

Annex to the Whole-School Risk Assessment

Contingency Plan

General

1. This contingency plan is for Lancing College and explains the principles of managing a local outbreak of COVID-19 (including variants) and:
 - a. the types of measures that the school should be prepared to implement
 - b. who and how decisions should be decided
 - c. when recommend measures are imposed and lifted
2. The Government has made it a national priority for schools to continue to operate normally during the COVID-19 pandemic whilst recognising that implementing certain measures may be necessary:
 - a. to help manage a COVID-19 outbreak
 - b. as part of a package of measures responding to a Variant of Concern (VoC)
 - c. if there is extremely high prevalence of COVID-19 in the local community
 - d. to prevent unsustainable pressure on the NHS
3. It is worth noting the importance of maintaining good links with Local authorities, Directors of Public Health (DsPH) and PHE Health Protection Teams (HPTs) as they are able to recommend measures for the school and the local area outbreak management plans. Where there is a need to address more widespread issues across an area, ministers will take decisions on an area-by-area basis.
4. COVID-19 resilience and planning are now more important than ever and will be reviewed regularly and in detail by the SMT Exec. to allow rapid implementation.

Purpose

5. The purpose of this contingency plan is to ensure the safety and health of pupils and staff of Lancing College by managing the risk of COVID-19, minimising disruption and ensuring the maximum number of pupils benefit from high-quality face-to-face education.

Objectives:

6. To achieve the above purpose the school has the following objectives:
 - a. manage and break the chains of transmissions
 - b. balance temporary measures with delivering high quality face-to-face education
 - c. temporary measures should be:
 - i. limited to the minimum number of groups possible
 - ii. imposed for the shortest time possible
 - iii. regularly reviewed
 - iv. lifted as soon as reasonably possible

- d. Maintain regular communications with:
 - i. all members of the school community including governors, staff, pupils, parents and visitors
 - ii. Outside agencies who are responsible for managing outbreaks:
 - 1. Local authorities
 - 2. Directors of Public Health (DsPH)
 - 3. PHE Health Protection Teams (HPTs)
- e. Acknowledge that local area measures may impact the school as part of a broader package of measures
- f. Attendance restrictions should only ever be considered as a last resort.

Roles and Responsibilities

- 7. School staff responsible for the planning and regular review of this plan are:

a. School COVID-19 leads	Mark Milling (Bursar) and Hilary Dugdale (Senior Deputy Head)
b. School liaison with Health Agencies	Angela Brennan (Senior Nurse)
c. COVID-19 decision committee	The SMT Exec

School Baseline measures

- 8. The following routine day to day measures are in place to manage the transmission of COVID-19:
 - a. All pupils should receive 2 on-site lateral flow device tests, 3 to 5 days apart, on their return in the autumn term.
 - b. Testing will be available 3 working days before the start of term.
 - c. Pupils should then continue to test twice weekly at home until the end of September, when this will be reviewed.
 - d. Staff should undertake twice weekly home tests whenever they are on site until the end of September, when this will also be reviewed.
 - e. The school will retain a small asymptomatic testing site (ATS) on-site, until further notice, for pupils who are unable to test themselves at home. This will be located at the College Health Centre.
- 9. Staff and pupils with a positive LFD test result should self-isolate and take a free PCR test to check if they have COVID-19. Whilst awaiting the PCR result, the individual should continue to self-isolate.
- 10. If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the pupil can return to school, as long as the individual doesn't have COVID-19 symptoms.
- 11. Under-18s, irrespective of their vaccination status and double vaccinated adults will not need to self-isolate if they are a close contact of a positive case. However, they are strongly advised to take a PCR test and, if positive, will need to isolate. 18- year-olds will be treated in the same way as children until 6 months after their 18th birthday, to allow them the opportunity to get fully vaccinated.
- 12. As previously the school will continue to:
 - a. ensure good hygiene
 - b. maintain appropriate cleaning regimes

- c. keep occupied spaces well ventilated
- d. follow public health advice on testing and managing confirmed cases of COVID-19.
- e. Maintain strong messaging on:
 - i. signs and symptoms
 - ii. isolation advice and testing
 - iii. prompt isolation of suspected cases
- f. encourage vaccination uptake for eligible students and staff
- g. Regularly review risk assessments particularly when there are changed circumstances

School additional measures and thresholds

13. If the number of COVID-19 positive cases substantially increase in school the following thresholds will be used as an indication of when to seek public health advice:
- a. 5 pupils or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period
 - or
 - b. 10% of pupils or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period.
14. For special schools, residential settings, and settings that operate with 20 or fewer children, pupils, students and staff at any one time:
- a. 2 pupils and staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period
15. Key to the above thresholds is the definition of “mixed closely” and this will require careful analysis and rarely mean the whole school or year group will be affected but rather a form group, subject class, friendship group, sports team or activity group.
16. If a pupil or staff member is admitted to hospital with COVID-19 this may indicate increased severity of illness or a new variant of concern.

Actions to consider once a threshold is reached

17. The following measures on the table below will be considered depending on the severity of the situation and may result from a requirement to gradually escalate measures or impose them, at short notice, as a result of asking and / or receiving additional public health advice.
18. Note that for each control measure below it is important to detail:
- a. The actions or measures that will be required
 - b. How to ensure every pupil receives the quantity and quality of education and support to which they are normally entitled.

Control Measure	Required Action and impact on education Delivery
Routine Control measures	<ul style="list-style-type: none"> • Ensure good hygiene for everyone • Maintain appropriate cleaning regimes

	<ul style="list-style-type: none"> • Keep occupied spaces well ventilated • Follow PHE advice on: <ul style="list-style-type: none"> ○ Testing ○ self-isolation ○ managing confirmed cases of COVID-19
At the point of reaching the threshold	<ul style="list-style-type: none"> • Review and reinforce measures already in place particularly <ul style="list-style-type: none"> ○ testing ○ hygiene ○ ventilation
Review Risk Assessment	Consider hazards and their mitigating measures
Review hygiene measures	Consider current arrangements and whether resources and regime may be improved
Regular Testing	<ul style="list-style-type: none"> • Encourage pupils to twice weekly rapid asymptomatic home testing and reporting <p>Then / or</p> <ul style="list-style-type: none"> • Re-instate on-site rapid LFD testing for a two-week period to encourage uptake of twice weekly testing
Increase frequency of testing	Consider increasing frequency of testing of both staff and pupils, where appropriate
Vaccinations	Encourage vaccinations for those authorised
Limit access to school	<p>Re-consider policy on:</p> <ul style="list-style-type: none"> • staff able to work from home • parents on-site • visitors • visiting music teachers and visiting sports coaches • contractors
Temporarily reinstate face-coverings	<ul style="list-style-type: none"> • Temporarily reinstating face-coverings for pupils, staff and visitors in indoor and/or communal spaces. This should be for two weeks in the first instance, pending regular review. • Specified areas may include hallways, staircases, mealtimes, pick-up, drop-off etc • Note: <ul style="list-style-type: none"> ○ the government has removed the requirement to wear face coverings in law but expects and recommends that they are worn in enclosed, crowded spaces and when in contact outside family, friend, work, school groups. This includes public transport and dedicated transport to school. ○ the importance of managing risk of transmission “v” education.
Social Distancing (SD)	<ul style="list-style-type: none"> • Revert to 2m SD in all or part of the school • Minimise the number of different people encountered and the duration of meetings • Re-impose one-way systems, classroom layouts, re-scheduling timetable, staff room systems etc

Bubbles or Groupings	Consider re-introducing 'bubbles' for a temporary period and / or reduce mixing between certain groups year groups, sports teams, activities, boarding areas etc whilst not reducing impact on delivery of high-quality education
Shielding	Whilst Shielding may only be reintroduced by national government consider vulnerable individuals and if protective measures may be re-introduced or improved
Activities	<ul style="list-style-type: none"> • Consider: <ul style="list-style-type: none"> ○ which activities may take place outdoors, including exercise, assemblies or classes ○ how to improve ventilation without significantly impacting thermal comfort ○ additional one-off enhanced cleaning focusing on touch points and any shared equipment
Tracing close contacts	Whilst the responsibility for contact tracing is with NHS T&T the school may be contacted in exceptional cases to help identify close contacts
Pupil Attendance Restrictions	Only consider restricting pupil attendance as a short-term measure and as a last resort on PHE advice and in extreme case where other measures have not broken the transmission chain
High-quality Remote learning	<ul style="list-style-type: none"> • Ensure all pupils receive high quality education: <ul style="list-style-type: none"> ○ whether in-school or at home ○ for those tested positive for COVID-19 and well enough to learn from home ○ where attendance has been temporarily restricted
Vulnerable and Critical Worker Children	<ul style="list-style-type: none"> • Ensure on-site provision is retained, where appropriate, for: <ul style="list-style-type: none"> ○ vulnerable pupils ○ pupils of critical workers
Transport	Consider re-introducing additional measures to protect drivers and passengers
Boarders	<ul style="list-style-type: none"> • Consider limiting boarders to specific groups, dormitories, recreational and study areas, mealtimes etc • Review staff supervision and access • Review weekend / exeat policy
Well-being and Support	Consider providing additional support depending on measures
Meal Provision	Consider adopting different feeding and seating regime
Educational and Residential Visits	<ul style="list-style-type: none"> • Restrictions or cancellation for each visit should reflect: <ul style="list-style-type: none"> ○ risk assessments ○ venue and local conditions ○ COVID measures • Visit leaders should consider: <ul style="list-style-type: none"> ○ If the educational visit is still appropriate and safe ○ group sizes or attendance should be revised ○ non-staff supervision appropriate or necessary
Open Days	Postpone or re-consider Event Risk Assessment and measures
Sports provision with external teams and internal games	Postpone or re-consider Risk Assessment and measures for each sport activity after consultation with opposition teams / schools

Transition or taster days	Postpone or re-consider Risk Assessment and measures
Parental attendance at school events	Postpone or re-consider Event Risk Assessment and measures
Live performances and events	Postpone or re-consider Event Risk Assessment and measures
Continue to Review Risk Assessment	Regularly re-consider hazards and their mitigating measures
School Policies	Review School policies to reflect changes and consistency across policies, control measures and school operation
Health and Safety	Review fire and safety procedures to ensure any changes to layout of classrooms, corridors etc have no impact on fire safety such as fire doors and escapes
Safeguarding	Consider Safeguarding procedures particularly availability of DSL / DDSLs etc
Communication	Check that all the school community is informed and risk assessment and resulting measures are implemented, understood and are being complied with by all
Insurance	Check with insurers the measures adopted

Public Health Contact

19. If a pupil or staff member is admitted to hospital with COVID-19 public health advice is available via the DfE helpline (0800 046 8687, option 1), or in line with school or other local arrangements. Hospitalisation could indicate increased severity of illness or a new variant of concern.
20. The DfE helpline (0800 046 8687, option 1) also offers public health support in managing risk assessments and communicating with staff and parents.

Contingency Plan References

21. This guidance may be read alongside the detailed guidance for education and childcare settings and providers operating during COVID-19:
- a. [ISBA Template Risk Assessment: Testing for COVID-19 in Schools](#) – 17 Aug 21
 - b. [Contingency framework: education and childcare settings](#) – Aug 21
 - c. [Actions for early years & childcare providers during COVID outbreak](#) – 17 Aug 21
 - d. [Schools COVID-19 operational guidance](#) – 17 Aug 21
 - e. [COVID-19: Actions for Out-of-School Settings](#)
 - f. [Guidance for special schools and other specialist settings: COVID 19](#) – 27 Aug 21
 - g. [The use of PPE in education, childcare and children’s social care settings, including for aerosol generating procedures](#) – 20 Jul 21
 - h. [COVID-19: cleaning of non-healthcare settings](#) – 19 July 2021
 - i. [School attendance: guidance for schools](#) – 26 Jul 21
 - j. [COVID-19: guidance for the safe use of places of worship](#) – published 16 July 21
 - k. [Working safely during COVID-19: events and attractions](#) – published 14 July 21
 - l. [Contingency framework: education and childcare settings](#) – dated 25 June 21
 - m. [Coronavirus: how to stay safe and help prevent the spread](#) – updated 20 Aug 21