

### Introduction

It is the Government's plan that all pupils, in all year groups, will return to school full-time from the beginning of the Autumn Term.

As part of the planning for this full return, it is a legal requirement that schools and trusts should revisit and update their risk assessments to consider additional risks and control measures to enable a return to full capacity.

Anthem will ensure that appropriate measures are in place to reduce risks to the lowest reasonably practicable level.

### About this document

In the following pages, we have summarised the guidance and measures to support schools in the following areas:

1. To minimise contact with individuals who are unwell by ensuring that those who have Covid-19 symptoms, or who have someone in their household who does, do not attend school
2. A robust approach to hand hygiene
3. Good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
4. Enhanced cleaning arrangements
5. Active engagement with NHS Test and Trace
6. Initiatives designed to reduce physical contact and maximise distancing between those in school wherever possible
7. The use of personal protective equipment (PPE)
8. Manage confirmed cases of Covid-19 with the school community
9. Contain any outbreaks by following advice from local health protection teams

**'Government level'** refers to key actions from the official Government guidance, [Guidance for full opening: schools](#).

**'Trust level'** refers to the advice and guidance issued by Anthem in response to the Government guidance.

These form the basis of the risk assessment template that all our schools must complete to show how they are going to manage any issues that may affect their ability to implement the guidance.

Once they have completed their risk assessment, the Headteacher must sign and date it, confirming that all measures have been discussed and will be in place from the Autumn Term.

This document will be regularly reviewed and updated in line with the latest Government advice.

**Government level**

*(Key action list)*

**Decide the physical and organisational structures needed to limit risks and limit movement around the building(s) (for example, classroom layouts, entry and exit points, staggered starts and break times, class sizes, lunch queues, use of communal staff areas). Agree how safety measures and messages will be implemented and displayed around school.**

**Trust level**

*(Clarifications, required mitigations and actions for schools)*

**How to group children:** Schools should consider keeping group sizes to as small as possible to minimise disruption if a case is confirmed in the school. Within the group pupils can mix but groups must avoid contact with other groups throughout the school day. Primary schools should look to group children in individual classes wherever possible. For Secondary schools the necessity to deliver a broad and balanced curriculum will lead to larger group sizes but these would not be larger than a year group. To aid with separation, consider zoning parts of your school.

**SEN risk assessments:** Using the Anthem SEN Checklist, schools must ensure that specific risk assessments are completed for all students who are known to have additional support needs in school. All reasonable steps must be taken to ensure that any risks present are kept to their lowest possible level.

**Measures within the classroom:** Whilst it is not always possible to maintain a two-metre distance, especially when working with KS2 children, staff should consider doing so when circumstances allow it; avoiding close face-to-face contact will help, as will minimising time spent within one metre of anyone. Maintaining a distance of two metres in secondary schools, which is strongly recommended by public health advisors.

Classrooms should be configured to support social distancing as much as possible, with desks being arranged so students sit side-by-side, rather than face-to-face or side on, which each desk facing in the direction of the teacher.

For KS2 children, they should also be supported to maintain distance and not touch staff and their peers where possible. This will not be possible for the youngest children and some children with complex needs and it is not feasible in some schools where space does not allow. Schools doing this where they can, and even doing this some of the time, will help.

Each class should be provided with its own supply of hand sanitiser and disposable disinfectant cloths – students and staff must apply sanitiser when entering a classroom and must wipe down their work area prior to leaving.

**Areas for students withdrawn from classrooms:** Should a student be asked to leave a lesson for whatever reason (exc. health related incident), identify areas which can safely be used for those asked to leave a lesson; social distancing and enhanced cleaning measures must be maintained in these areas due to students from all year groups potentially accessing it.

**Windows:** Where possible, windows should be opened to increase ventilation around all rooms used by staff and pupils.

**Doors:** Bearing in mind fire safety and safeguarding requirements, consider propping doors open to aid with ventilation and to limit handle use.

**Air-conditioning:** The risk of air-conditioning spreading the virus is extremely low, therefore certain types of air-conditioning systems can be used, if required. If a system introduces fresh air into a room, then they can be used in all locations. An air-con system which only recirculates air within the same area (i.e. no fresh air is introduced), they can be used but only if they serve one room only; any air-con system of this type serving multiple rooms must not be used unless the recirculation mode can be deactivated.

**Ventilation systems:** Where mechanical ventilation is present, recirculatory systems should be adjusted to full fresh air. If this is not possible, systems should be operated as normal. Where possible, occupied room windows should be open. Ventilation to chemical stores should remain operational.

If you are unsure what type of systems are in use, please consider seeking guidance from a mechanical engineer.

**Entry and exit points (classrooms):** Where possible, schools should use doors leading outside in addition to the main door leading in from corridors.

**Entry and exit points (main access):** Where possible, to avoid busy pinch-points, schools to create entrance only and exit only points into the main building/site at specific times of the day (e.g. morning arrivals and home-time).

**Corridor and stair usage:** There is low risk of contagion though passing people in corridors and stairwells, however, they should only be used for safe rapid-transit from one place to another (e.g. no congregating in corridors).

**Fire strategy:** Schools must review their fire evacuation strategy, taking into account the need to maintain social distancing as much as is reasonably possible. A planned evacuation must be completed within the first week of term.

**Staggering starts and finish times:** Schools should consider introducing staggered start times for each year group, ensuring that the start and finish times are at least 15 minutes apart for each year group using the same entrance.

Arrangements must be discussed and agreed with your teaching staff and communicated to parents.

**Lunch and break times:** Staggering lunch and break times, by groups, will help ensure that social distancing of groups is maintained. If space allows, consider temporarily converting another large space into a second dining area, or arrange for lunches to be taken within each group setting.

**Use of communal staff areas:** Schools should also plan how shared staff spaces are set up and used to help staff to distance from each other. Use of staff rooms should be minimised, although staff must still have a break of a reasonable length during the day.

Adults must maintain two-metre distance from each other at all times.

You must consider measures to reduce staff members touching/using the same equipment or sharing food – consider providing disposable cups, crockery, etc. and providing disinfectant wipes near tea-making facilities.

**Nursing mothers:** An individual risk assessment should be completed for any staff member wishing to express milk whilst at work.

**Signage, posters and training:** posters encouraging social distancing and the importance of maintaining hygiene levels must be displayed around the school. Training must be provided to staff prior to the school reopening.

**Government level**

*(Key action list)*

**Decide what an enhanced cleaning schedule looks like and how it will be implemented in your school (for example, how often, when/if an additional clean is necessary) and how you will ensure sufficiency of supplies.**

**Trust Level**

*(Clarifications, required mitigations and actions for schools)*

All cleaning undertaken must be enhanced. As a minimum, in addition to the normal clean, door handles, desks and other items frequently used by staff and pupils must be wiped using disposable disinfectant cloths.

**Cleaning schedule (classrooms used by the same children all day):** An enhanced clean is only needed at the end of the day. If more than one staff member provides teaching within this setting, they must wipe down their workstation upon arrival and prior to leaving.

**Cleaning schedule (classrooms used by different children but from within the same group):** In addition to an enhanced clean at the end of the day, staff and students should wipe their workstations down with disposable disinfectant wipes before and after using their workstations.

**Cleaning schedule (classrooms used by different groups):** Before a new group can use a classroom previously occupied by a different group, an enhanced cleaned must be undertaken.

**Cleaning schedule (communal areas):** For any areas shared by staff or different groups, at least two additional cleans must be completed throughout the day and, if possible, undertaken during break times. In addition to this, the catering team should assist with enhanced cleaning and hygiene levels during lunch service.

**Cleaning supplies:** Ensure suppliers are able to honour orders and that good stock levels are maintained at all times. Stocks of hand sanitiser must be stored securely and away from ignition sources

Schools must confirm schedule and specification of clean with cleaning team and staff.

**Toilet access:** Different groups don't need to be allocated their own toilet blocks, but toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet.

**Respiratory hygiene:** Ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach. To provide paper handkerchiefs and lidded waste bins lined with bin bags in key locations (group settings, dining areas, staff rooms, etc.). Lidded bins must be frequently emptied, ensuring that the contents are not touched and that the bin bags are securely fastened prior to disposal.

**Face coverings (public transport):** Face coverings are required at all times on public transport (for children in Year 7 and up).

Schools should also have a process for removing face coverings when pupils and staff who use them arrive at school and communicate it clearly to them. Pupils must be instructed not to touch the front

of their face covering during use or when removing them. They must wash their hands immediately on arrival (as is the case for all pupils), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom.

**Face coverings (classrooms):** Although face masks or cloth coverings are not required for teachers or students during lessons, if staff wish to wear a face visor or face shield during lessons, the school should look to provide one.

**Face coverings (communal areas):** When secondary school students from multiple groups use a communal area at the same time, they should be encouraged to wear a face mask. Any face mask used must be different to the one used on public transport. Staff from both primary and secondary schools are encouraged to wear a face mask when using a communal space at the same time.

**Face coverings (visitors):** Any visitor (inc. contractors) should be asked to wear a face mask whilst on site.

**Face coverings (disposal and storage):** Any face masks or face coverings used during the school day must either be disposed of in a lidded bin at the end of day (if single-use) or removed and placed in a plastic bag and taken home (if reusable). Whilst in use, pupils must be instructed not to touch the front of the face covering during use or when removing them.

**Handwashing:** Soap and water or hand sanitiser are considered suitable (paper towels and hand driers are acceptable ways to dry hands). In addition to handwashing after toilet use, to introduce the following hand washing schedule:

- Upon arrival
- After break times
- When changing classrooms
- Before and after lunch
- Prior to home time
- After coughing or sneezing into hands

All visitors must be directed to wash their hands or to use hand sanitiser upon arrival.

To help facilitate this requirement, each classroom should have its own supply of hand sanitiser and additional hand washing stations should be considered.

Schools should also consider supervising handwashing stations during busy periods so that overcrowding of facilities is effectively managed and kept to a minimum.

**Clothes washing and uniforms:** Uniforms and clothing do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal. You should consider how pupil non-compliance is managed, taking a mindful and considerate approach in relation to parents who may be experiencing financial pressures.

**Shared items (internal):** For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared. Classroom based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces. Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously

and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.

Pupils must limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed. Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. Similar rules on hand cleaning, cleaning of the resources and rotation should apply to these resources.

**Homework and coursework:** Where feasible, instead of submitting physical copies of their work, consider asking students to submit written homework and coursework online.

**Outdoor Playground Equipment:** Outdoor playground equipment should be more frequently cleaned. This would also apply to resources used inside and outside by wraparound care providers.

**Signage, posters and training:** posters encouraging social distancing and the importance of maintaining hygiene levels must be displayed around the school.

### Government level

*(Key action list)*

**Plan the school level response should someone fall ill on site (in line with relevant government guidance).**

**Make arrangements for the very small number of cases where personal protective equipment (PPE) supplies will be needed: if your staff provide intimate care for any children or young people and for cases where a child becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home.**

### Trust Level

*(Clarifications, required mitigations and actions for schools)*

**Isolation room:** Schools must identify a suitable room (preferably not one used for lessons) which can be converted into an isolation room if the need arises. The room should be used if a pupil or staff member develops symptoms associated with Covid-19 (a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia)). The room must be capable of accommodating up to three people at any one time whilst 2m social distancing is maintained and if possible, should include openable windows (to help with ventilation). As a minimum, the room must be equipped with a first-aid kit, bottled drinking water, PPE and hand sanitiser.

#### **Protocol for responding to a person(s) who has fallen ill:**

**In addition to any requirements set out by Health Protection teams, you must immediately contact Anthem's Chief Operating Officer and your Education Director. You must also appoint a representative from the school who will lead on all communication regarding suspected or confirmed cases.**

If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised that they must self-isolate for at least 10 days and should arrange to have a test (by calling NHS 119) to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.

If a child is awaiting collection, they should be moved to the isolation room, depending on the age and needs of the child, with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least two metres away from other people.

PPE is not required unless either maintaining a distance of two metres is not possible or either the patient or supervising adult wishes for it to be used.

If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible.

If the condition of the patient is considered critical, the emergency services should be contacted.

**First aid:** For non Covid-19 related incidents, schools should follow their normal protocol for responding to accidents. There is no requirement for PPE other than what is normally recommended. Ideally staff within a group would be trained so that they could deal with non Covid-19 related incidents.

**Temperature checking:** Public Health England is clear that routinely taking the temperature of pupils is not recommended as this is an unreliable method for identifying coronavirus (COVID-19). However, if temperature checking is deemed necessary, non-contact, infrared forehead thermometers should be used.

**PPE - when it is required:** Personal protective equipment should be stocked and should only be needed in the following scenarios:

- supporting those suspected of having Covid-19 where maintaining a distance of two metres is not possible or that either the patient or supervising adult wishes to wear it.
- staff members required to support any student with their mobility around school and a distance of two metres cannot be maintained.

**PPE - what items are required:** Should PPE be required; the following items should be provided to staff members:

- a fluid-resistant surgical face mask
- A visor (to further protect from bodily fluids)
- disposable gloves
- disposable aprons

These items are considered single-use and must be securely placed in a clinical waste bin when no longer required.

**Protocol for when the incident is over:** Schools should follow their normal incident reporting process. In addition to the enhanced cleaning schedule, any items used by the patient prior to being taken ill must be cleaned as quickly as possible. If this is not possible, items should be removed from use until the scheduled clean can be completed (or quarantined for 72hrs).

All PPE worn by the supervising adult must be securely placed in a clinical waste bin and thorough hand washing must be completed before continuing with their duties.

Schools must obtain an update on the individuals health, ensuring that Government guidance regarding testing and self-isolation is adhered to.

**If someone tests negative:** If someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.

**If someone tests positive:** If someone tests positive, they must continue to self-isolate for at least seven days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The seven-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their

temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.

All results must be communicated to your Education Director/EET.

**Manage confirmed cases of coronavirus (COVID-19) amongst the school community:** In addition to notifying the Chief Operating Officer, schools must take swift action when they become aware that someone who has attended has tested positive for coronavirus. You should contact your local health protection team - to ensure consistent updates and communication is maintained, a school representative must be appointed as the main point of contact between the school, the local health protection team and trade union representatives. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.

The health protection team will work with you in this situation to guide them through the actions they need to take. Based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious.

The health protection team will provide definitive advice on who must be sent home. To support them in doing so, we recommend schools keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups. This should be a proportionate recording process. Schools do not need to ask pupils to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome.

A template letter will be provided to schools, on the advice of the health protection team, to send to parents and staff if needed. Schools must not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.

Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow [‘stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection’](#). They should also get a test (by calling NHS 119), and:

- if the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days.
- if the test result is positive, they should inform their setting immediately, and must isolate for at least seven days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following [‘stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection’](#)

You should not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation.

**If you have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected:** you must continue to work with your local health protection team who will be able to advise if additional action is required. In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure – perhaps the whole site or year group.

Your Education Director/EET will provide full support during this period, therefore you must ensure that they are kept updated.

**Local or national lockdowns:** Should partial or full lockdowns come into force, Anthem will consult, review and amend specific arrangements for any school as and when required.

As a minimum, schools should be ready to reintroduce virtual learning at short notice.

**Government level**

*(Key action list)*

**Plan arrangements with your suppliers and check they are following appropriate social distancing and hygiene measures (for example, food suppliers, grounds maintenance, transport providers), including when in school.**

**Trust Level**

*(Clarifications, required mitigations and actions for schools)*

**Visitors:** Schools must limit the number of visits as much as possible. Telephone or Teams/Zoom appointments should take place, where possible. If a face-to-face meeting is deemed necessary, you must ensure that social distancing is maintained and that visits are scheduled via appointment. Visitors should be asked that if they have symptoms or have been in contact with anyone who has symptoms that they do not enter the school grounds. Hand washing should take place immediately before and after a meeting.

**Test and trace:** For all contractors and visitors, schools must ensure that a sufficient system is in place where contact details are recorded for each visitor. This information must be stored securely and made available for test and trace purposes, when required.

**Deliveries:** Where possible, coordinate deliveries so that multiple deliveries do not arrive at the same time. When placing orders, schools should ask suppliers to confirm that appropriate hygiene and social distancing measures will be in force during deliveries.

**Building checks prior to reopening:** It is important that, prior to reopening for the autumn term, all the usual pre-term building checks are undertaken to make the school safe. You should contact your water hygiene specialist to advise what maintenance/servicing has taken place during the summer. Any recommendations for flushing, chlorination, etc. must be undertaken before reopening. Ensure that any recommendations, even if no additional action is required, is confirmed in writing by your specialist.

**Building works and contractors:** any work undertaken must be completed safely and in accordance with social distancing and hygiene requirements. Contractors must provide risk assessment and method statements and schools must confirm acceptance of their proposed precautions in advance of arriving on-site schools.

**Third-party services:** any service provider providing frequent services on-site (e.g. after school care, sports coaching, cleaning, catering, etc.) should provide you with a copy of their own risk assessment. Providers must provide clarification regarding procedures for dealing with staff members (and their families) who display symptoms of COVID-19 or are instructed to self-isolate. If deemed necessary, share copies of your own risk assessments with them. It is important to ensure that all mitigation measures in place support the schools aim of reducing the risk to its lowest possible limit.

**Room hires:** You can consider requests for room hires by third parties. Prior to accepting a booking, you must be satisfied that the booker is taking reasonable steps to keep the risks at their lowest reasonably practicable level; copies of their risk assessments must be shared with you.

Prior to the school using any area hired, an enhanced clean must be completed – the cost for this should be added to the hire fee.

**School transportation:** If a specific bus service is provided for your school, you must work with the operator, ensuring that a copy of their risk assessment is shared; adherence to their safety measures must always be maintained (e.g. any requirements surrounding face coverings, hand washing, social distancing, etc.). A clear protocol should be in place for responding to any passenger who falls ill mid-journey. If you have concerns with any of the mitigation proposed, you must discuss this with them as soon as reasonably practicable and seek support from the trust, if required

Where possible, schools should work with the transport provider to ensure that groups do not mix whilst using the bus service (as well as before and after boarding) If this is not possible, social distancing and face masks must be used.

### Government level

*(Key action list)*

**Work with your catering supplier to ensure meals are available for all children in school. Also, consider your arrangements for those year groups still out of school and eligible for benefits related free school meals**

### Trust Level

*(Clarifications, required mitigations and actions for schools)*

**Catering providers:** It is expected that the usual lunch time provision will resume as normal. However, discuss with catering providers how to deliver a service whilst ensuring sufficient hygiene and social distancing measures. Providers must provide clarification regarding procedures for dealing with staff members (and their families) who display symptoms of COVID-19 or are instructed to self-isolate. Support the marking out of kitchens where necessary. If a hot meal service is not possible then provide a packed lunch service.