



COVID-19 Case Management in Educational Settings Risk Assessment and Checklist

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This risk assessment template and checklist has been provided to support educational settings to ensure they are acting in line with the:

- COVID-19 – Management of Cases Guidance
- COVID-19 Compliance code for all educational settings – Autumn Term

Please note: all COVID-19 guidance is available through HR InfoSpace and Norfolk Schools.

The risk assessment should be reviewed prior to any stage of extension of operation e.g. increasing pupil numbers, extending curriculum activities, opening up facilities or planning events.

For ease of reference, changes that are made to this document are detailed below:

Date of change	Section, Page and Change
23-08-2021	New document which reflects the requirements of COVID-19 Case Management Guidance
14-09-2021	Updated section: Outbreak management contingency planning
15-12-2021	Updated sections: Symptomatic staff/pupils – directing staff members to Case Management Guidance for information if they have symptoms. Close contacts of a positive case – updated to reflect national guidance changes.



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Outbreak management contingency planning

Outbreak management contingency planning	The setting has developed outbreak management/contingency plans following this guidance	Yes
When a threshold is met	<p>The requirements of the compliance code will be reviewed and reinforced including testing, hygiene and ventilation measures.</p> <p>Additional measures that can be implemented will be considered, examples include:</p> <ul style="list-style-type: none"> • Moving activities outdoors, including exercise, assemblies or classes • Further improving ventilation indoors • A one-off enhanced clean, focusing on touch points and any shared equipment • Delaying or making changes to events such as reverting to remote delivery, delaying planned events which involve increased numbers of visitors such as nativity plays. 	Yes

Information management

Item	Control measures	Yes/No
Maintaining records	A mechanism is in place to keep accurate records of the groups* associated with positive cases when these are identified. (*groups who are likely to have mixed closely e.g. classes, year group and wraparound care attendance) to support identifying the thresholds that are outlined in the Management of Cases Guidance	Yes
	Staff and pupils at increased risk of contracting or being seriously ill from COVID-19 have been identified and assessed and a record is available for the NOMC if required	Yes
	The Privacy Policy has been updated as required by the Data Protection Act so that anyone attending the setting is aware of what information is held and how it will be used to support the test and trace programme.	Yes
	A mechanism is in place to collect the absence data identified in the management of cases guidance.	Yes

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Item	Control measures	Yes/No
Data review and escalation	Staff who are responsible for reviewing the records and data captured understand when they should escalate and report issues following the thresholds in the management of cases guidance	Yes

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Planning for if a person becomes unwell at the setting

Item	Control measures	Yes/ No	Notes and further information	Date required and completed
	A suitable well ventilated room has been identified to wait in and is large enough to keep a 2 metre distance between the ill person and any supervising staff (close to a toilet where possible)	Yes		
	Where possible there is separate use of toilet and handwashing facilities nearby.	Yes		
	The room has been emptied of unnecessary items.	Yes		
	Tissues and a waste bag have been provided in the room	Yes		
	If a pupil develops symptoms, they will wait in the room that has been identified as soon as possible. Where it is possible the door will be closed.	Yes		
	In the unlikely event that a pupil spent a significant amount of time in a classroom or other area after they developed symptoms, arrangements will be made to move pupils and staff while that area is cleaned.	Yes		
	Staff who look after a symptomatic person will wear PPE if they are supervising the person in the same room while waiting for collection in accordance with the PPE guidance and must wash their hands thoroughly if they have contact with the person and after they have left.	Yes		
	Isolation requirements will be followed as described in the guidance, the setting will signpost to this information for all staff and pupils.	Yes		
Waste	If a person is symptomatic on the premises the cleaning cloths used and tissues etc is double bagged and tied and kept separately for 72 hours (secured from pupil access) before being disposed of with normal waste.	Yes		

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Item	Control measures	Yes/ No	Notes and further information	Date required and completed
Cleaning	Surfaces that the symptomatic person has come into contact with (after they became symptomatic) will be cleaned, follow the management of cases guidance using the appropriate disinfectant solution and equipment required.	Yes		
	Where shared toilet facilities are used these will be cleaned prior to others using the facilities	Yes		
	The setting will not be closed where it is possible to carry out cleaning by moving pupils to a different area while cleaning is carried out or unless as a result of NOMC or Health Protection Team Advice.	Yes		
	The minimum PPE worn for cleaning an area where a possible case of COVID-19 is gloves and an apron. Hands will be washed after all PPE has been removed.	Yes		
	Soft surfaces that are visibly contaminated will be steam cleaned such as upholstered chairs.	Yes		
	Areas where a person has passed through and spent minimal time and are not visibly contaminated with body fluids will not be cleaned in addition to normal cleaning arrangements.	Yes		

Symptomatic staff / pupils

Symptomatic staff member	Staff members have been advised about the information detailed in COVID-19 Case Management Guidance when working in educational settings.	Yes
	The employer referral process for PCR testing information will be provided to the employee in order to obtain a test where necessary.	s

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	The employee will be asked to provide their test result to the setting as soon as it is known.	Yes
Symptomatic Pupils	A system is in place to notify parents and request they collect the pupil as soon as possible Parents are asked to arrange for PCR testing, following Case Management Guidance and notify the setting as soon as results are known.	Yes

Testing

	The setting has registered with the local testing service to receive their unique employer code by emailing: NorfolkRegistercovidtesting@nuh.nhs.uk providing the name of the employing organisation, their job title and a contact telephone number.	Yes
	Pupils and staff are encouraged to undertake regular Lateral Flow Device testing where it is age appropriate.	Yes
	Pupils and staff are advised that asymptomatic testing does not replace the current testing policy for those people who have symptoms and that anyone with symptoms must self-isolate immediately and should carry out a PCR test.	Yes

Positive and inconclusive test result actions

Item	Control measures	Yes/No
Positive results	Plans are in place to sensitively respond to receiving confirmation of a positive case.	Yes
	The setting will notify the NOMC in line with the notification thresholds outlined in Management Guidance.	Yes

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Item	Control measures	Yes/No
	The setting will follow any advice provided by NOMC or Health Protection Team	Yes
Inconclusive results	Staff and pupils are made aware that isolation should continue where an inconclusive result has been provided and they should undertake re-testing	Yes

Close contacts of a positive case

Item	Control measures	Yes/No
General	All close contacts will isolate where they are legally required to Anyone who is not legally required to self-isolate is strongly advised to take an LFD test (from the age of 5+): <ul style="list-style-type: none"> • Every day for 7 days, or until 10 days since their last contact with the person who tested positive for COVID-19 if this is earlier, and • Before leaving the household for the first time that day. 	Yes
	Parents will be provided with the information detailed in the Management of Cases Guidance for daily testing including sharing the relevant weblinks	
Staff work activity	The work activities of staff who are not required to isolate as close contacts of a positive case are assessed to determine how and where they can work for the 10 day period (from the date of exposure). Where possible work activities will be modified for this period to reduce the risk of transmission should they develop COVID-19 infection during this period. Staff will be advised to follow national guidance both in work where it is possible and outside of work.	Yes
NHS Tracing App use	Clear protocols have been developed for use of the App in the setting (for example, where pupils and staff do not keep their phones on them throughout the day)	Yes