

Meridian Primary School
Covid-19 Risk Assessment and Contingency Plan - 2021/22 - Updated January 2022

The Government has made it a national priority that education settings should continue to operate as normally as possible during the COVID-19 pandemic. This document outlines the actions Meridian is taking to reduce the risk of transmission of coronavirus (COVID-19) to children, staff, visitors and the community and what we would do if a child or member of staff were to test positive for Covid. Please note that we have a particular focus on the Key Control Measures defined by the DfE:

1. Ensuring good hygiene for everyone
2. Maintaining appropriate cleaning routines
3. Keeping the school well-ventilated
4. Continuing to follow public health advice on testing, self-isolation and managing confirmed cases of Covid

This document also outlines what we would do to manage a school or local outbreak of Covid-19 and how we would operate in response to Public Health England (PHE) or the government informing us of additional measures required in response to a Variant of Concern (VoC), to extremely high prevalence of COVID-19 in the community or to prevent unsustainable pressure on the NHS.

This document was written in line with the DfE guidance endorsed by Public Health England (PHE): [Schools COVID-19 operational guidance](#) and [Contingency framework: education and childcare settings](#) It is kept under regular review.

Area of focus	Standard controls	Additional controls	Action by who	Action by when	Action completed
Hygiene	<ul style="list-style-type: none"> • Children and staff wash their hands as soon as they arrive at school and at regular and frequent times during the day. • Hand sanitiser for essential visitors is available at the school gate and in the school office. • Staff continue to model, teach and promote positive hygiene behaviours such as the 'Catch it, Bin it, Kill it' approach and will supervise and support as much handwashing as possible. 	<ul style="list-style-type: none"> • Slightly staggered drop-off and pick-up times in place and two sets of sinks in the playground to ease congestion in the cloakrooms at the start and end of the day. • Children should not bring their own hand sanitiser into school; we have plenty for each class and its use will be supervised. • Hand creams can be sent into school with children whose hands are becoming dry but should not be shared with other children. 	<p>HT - letter to parents re routines</p> <p>Teachers and TAs to implement</p>	<p>3rd Sept 21</p> <p>Ongoing</p>	<p>3rd Sept 21/4th Jan</p> <p>Routines agreed with staff on INSET day 3rd Sept/4th Jan</p>

Area	Standard controls	Additional controls	Who	By when	Completed
Cleaning	<ul style="list-style-type: none"> School continues to be cleaned every day with additional cleaning of frequently touched surfaces in shared areas in the middle of the school day. Lunch tables are cleaned between classes. 	<ul style="list-style-type: none"> Wipes available in classrooms for spot cleaning as and when required. Tray of tissues and hand sanitiser provided for each class to take outside. Chromebooks are wiped down after use, as are shared staff computers. As far as possible, toys and play equipment are cleaned after use. 	Premises Manager (PM) to oversee cleaning and supplies. Teachers/TAs to ensure Chromebooks wiped between use & oversee cleaning of other equipment	Ongoing	Ongoing
Ventilation	<ul style="list-style-type: none"> A window in all rooms continues to be kept open to improve ventilation. Parents/carers have been advised to bear this in mind when dressing their children. A door to each room is kept open wherever possible. <i>Air quality monitors are now in each classroom and are monitored by staff. Ventilation measures should keep CO2 below 800ppm in all occupied classrooms. If the level rises above this, more windows/the door should be opened. In the unlikely event that this does not improve ventilation in the room, then options include reducing the number of people in the room, reducing the length of time groups spend in the room, or temporarily vacating the room. Jan 22.</i> 	<ul style="list-style-type: none"> Some learning will take place outside when possible. For the time being, children will continue to take part in a daily PE activity and one longer PE lesson per week - this will take place outside wherever possible. 	All staff to implement PM to monitor ventilation	Ongoing	Ongoing

Testing	<ul style="list-style-type: none"> Staff to continue to take part in twice weekly lateral flow testing. Parents/carers asked to remain vigilant in identifying symptoms; self-isolate and book a test as necessary; engage in the NHS Test and Trace system. A small number of PCR test kits have been given to the school. These will be given to parents for children's use or to staff for their own use "in the exceptional circumstance that an individual becomes symptomatic and the HT believes they may have barriers to accessing testing elsewhere." School will order more tests if we are running low. 	<ul style="list-style-type: none"> An 'at a glance' table of what to do when for parents/carers provided. Parents/carers and children can also access free lateral flow tests in a variety of ways, including collecting them from pharmacies - regular reminders. <i>Encourage families to take part in regular lateral flow testing. Jan 22.</i> <i>There is currently a shortage of tests - support parents in acquiring these where necessary/possible. Jan 22.</i> 	HT to lead	Letter before start of term and regular reminders	Letter home 3rd Oct <i>Reminder of updated guidance 4th Jan</i>
Area	Standard controls	Additional controls	Who	By when	Completed
Confirmed Covid case	<ul style="list-style-type: none"> Child/staff member asked to self-isolate. Parents/carers have been asked to inform school straight away if their child tests positive. Staff inform HT straight away if they test positive. NHS Test and Trace will contact family to determine close contacts and school will work with T and T if required. Inform RBG. 	<ul style="list-style-type: none"> School to inform all parents (child to remain anonymous) via letter and strongly advise other members of class (or Play Club and Breakfast Club) to arrange testing <i>in line with most recent government guidance. Note, we have vulnerable staff in school, including in EYFS, so would expect parents to support this. If someone in a child's household tests positive, testing is especially important as, in line with government guidance, in such cases, children should limit their contact with anyone who is at higher risk of severe illness if infected with COVID-19. Jan 22.</i> Inform staff and Governors via email. Identify staff contacts of a confirmed case within school and advise of their duty to follow PHE guidance on self-isolation/testing. 	HT	Ongoing	Ongoing

<p>Child or staff member displays symptoms in school</p>	<ul style="list-style-type: none"> • If anyone becomes unwell with any one of the three main Covid symptoms in school, they will be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance. • A child awaiting collection will wait in the bottom hall office with a First Aider or HT/DHT. The window should be opened for ventilation and the door to the hall closed. (In the unlikely event that it is not possible to isolate them, they will be moved to an area which is at least 2 metres away from other people.) • If they need to go to the toilet, they will use the staff toilet by the school entrance. • If a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs), PPE should be worn by staff caring for the child while they await collection • In an emergency, we will call 999. • Touched services (including the toilet if used) will be cleaned afterwards with normal household disinfectant. 	<ul style="list-style-type: none"> • Procedure: <ul style="list-style-type: none"> - When the parent arrives, school office will ring the staff member supervising the child. Parent will wait outside the school gate. - Supervising staff will take the child to their parent at the gate. Parent will wait outside the blue school gate. - Clear signanage in isolation room as an aide memoire, includes donning and removing PPE. 	<p>Lead First Aider</p> <p>Regular reminders to all staff at weekly briefings</p>	<p>INSET day</p>	<p>Clarified with staff on INSET day 3rd Sept</p>
Area	Standard controls	Additional controls	Who	By when	Completed
<p>Child or staff member identified as a contact</p>	<ul style="list-style-type: none"> • If an adult is identified as a close contact and is double-vaccinated, they do not need to self-isolate but should book a PCR test (they can come to school whilst awaiting result). <i>Check most recent guidance: currently LFDs every day for 7 days (Jan 22).</i> • If a child is identified as a close contact, they do not need to self-isolate but should book a PCR test (they can come to school whilst awaiting result). 	<ul style="list-style-type: none"> • Inform parents/carers via letter that if identified as a contact by T and T, the school's expectation is that they arrange a PCR test. <i>Check most recent guidance: currently LFDs every day for 7 days (Jan 22).</i> 	<p>HT</p>	<p>Before start of term then ongoing</p>	<p>3rd Sept letter home</p>

Social distancing	<ul style="list-style-type: none"> • Social distancing measures have now ended in school and bubbles are no longer required. <i>However cases of Covid in the community are currently very high. Move to virtual assemblies for the time being (Jan 22).</i> • <i>Due to staffing, we will need to maintain one group for Play Club and one for Breakfast Club (rather than smaller bubbles). However, we will encourage children to sit and play in class groups wherever possible (Jan 22).</i> • <i>Staff meetings will continue to be held virtually each Wed morning. Where face-to-face training needs to be held in person, this will take place in a large well-ventilated space (e.g. Arts Studio) with a distance between paired year group teams (Jan 22).</i> 	<ul style="list-style-type: none"> • Staff will continue to maintain a distance as far as possible, particularly from those outside of their class/working group and in communal areas such as the staff room and green room. • Children will continue to play as a class group outside. • Children will continue to sit in class groups. • RBG have asked schools to endeavour to seek to maintain social distancing on the playground - one way entrance and exit system, white waiting dots marked on playground and slightly staggered drop-off and pick-up times to avoid congestion • One way stair system to be maintained for children as this is working well. • Reintroduce parent tours for prospective new parents in smaller groups than previously. Face coverings to be worn. • Children will take part in fire drills in classes rather than as a whole school (FS & KS1 to line up on playground and KS2 in ball court). 	HT to lead. All staff to implement	Ongoing Weekly staff briefings	Ongoing
Area of focus	Standard controls	Additional controls	Action by who	Action by when	Action completed
Children's well-being	<ul style="list-style-type: none"> • Continue to address aspects of children's well-being through weekly PSHE lessons. • Signpost families to appropriate support. 	<ul style="list-style-type: none"> • Continue to refer children to the school's Music Therapy/CAMHS Well-being Service as appropriate. • Class newsletters with curriculum objectives to go home. These outline arrangements for getting in touch with the teacher and the 	HT DHT	Ongoing Before half term	Meet the teacher events took place wks/beg 20th and 27th Sept

		curriculum in general including the PSHE curriculum.			<i>Class newsletters due out by 14th Jan</i>
Staff well-being	<ul style="list-style-type: none"> Headteacher operates an 'Open Door' policy for all staff. Employee's Assistance Programme available to all staff with regular reminders. Other info re: well-being is saved on staff Google Drive. 	<ul style="list-style-type: none"> Teachers can continue to take PPA at home. 	HT and SAO	Ongoing	EAP emailed home at start of term
Attendance	<ul style="list-style-type: none"> All children are now expected to be in school We will follow normal procedures for non-attendance in terms of contacting families not in school. Reassure parents who are concerned and talk through the RA. 	<ul style="list-style-type: none"> Continue to refer children to the school's Music Therapy/CAMHS Well-being Service as appropriate. 	<p>SENCo to lead Well-being Service</p> <p>AO oversees attendance and HT/DHT monitor this</p>	Ongoing	Ongoing
Area of focus	Standard controls	Additional controls	Action by who	Action by when	Action completed
CEV staff and CEV pupils	<ul style="list-style-type: none"> All CEV staff and children should now attend school unless advised otherwise by their clinician. 	<ul style="list-style-type: none"> Members of staff who are concerned are invited to meet with HT/DHT to discuss their concerns and a personal RA can be put into place. All staff can wear a face covering at all times if they choose to do so. Clear face coverings should be worn when teaching children - these are available from the school office. 	HT	Ongoing	Ongoing

Remote education	<ul style="list-style-type: none"> Remote education policy in place for children unable to attend school for Covid reasons. Weekly phone call home. 	<ul style="list-style-type: none"> Chromebooks/laptops can be loaned as necessary or paper copies prepared and delivered by school wherever possible. School office to advise teachers of children self-isolating 	DHT and Curriculum Leader to monitor	Ongoing	Ongoing
FSM	<ul style="list-style-type: none"> Continue to provide vouchers for children eligible for FSM who are self-isolating for Covid reasons. 	<ul style="list-style-type: none"> Well-being phone calls to vulnerable families who are self-isolating - food parcels/additional support to be provided as necessary. 	SAO	Ongoing	Ongoing
Education recovery	<ul style="list-style-type: none"> Quality first teaching with a focus on key objectives, assessing/revisiting previous curriculum knowledge/skills before launching into a new topic. Small group and 1:1 interventions for identified children to close identified learning gaps. 	<ul style="list-style-type: none"> Close monitoring of children's progress to close any gaps which may exist. Explore curriculum opportunities such as trips and residential to enrich children's learning and missed opportunities during lockdown. 	Subject Leaders, SENCo and SLT to monitor	Ongoing	Ongoing
Trips (educational visits)	<ul style="list-style-type: none"> Trips are now permitted. All staff leading trips to complete a risk assessment in the usual way ensuring additional measures to address Covid are included. <i>Book Spring trips for later rather than earlier in the term (Jan 22).</i> 	<ul style="list-style-type: none"> Check cancellation policy which includes Covid outbreaks. 	SAO	Ongoing	Ongoing
Area of focus	Standard controls	Additional controls	Action by who	Action by when	Action completed
Face coverings	<ul style="list-style-type: none"> Face coverings not advised for children in primary schools. Government advises face coverings in crowded spaces - advise staff and parent helpers to wear face coverings on public transport when going on school trips. <i>Face coverings are now advised for staff in communal spaces. Regular reminders (Jan 22)</i> 	<ul style="list-style-type: none"> Staff can continue to choose whether to wear a clear face coverings for the classroom - available from the school office if required. <i>Parents/carers asked to wear face coverings on the playground at drop off and pick up. Essential visitors to the school to wear face coverings (Jan 22)</i> 	HT/DHT SAO and PM HT letter to parents	INSET Day Ongoing Before start of term	Ongoing Ongoing <i>4th Jan 22</i>

First Aid	<ul style="list-style-type: none"> The majority of staff in school will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others. PPE is only needed in a very small number of cases - if a child becomes unwell with symptoms of coronavirus while at school and needs direct personal care or where there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting. PPE is kept in the school office and downstairs office. 	<ul style="list-style-type: none"> First Aid kits kept in classrooms; minor injuries treated inside the classroom by staff or outside the classroom in the hall by a first aider on that floor. Reminders of routines at weekly briefings If a child becomes unwell in school, a contactless thermometer is in the School Office to check children's temperatures. This can be used on the forehead or wrist. A thermometer strip for the forehead is also available. 	Admin Officer/Lead First Aider	Ongoing	Ongoing
Pregnant staff	<ul style="list-style-type: none"> All pregnant women have a RA. School will follow the government guidance for pregnant women: Home Coronavirus (COVID-19): advice for pregnant employees 		HT	Ongoing	Ongoing

Additional Measures to those described above may be necessary in some circumstances, for example:

- to help manage a COVID-19 outbreak within the school
- as part of a package of measures responding to a Variant of Concern (VoC) or to extremely high prevalence of COVID-19 in the community
- to prevent unsustainable pressure on the NHS

The information below explains how we would operate if we were advised to reintroduce any additional measures to help break chains of transmission. In all decisions, the objective is to maximise the number of children receiving face-to-face teaching and minimise control measures that disrupt education, balanced against the risks of Covid transmission.

Due to the high number of Covid cases in the community, some additional measures are currently in place - see blue comments below. @ Jan 22

Circumstance	Action and how we would do this	Action by who	Action by when
<p>A child or staff member is admitted to hospital with Covid-19. Hospitalisation could indicate increased severity of illness or a new variant of concern.</p>	<ol style="list-style-type: none"> Seek public health advice by phoning the DfE helpline: 0800 046 8687 Option 1. Inform Chair of Governors and RBG. Inform staff and parents/carers of public health advice - settings may be offered public health support in managing risk assessment and communicating with staff and parents. 	HT and DHT	As soon as is reasonably possible once the school is notified and within the same day

<p>The number of positive cases within school substantially increases. A substantial increase means when either of these thresholds is reached:</p> <p>5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period</p> <p>10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period</p>	<ol style="list-style-type: none"> 1. Identify 'close mixing' - a group that is likely to have mixed closely will be different for each setting. We will use the DfE examples to guide us: For early years, this could include: <ul style="list-style-type: none"> ● a nursery class ● a friendship group who often play together ● staff and children taking part in the same activity session together For schools, this could include: <ul style="list-style-type: none"> ● a class ● a friendship group mixing at breaktimes ● a sports team ● a group in an after-school activity 2. Seek advice from Public Health advice by phoning the DfE helpline: 0800 046 8687 Option 1. 3. Review and reinforce the testing, hygiene and ventilation measures we already have in place in consultation with Chair and Vice Chair of Governors. (See below) 4. Inform RBG. 5. Inform staff of outcomes via email and hold a morning briefing to outline any changes and answer questions. 6. Inform parents/carers via email. 	<p>HT and DHT in consultation with CTs where necessary</p> <p>HT/DHT</p>	<p>All actions - as soon as possible once one of the thresholds are reached. Actions must be completed within the same day wherever possible. If notification is received late in the school day or the evening, all actions must be completed by noon the next day.</p>
<p>Testing: increased frequency of testing by staff may be required on the advice of PHE.</p>	<ul style="list-style-type: none"> ● Lateral Flow tests are completed at home by staff and this does not interrupt day to day school life. If advice is given from PHE, advise staff via email and staff virtual briefing. ● Ensure stocks of LFTs remain high. New kits can be obtained free of charge from pharmacies. New stock for school can be ordered through the government website: Apply for coronavirus test kits ● In the case of advice from PHE on any other testing needs, the school would follow their guidance. 	<p>HT</p> <p>SAO</p> <p>HT</p>	<p>Within 24 hours of receiving the advice.</p>
<p><i>Face Coverings: the temporary wearing of face coverings in communal areas has been requested by the government. Jan 22.</i></p>	<ul style="list-style-type: none"> ● <i>Write to parents/carers to request the temporary wearing of face-coverings at drop-off and pick-up times - email the letter to all parents and send a text to advise of the letter</i> ● <i>Reintroduce our visitor policy - requesting all essential visitors in school to wear a face covering unless they are exempt. Clear face coverings are available in the school office for visitors working with children so that communication is still possible.</i> 	<p>HT/DHT</p>	<p><i>Reminder letter 4th Jan 22</i></p>

<p>Shielding: In response to a major outbreak or variant of concern that poses a significant risk to individuals on the shielded patient list, the government may reintroduce shielding. Shielding can only be reintroduced by national government.</p>	<ul style="list-style-type: none"> • This applies to a minimal number of staff. Advise staff of the changes and that they would need to work from home. • Arrange supply cover. • A small number of parents/carers may be asked to shield - follow the advice of health professionals about whether this impacts on their children's attendance. If it does, remote learning to be set in line with our policy. 	<p>HT/DHT SAO All teachers</p>	
<p>Limiting events: RBG or PHE may recommend the limiting of residential educational visits, open days, parental attendance in schools, live performances in schools.</p>	<ul style="list-style-type: none"> • Advise staff via email and staff virtual meetings. • Write to parents to advise of changes • Consider in school overnight stays rather than residential visit or a postponement to original visit rather than a cancellation. • Revert to virtual parent meetings via <i>Google Meet</i>. • Consider recording live performances and uploading these to <i>Google Classroom</i>. <p><i>Due to the high number of cases in the community, we are not currently planning parent events in school other than small parent tours for prospective Reception parents. Jan 22.</i></p>	<p>HT to lead initial meeting. Decisions to be made in consultation with staff.</p>	

<p>Attendance restrictions: These may be considered as a short-term measure and last resort. This may include asking a class or the whole school to self-isolate. This will only take place: -On advice of PHE in extreme cases where other recommended measures have not broken the chains of transmission -On government advice to suppress or manage a dangerous variant or prevent unsustainable pressure on the NHS.</p> <p>PHE advises us to temporarily stop all on site provision.</p>	<p>Advise staff and Chair of Govs immediately via calling a staff briefing</p> <p>Remote learning will be provided for all children asked to remain at home upon PHE advice. If the whole school should temporarily close, we may be asked to remain open for vulnerable children and those of key workers, and remote education for all other children will be necessary. In this instance, we will revert to previous policies, systems and procedures (including the safeguarding policy in place during previous lockdown). This includes procedures for contact with and safeguarding arrangements for vulnerable children and the provision of a DSL. (A DSL will always be on site or contactable via phone or online video and a senior leader responsible for coordinating safeguarding on site. If, due to staff absence, there is not a Meridian DSL available on site or via phone/video call, a DSL will be shared with another GCSP school - contactable via phone or video call.)</p> <p>Lead ToD to coordinate with RBG to ensure the transport for the deaf children continues as usual and to advise who is in attendance as we class all deaf children as vulnerable.</p> <p>Contact RBG and discuss alternative arrangements for vulnerable children. It may be possible to come to an arrangement with another local school in the GCSP (informal school partnership).</p>	<p>HT</p> <p>Curriculum Leader</p> <p>HT/DHT in consultation with Chair and Vice Chair of Governors</p> <p>Lead ToD</p> <p>HT</p>	<p>at lunchtime, after school or before school, whichever is soonest.</p> <p>From day 1 of closure</p> <p>From day 1 of closure</p> <p>From day 1 of closure</p> <p>Within 2 hours of receiving notification</p>
<p>Meals</p>	<p>Vouchers will continue to be provided for children eligible for FSM who are not attending school because they have Covid symptoms or a positive test result.</p>	<p>SAO</p>	<p>From day 1 of closure</p>
<p>Educational visits</p>	<p>School to consider carefully whether trips are still appropriate and safe and consult the most up to date guidance. Only children in the school should take part (e.g. no younger siblings). School risk assessments will consider the availability of regular staff and include Covid safety measures.</p> <p><i>Due to the high number of cases in the community, we are currently planning trips for no earlier than the end of January and will keep this under review. Jan 22.</i></p>	<p>HT and DHT</p>	<p>From day 1 of closures affecting classes with planned visits</p>

<p>High levels of staff absence</p>	<p>We will always try to cover staff absence internally to minimise disruption for the children and limit community contacts. We will use supply cover if this is not possible. In the event that we cannot secure supply cover and staff absence levels are so high that we do not feel we are able to safely operate the school, we will consider closing classes or key stages within the school. This will be a last resort and the decision made in consultation with Chair/Vice Chair of Govs and RBG.</p> <p><i>We expect potential high levels of staff absence this term and recognise that there is limited supply cover available. Letter to parents to advise them that we will do all we can to keep the school open; should we need to move to remote learning for classes, this will be for as short a period as possible and as a last resort.</i></p> <p><i>Decisions to provide cover flexibly beyond that which is usual in school will be taken in consultation with relevant staff. Jan 22.</i></p>	<p>HT, DHT, Chair of Govs (in absence, Vice Chair)</p>	<p>Keep Chair notified of rising challenges to staffing and make decisions about closure as soon as possible when all facts are available.</p>
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