Increased enforced use of handwashing and use of sanitiser • In line with current practice, enforce 48 hour monitoring after symptoms have stopped for all fever, sickness, diarrhoea and other illnesses. • Enforce 14 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 • Consider the types of trips and events and make changes as necessary (e.g. those where lots of close contact / touch points) • Review Core Control Measures and make changes as necessary • Daily review of the situation • Build in curriculum time to discuss the implications of the virus with pupils. • Abide by one metre social distancing rules where possible and two metre social distancing at all times 	<p>Principal, Directors, Admin Staff</p>	
<p>Response Stage</p>	<p>Trigger</p>	<p>Key Actions</p>	<p>Who</p>	<p>Notes</p>

<p>STAGE 3 – Mitigate/ Delay</p>	<p>Where a significant risk is present</p> <ul style="list-style-type: none"> • Direct case or increased likelihood of cases • Public health advice for restrictions 	<p>Reduce contact situations:</p> <ul style="list-style-type: none"> • Assemblies • Events • Trips - only small group visits done at this stage • Staff training courses - to be done online • Forums / meetings – social distanced at all times; use outside space • 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 <p>Use wherever possible:</p> <ul style="list-style-type: none"> • Any screening measures, like the use of a thermometer in school. • Increase time of exclusion from school for those with symptoms - 14 Days after showing symptoms • Additional cleaning including deeper cleans 	<p>Head, Directors</p>	
<p>STAGE 4 – Containment</p>	<p>Where specific and/or significant changes or restrictions need to be in place.</p> <ul style="list-style-type: none"> • High levels of sickness • High rates of absence • Significance of danger of disease or illness 	<p>Part / full closures of site / classes Deep cleans Closure building use Reduction of visitors in the building</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"> Daily checks are made with the Government online guidance. Government guidance may be issued overnight, checks will be made prior to opening each day. Up to date guidance is distributed and communicated through the school community via email, telephone, text as appropriate. Changes to school arrangements will be communicated to parents via email, telephone, text as appropriate. 	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; https://www.gov.uk/coronavirus & by phoning 119</p> <p>Government guidance relating to schools and other educational settings is available via; https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools - updated November 5 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 Parents can book a test online at https://www.gov.uk/get-coronavirus-test or by calling 119 if they don't have internet access.</p>
Suspected case in school (staff or pupil)	<ul style="list-style-type: none"> Contact relevant agencies e.g. LA / Public Health England Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for those without access to the internet. Deep clean core areas Inform staff Core reminders of hygiene 	Principal, Admin Staff	

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

	<ul style="list-style-type: none"> • Consider working from home 		
Staff with symptoms	<ul style="list-style-type: none"> • Stay at home; follow NHS 111 advice; discuss with head • Get tested • Self-isolate in line with Gov Guidance • Await negative test before returning or completion of 14 days isolation if positive. 	Principal	
Pregnant staff	<ul style="list-style-type: none"> • Ask them to contact their midwife to seek advice. • Consider working from home 	Principal	
Common room shut down	<ul style="list-style-type: none"> • All breaks to be taken off site, students not to gather on-site. 	Principal, Families	
Specific Issue	Actions including messages	Who	Notes
Leadership shortage	<ul style="list-style-type: none"> • Access via phone 	Principal, Staff	
Admin shortage	<ul style="list-style-type: none"> • Cover with other staff members • Inform parents not to phone unless emergency 	Principal	
Other school users	<ul style="list-style-type: none"> • Inform of control measures, including the possibility that a suspension or usage may occur. 	Business Director	
Long period shut down	<ul style="list-style-type: none"> • Continue learning activities through Email and Text messages • Possible use of technology to deliver learning activities/assemblies / stories etc. • Remote access to be provided to staff 	Principal, Directors, Staff	

Core Control Measures

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

Good Personal Hygiene	2	<p>Newsletter/Letter:</p> <ul style="list-style-type: none"> • Inform parents of hygiene expectations and to discuss with children. • All children to wash their hands before coming to school, before going home and when they get home. • Classes to teach children hand washing techniques • Distribute key information posters 	Principal, Staff	
Review of cleaning	2, 3	<ul style="list-style-type: none"> • Meet with cleaning contractors to review cleaning arrangement and make any necessary changes • Increase focus cleaning on touch points and tables (redirect from vacuuming if needed) • Daily cleaning of classrooms • Preparations for deep cleans if necessary 	Director; Cleaning Contractor	
School visitors and site users	2, 3	<ul style="list-style-type: none"> • Do all meet and greets outside the building to restrict numbers coming in through the doors • Restrict all visits to those that are essential • Compulsory handwashing / use of gel before entering main school thoroughfares. • Use of masks in communal areas compulsory for visitors and recommended in classrooms and meeting rooms. • Inform them of new requirements and risk of suspension of use • Informing school of any suspected or confirmed cases by any users • Hold meetings outside the buildings where possible 	Admin; Site	
Absence policy	2, 3	<ul style="list-style-type: none"> • Follow current DfE guidelines with regards to parents keeping children away from school; when guidelines change, adapt policy. • Review time period of absence for ill children or staff and increase if necessary but at least to the minimum standard (48 hours clear of sickness / diarrhoea) • 14 days isolation once Coronavirus symptoms occur in line with current GOV guidance. 	Principal	
Support for families affected	2, 3	<ul style="list-style-type: none"> • Communicate to parents and staff to contact NTC/Commissioning School if they require support • Regular contact with affected families and staff – wellbeing checks. • School work to be made available 	Families, Admin, Principal	

Travel	3 (where specific threats are evident aboard)	<ul style="list-style-type: none"> • Ask parents to inform us of any close family member who has returned from abroad within the last month • 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. 	Admin; Principal, staff.	
Students/Staff becoming symptomatic on-site	3	<ul style="list-style-type: none"> • Dedicate one room for isolation of students until they can be collected. • Call 111 if required. • Staff to leave site and arrange a test. • Self-isolate in line with DfE guidance • Inform parents to get student tested and others within the household. • Await negative test before returning or completion of 14 days isolation if positive. 	Families, Staff	