

**THE LOYNE SPECIALIST SCHOOL
COVID-19 RISK ASSESSMENT AND RESPONSE PLAN**

NOTE: Due to the constantly changing situation, dynamic risk assessments must be carried out.

This Covid 19 Risk Assessment and Response Plan must be read in conjunction with the Loyne School Operational Risk Assessment. This Risk Assessment and Response Plan is also applicable to our Post 19 provision.

This risk assessment is based on current information that will be regularly updated from the DfE, Local Authority and NHS and Public Health England (PHE)

<https://www.nhs.uk/conditions/coronavirus-covid-19/>

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

<https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/guidance-for-full-opening-special-schools-and-other-specialist-settings>



PART A. ASSESSMENT DETAILS:

Area/task/activity: COVID-19 Risk and Response Plan during COVID-19 lockdown restrictions from 5th January 2021

Location of activity: The Loyne Specialist School and Post 19 provision

School name: Address & Contact details:	The Loyne Specialist School Sefton Drive Lancaster LA1 2QD	Name of Person(s) undertaking Assessment:	Anna Lazenbury (School Business Manager)
	Grizedale Sefton Drive Lancaster LA1 2QD	Signed off by:	<i>Susan Campbell</i> Susan Campbell (Headteacher) <i>Ann Marie Houghton</i> Ann-Marie Houghton (Chair of Governors)
Headteacher	Susan Campbell	Date of Assessment:	V1 15 th July 2020 Reviewed 8 th September 2020

			Reviewed 28th September 2020 Reviewed 9th November 2020 Reviewed 8th January 2021
Signature:	<i>Kanpku</i>	Planned Review Date:	Ongoing – see section C for updates.
How communicated to staff:	Via email and website	Date communicated to staff:	16 th July 2020 Ongoing thereafter via morning briefings, email and website.

PART B. HAZARD IDENTIFICATION AND CONTROL MEASURES:

List of significant hazards (something with the potential to cause harm)	Who might be harmed	Type of harm	Existing controls (actions already taken to control the risk - include procedure for the task/activity where these are specified)
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<p>Vulnerable & extremely vulnerable staff, pupils and young adults with pre-existing health conditions</p> <p>Issue No: 1 Issued by: H&S Team</p>	<p>Staff, pupils, Post 19, household members</p>	<p>Becoming seriously ill from the effects of coronavirus, potential to be life threatening</p>	<p>Staff, young adults and pupils who are identified as Clinically Extremely Vulnerable (CEV) through a current letter or text message from the NHS or specialist doctor are advised to follow current government guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19. The government will write to people if they are required to follow more restrictive formal shielding measures due to an increase in risk in the worst affected areas.</p> <p>Most children originally identified as clinically extremely vulnerable no longer need to follow original shielding advice. Parents are advised to speak to their child's Doctor to clarify whether their child should still be classed as clinically extremely vulnerable.</p> <p>Children whose Doctor has recently confirmed they are clinically extremely vulnerable are advised to follow current government guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19 or the specific advice of their Doctor.</p> <p>Pupils who are no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional. The school works closely with parents of children who are extremely vulnerable to support a return to school, carrying out an individual risk assessment as necessary.</p> <p>School applies the measures set out in the following government document;</p> <p>https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/guidance-for-full-opening-special-schools-and-other-specialist-settings</p> <p>as far as is reasonably practicable to reduce the risk to all staff, visitors, young adults and pupils including those who are extremely clinically vulnerable and clinically vulnerable.</p> <p>The Headteacher will take steps to discuss the concerns of parents/carers of pupils with possible risk factors and provide reassurance of the measures they are putting in place to reduce the risk in school.</p> <p>Staff members who are in these categories are reminded to take particular care.</p>
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			<p>Where an employee expresses concerns or is identified as being in the clinically vulnerable categories an individual risk assessment will be completed to assess the risks to that individual and identify ways to reduce these risks to an acceptable level including where possible the need for any reasonable adjustments such as temporarily working from home or temporary deployment to a role where it is possible to maintain social distancing. This will be done in consultation with the member of staff and will be reviewed on a regular basis or in the event of any significant changes.</p> <p>People who live with those who are clinically extremely vulnerable or clinically vulnerable should attend the workplace as normal.</p> <p>Some people with particular characteristics may be at comparatively increased risk from coronavirus (COVID-19), as set out in the COVID-19: review of disparities in risks and outcomes report. If people with significant risk factors express concerns an individual risk assessment will be completed to assess the risks to that individual and identify ways to reduce them to an acceptable level.</p> <p>People who live with those who have comparatively increased risk from coronavirus (COVID-19) attend the workplace as normal.</p> <p>Details on who is considered Clinically Extremely Vulnerable (CEV) can be found here; https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</p>
Pregnancy	Pregnant Employees	Risk of contracting COVID - 19. Harm to mother and unborn child	Pregnant women are categorised as 'clinically vulnerable' as a precautionary measure. As per the Management of Health and Safety at Work Regulations 1999 (MHSW) a new & expectant mother risk assessment and individual Covid-19 concerns risk assessment will be completed for all pregnant staff

			<p>Guidance regarding pregnancy applies from the point at which the member of staff has confirmed that they are expecting.</p> <p>If staff feel unsafe, it is important to explore their anxieties with them in order to identify the source of their concern, to explain the risk assessment of their role and the steps taken to ensure their safety. The outcome of the risk assessment may involve moving the staff to an area of school where the pupils better understand social distancing, for example.</p> <p>Women who are pregnant with significant heart disease should not attend the workplace.</p>
<p>BAME and other vulnerability factors</p>	<p>Staff, pupils, visitors, contractors, household members</p>	<p>Possible increased risk of COVID-19</p>	<p>There are a number of factors that make employees potentially more vulnerable to serious illness (and death) due to COVID-19, including race and ethnicity, age, weight, underlying health conditions, or pregnancy. Government guidance exists for some of these.</p> <p>Staff from BAME groups - emerging evidence shows that Black and Minority Ethnic (BAME) communities are disproportionately affected by COVID-19, particularly people aged over 55 or with underlying health conditions.</p> <p>Age - there is evidence that older staff may be more at risk from C-19.</p> <p>Weight - there is emerging evidence to suggest that one of the risk factors for becoming seriously unwell with C-19 is being obese.</p> <p>Gender - there is some emerging evidence to suggest that C-19 may impact more on men than women.</p> <p>Headteachers are advised to use the 'Risk Assessment for Employees' to discuss concerns and evaluate risks for any member of staff that perceives that there are barriers to a return to the workplace, which may include concerns relating to the above factors. These risk assessments should be repeated/reviewed as necessary in line with</p>

			<p>individual circumstances and/or the provision of government guidance.</p> <p>Further information from the NHS about BAME can be found here# https://www.england.nhs.uk/coronavirus/workforce/addressing-impact-of-covid-19-on-bame-staff-in-the-nhs/</p>
<p>Staff, pupils & household members displaying signs of COVID-19 (who are not in school)</p>	<p>Staff, pupils, visitors, contractors, household members</p>	<p>Potential spread of infectious disease</p>	<p>Staff, parents and pupils are made aware of the main symptoms as per the NHS https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/</p> <p>The main symptoms of coronavirus are:</p> <ul style="list-style-type: none"> • a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature) • a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual) • a loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal. <p><u>Most people with coronavirus have at least 1 of these symptoms.</u></p> <p>If you are unsure about your symptoms please contact 111 for advice. Do not visit your GP or pharmacy. If you have any of these symptoms you must:</p> <ul style="list-style-type: none"> • Arrange a COVID-19 test as soon as possible by contacting 119 or ordering a home test kit. If there are barriers to arranging a test school is able to supply a home test kit (subject to

			<p>availability).</p> <ul style="list-style-type: none">• Follow Stay at Home guidance https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection <p>and do not have visitors until you get your test result – only leave your home to have a test. Only leave the house or have visitors in your home once you have received a negative test, providing that no one else in the household is symptomatic.</p> <ul style="list-style-type: none">• Anyone you live with, and anyone in your support bubble or care bubble, must also stay at home until you get your result. <p>Staff, young adults, pupils and visitors are instructed not to come into the setting if they or members of their household have coronavirus (COVID-19) symptoms, or have tested positive in at least the last 10 days in-line with the guidance for households with possible coronavirus infection.</p> <p>Staff, young adults, pupils or visitors on site showing COVID-19 symptoms are sent home, to self-isolate for 10 days and instructed to arrange a test to see if they have COVID-19.</p> <p>Staff and parents/carers are advised that other members of their household (including any siblings) must self-isolate for 10 days from date of onset of symptoms.</p> <p>Staff, parents/carers and pupils are required to provide the school with details of anyone they or their child have been in close contact with if they test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace.</p> <p>Staff and parents have been instructed to inform school immediately</p>
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			<p>of the results of a test so that an assessment can be made of the potential impact on school.</p> <p>If someone with symptoms tests negative and have not been told by the Test & Trace Team to self-isolate, if they feel well and have been without a fever for 48 hours they can stop self-isolating.</p> <p>Isolation</p> <p>You must self-isolate immediately if:</p> <ul style="list-style-type: none"> • you have any symptoms of coronavirus (a high temperature, a new, continuous cough or a loss or change to your sense of smell or taste) • you've tested positive for coronavirus – this means you have coronavirus • you live with someone who has symptoms or tested positive • someone in your support bubble / care bubble has symptoms or tested positive • you're told to self-isolate by NHS Test and Trace • you arrive in the UK from a country that is not on the travel corridor.
<p>Staff, pupils & household members displaying signs of COVID-19 (who are in school)</p>	<p>Staff, pupils, visitors, contractors, household members</p>	<p>Potential spread of infectious disease</p>	<p>Staff, parents and carers must be fully aware of the symptoms of COVID-19 (as detailed above) and how to respond if these are spotted.</p> <p>If a member of staff begins with symptoms of COVID-19 whilst on site they must immediately cease their duties. They must leave the premises immediately ensuring they maintain a 2m distance from staff</p>

			<p>and pupils. They must not enter the office of SLT to report they are leaving but must notify the office as they leave the building who will then alert SLT.</p> <p>Any young person or Post 19 young adult who starts displaying COVID-19 symptoms must be immediately isolated in our isolation ward, which is the MSE room. They must be taken to the isolation ward via a route that brings them into minimal contact with other areas of school. This may mean taking the young person via the outside of school.</p> <p>Staff dealing with a young person with suspected COVID-19 must wear full PPE. This includes, apron, nitrile/medical grade gloves, visor, and a fluid repellent face mask. 2 sets of each will be made available in each class base and Post 19 provision and must be replenished by the class team after use.</p> <p>Where a pupil starts displaying symptoms of COVID-19, a staff member must inform the office and ask for the office to arrange for parent/carer to <u>immediately</u> collect their child.</p> <p>Where a young adult in Post-19 begins to displays symptoms a member of Post-19 staff will contact the parent/carer.</p> <p>A window should be opened for ventilation where possible in the isolation ward. Doors must remain close. No one else is permitted to enter the ward.</p> <p>Where possible 2m social distancing should be adhered to. When the parent/carer arrives to collect the young person the office will alert the staff members in the isolation ward.</p> <p>The young person must be taken to the front of the school building for</p>
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			<p>collection.</p> <p>If an individual (adult or child) showing COVID-19 symptoms, needs to use the bathroom while waiting to go home, they will use a separate bathroom if possible. The bathroom must be cleaned and disinfected immediately after use by a member of staff in full PPE. Anti bac wipes to wipe down surfaces will be made available in each bathroom. The staff member must then, remove and dispose of their gloves in the yellow hygiene bin, then wash or anti bac their hand for 20 seconds.</p> <p>Once the young person has been collected the office staff must alert the Site Supervisor to carry out a deep clean of the bathroom area. The Site Supervisor must wear, apron, gloves and face mask when cleaning down the bathroom.</p> <p>Staff who have assisted someone who has taken ill with suspected COVID-19 symptoms and any pupils who have been in close contact with them, will wash their hands with warm, running water and soap for a minimum of 20 seconds. They do not need to go home unless they display the symptoms themselves or are advised to do so by NHS Test and Trace or Local Health Protection Team.</p> <p>The area around the person with symptoms will be cleaned with normal after they have left to reduce the risk of passing the infection on to other people as per the COVID-19: cleaning of non-healthcare settings guidance</p>
Inaccurate Recording Absence Recording - Pupils	Staff, pupils, visitors, household members	Potential spread of infectious disease Unreliable records for Test and Trace	<p>Any pupil absent for COVID related reasons must be recorded as absence with an X.</p> <p>If a class bubble needs to close due to lack of staffing, then code Y should be used.</p> <p>Any pupil not on site due to national lockdown restrictions who is deemed vulnerable will be record as a C – authorised absence where agreed with the Headteacher.</p>
Inaccurate Recording Absence Recording -	Staff, pupils, visitors, household	Potential spread of infectious disease	COVID-19 absence recording: If staff are able to work at home and are well enough to be working, the absence will be recorded as

<p>Staff</p>	<p>members</p>	<p>Unreliable records for Test and Trace</p>	<p>'Coronavirus – self isolation – working' and they will receive normal pay for the 10-day self-isolation. Anticipated end date of self-isolation also needs to be entered. This can be amended if the period extends beyond the anticipated end date.</p> <p>If staff are not able to work at home but are self-isolating, they will be recorded as 'Coronavirus – self isolation – not working' and will receive normal pay for the 10-day self-isolation period. The anticipated end date of self-isolation also needs to be entered. This can be amended if the period extends beyond the anticipated end date.</p> <p>During national lockdown absences will not be recorded unless the staff member is unable to work from home or come in for their rotaed work pattern.</p> <p>Staff still have a duty to inform SLT of sickness absences or if they are going for a COVID-19 test.</p> <p>Where staff are showing symptoms of coronavirus and are not well enough to work it should be recorded as 'Sickness' and then select 'Coronavirus (COVID-19)'. </p> <p>Employees will receive normal pay during the period of self-isolation, and may be required to undertake meaningful work from where they are self-isolating.</p> <p>Where a child of a staff member is sent home due to a 'bubble collapse' the staff member will be paid in full. However, they are expected to make every effort to share childcare responsibilities with other adults in the household where this is possible.</p> <p>We recognise during a national lockdown this may present further difficulties.</p>
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<p>Booking a Test</p>	<p>Staff, pupils, visitors, household members</p>	<p>Potential spread of infectious disease</p>	<p>Staff, pupils or household members showing COVID-19 symptoms <u>MUST IMMEDIATELY arrange a test.</u></p> <p>Anyone who has symptoms of COVID-19 can get a free test to check if they have the virus.</p> <p>You can book a test online at; https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-an-antigen-test-to-check-if-you-have-coronavirus/</p> <p>Or you can arrange a test by calling 119 or 111.</p> <p>You should arrange a test if:</p> <ul style="list-style-type: none"> • You have any symptoms of Coronavirus as detailed above. • Someone you live with has symptoms of Coronavirus.

			<p>Results usually come back within 2 – 5 days.</p> <p>The school must be immediately informed of the test result. For staff members, if a negative result is received the expectation is that the staff member will immediately return to work.</p> <p>Home test kits are available at school and will be issued at the school's discretion to persons where the school believes, in line with advice from Health and Social Care, that the person or parent/carer has barriers that will prevent them from arranging a test locally. Or where tests are not available locally.</p> <p>Some regions are also offering asymptomatic testing.</p> <p>Lateral Flow Testing (LFT) will be rolled out in school towards the end of January 2021. These tests are for all staff who will be tested on a weekly basis and 'close contacts', which includes staff, and pupils in year 7 and above only.</p> <p>LFT will not be used for symptomatic persons. If a staff member, young adult or pupils starts displaying symptoms they must go home immediately.</p>
<p>Staff, pupils & household members test positive for COVID-19</p>	<p>Staff, pupils, visitors, contractors, household members</p>	<p>Potential spread of infectious disease</p>	<p>If a staff member, pupil or someone on their household tests positive for COVID-19 this means they had COVID-19 when the test was done and they must;</p> <ul style="list-style-type: none"> • Self-isolate for at least 10 days from when their symptoms started. • Anyone they live with who does not have symptoms must also self-isolate for 10 days. <p>Schools should follow the Gov.uk Coronavirus guidance https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak updated 7th January 2021.</p>

			<p>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p> <p>and local Public Health England (PHE) advice. The current PHE advice (as of 17th December 2020) is displayed outside the Headteacher's office for quick reference for action in the event of a positive case.</p> <p>If the person has been on site 48 hours prior to onset of symptoms, the Headteacher/Senior Leadership Team must carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate immediately. This will include any person in contact 48 hours prior to onset of symptoms.</p> <p>Based on the advice from the DfE and PHE, school will send home those people who have been in close contact with (as per 'contact' guidance below), the person who has tested positive, unless they are a staff member or pupil Year 7 or above and have consented to daily LFT for 7 days. If this is not the case close contacts must be sent home immediately and advised to self-isolate for 10 days from the the last point of contact with the case.</p> <p>Close contact means:</p> <ul style="list-style-type: none">• direct close contact - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin);• proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual;• travelling in a small vehicle, i.e. a car, with an infected person; <p>School will keep a record of pupils and staff in each group (bubble). School will not share the names or details of people with COVID-19</p>
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			<p>outside of the school, unless essential to protect others.</p> <p>Household members of those contacts who are sent home do not need to self-isolate themselves unless the pupil or staff member who is self-isolating subsequently develops symptoms, or a member of the household or support/childcare bubble develops symptoms.</p> <p>If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 10-day isolation period they are instructed to follow the <u>'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'</u> and instructed to get a test.</p> <p>If the test is negative they are instructed to remain in isolation for the remainder of the 10-day isolation period as they could still develop the COVID-19 within the remaining days.</p> <ul style="list-style-type: none"> • If the test result is positive, they are instructed to inform school immediately. • They are advised that their household should self-isolate for at least 10 days from when the symptomatic person first had symptoms.
<p>Negative or Inconclusive Test Result</p>	<p>Staff, pupils, visitors, contractors, household members</p>	<p>Potential spread of infectious disease</p>	<p>Staff and parents/carers must inform school immediately of the results of a test so that an assessment can be made of the potential impact on school.</p> <p>If someone tests negative, if they feel well and no longer have any symptoms similar to those identified for COVID-19 they can stop self-isolating. They may still have another virus, such as a cold or flu, therefore it is still advisable to avoid contact with others until they recover. However other members of their household can stop self-isolating.</p> <p>A staff member or pupil should only return if everyone they live with is symptom free (to the best of their knowledge) and everyone who has COVID-19s symptoms within the household also tests negative. They</p>

			<p>must be advised to keep self-isolating if someone in their home tests positive, or has symptoms and has not been tested.</p> <p>An unclear, void, borderline or inconclusive result means it's not possible to say for certain if you had coronavirus when the test was done.</p> <p>If this happens, you may be advised to ask for another coronavirus test. Do this as soon as possible, as the test is most accurate within a few days of symptoms starting.</p> <p>If you're not able to have another test, you and anyone you live with must keep self-isolating.</p>
<p>Test and Trace</p>	<p>Staff, pupils, visitors, contractors, household members</p>	<p>Potential spread of infectious disease</p>	<p>The person who has tested positive or their parent/carer, in the case of a child will get an email, text or call from the NHS Test and Trace service. Text messages will come from NHS tracing. Calls will come from 0300 0135000.</p> <p>If you are contacted you will be asked where you have been recently and who you have been in contact with.</p> <p>You'll be asked to sign in to the NHS Test and Trace contact tracing website at https://contact-tracing.phe.gov.uk.</p> <p>On the contact tracing website, you'll be asked for information including:</p> <ul style="list-style-type: none"> • your name, date of birth and postcode • if you live with other people • any places you've been recently, such as a workplace or school • names and contact details of any people you were in close contact with in the 48 hours before your symptoms started (if

			<p>you know these details)</p> <p>If you cannot use the contact tracing website, you'll be asked for this information over the phone.</p> <p>You will be contacted by Test and Trace if you have been in contact with someone that has tested positive for COVID-19</p> <p>If you have been in contact with someone who has had or has COVID-19 you will be asked by the Test and Trace team to:</p> <ul style="list-style-type: none">• stay at home (self-isolate) for 10 days from the day you were last in contact with the person – it can take up to 10 days for symptoms to appear• do not leave your home for any reason – if you need food or medicine, order it online or by phone, or ask friends and family to drop it off at your home• do not have visitors in your home, including friends and family – except for essential care• try to avoid contact with anyone you live with as much as possible• people you live with do not need to self-isolate if you do not have symptoms• people in your support bubble do not need to self-isolate if you do not have symptoms <p>All staff, parents, carers and household members must fully comply with Test and Trace.</p>
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			<p>With effect from 24th September the Test and Trace App became available to download. The Test and Trace App is a supportive function that is aimed at slowing the spread of C-19 by the following means:</p> <p>Trace: find out when you've been near other app users who have tested positive for coronavirus.</p> <p>Alert: lets you know the level of coronavirus risk in your postcode district.</p> <p>Check-in: get alerted if you've visited a venue where you may have come into contact with coronavirus, using a simple QR code scanner. No more form filling.</p> <p>Symptoms: check if you have coronavirus symptoms and see if you need to order a test.</p> <p>Test: helps you order a test if you need to.</p> <p>Isolate: keep track of your self-isolation countdown and access relevant advice.</p>
<p>Outbreak of Covid-19 within school</p>	<p>Staff, pupils, visitors, contractors, household members</p>	<p>Spread of infectious disease</p>	<p>The school will work closely with the Local Authority when single or multiple cases of COVID-19 are confirmed. All notifications must be submitted via the 'click sheet' as per the PHE guidance. The PHE do not need to be contacted directly, even in the event of a multiple outbreak. Further information can be sought from the DfE on 0800 046 8687.</p>

This general risk assessment will apply to this area/task/activity in most schools providing the control measures described are in operation and there are no further local significant hazards. If it does not fully apply and further control measures are required, please complete the Action Plan at Part C. If it fully applies please sign below.

I certify that the risk assessment above fully applies to the area/task/activity under assessment in (Name of school)

Signed: Anna Lazenbury

Date: 8th January 2021

Name of Risk Assessor: Anna Lazenbury

PART C: ACTION PLAN Further action / controls required						
Hazard	Action required	Person(s) to undertake action?	Priority	Projected time scale	Notes / comments	Date completed
Information regarding symptoms not up to date	Update symptoms of COVID as per NHS website	Anna Lazenbury	1	Immediate	Symptoms updated as per current advice (P6)	07/09/2020
Ambiguity of Isolation Ward	Redefine isolation ward following review	Anna Lazenbury	1	Immediate	Isolation Ward will be MSE room for all (P8)	07/09/2020
Incorrect attendance codes for data reporting	Update attendance codes in line with new Dfe advice	Anna Lazenbury	1	Immediate	Updated codes (P9)	07/09/2020
Information regarding isolation periods needs to be up to date to ensure no return to school before period ends.	Update isolation advice in line with Dfe/NHS guidance.	Anna Lazenbury	1	Immediate	Updated isolation guidance	07/09/2020
Information not in line with latest guidance	Update Response Plan	Anna Lazenbury	1	Immediate	Updated reference to action in event of a positive case – change from PHE to Dfe phone line. Reference Test and	28/09/2020

					Trace App Reference local shielding restrictions.	
Information not in line with latest guidance	Update Response Plan	Anna Lazenbury	1	Immediate	Update information regarding clinically and extremely clinically persons. Update reference to PHE guidance. New guidance released 19 th October 2020.	09/11/2020
Persons not isolating for the correct periods	Plan updated with revised isolation periods, reduced from 14 – 10 days for close contacts.	Anna Lazenbury	1	Immediate	Isolation periods updated as per Stay at Home Guidance.	08/01/2021
Risk to persons who are CEV	Section re CEV updated	Anna Lazenbury	1	Immediate	CEV information updated as per gov.uk guidance.	08/01/2021
COVID-19 response – not following correct notification procedures	Updated information as required	Anna Lazenbury	1	Immediate	Update reference to PHE guidance. New guidance released 17 th December 2020	08/01/2021
Incorrect procedures for some close contacts	Added reference to Lateral Flow Testing	Anna Lazenbury	1	Immediate	For those close contacts who are Year 7 and above and staff members, daily LFT testing can be applied rather than close contacts going home to isolate for 10 days.	08/01/2021

