

COVID -19 Risk Assessment

29 November 2021



Activity	COVID-19: IMPLEMENTING PROTECTIVE MEASURES IN EDUCATION SETTINGS					
Details	Site	Selston High School	Name of risk owner	Paul Halcro	Job Title	Headteacher
	Manager Approval	Clare Stockdale	Date	29.11.2021		
Overall risk rating	Medium					
Signed Assessor						
Signed Risk Owner	P Halcro					
Additional notes	<p>TTCT schools will maintain mitigations which meet or exceed Government guidance and will take responsive action in regard to particular localised outbreaks, including variants of concern.</p> <p>Sector guidance must be followed for wearing of face coverings in some vocational lessons e.g. hospitality, hair and beauty and childcare.</p> <p>A person specific assessment must be carried out for:</p> <p>Clinically Extremely Vulnerable: Those who have received Shielding letters.</p> <p>Clinically Vulnerable: People considered to be at higher risk of severe illness from COVID 19, e.g. over 60s, people with liver and kidney disease, asthma, diabetes, BMI >40, pregnant women.</p>					

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Hazards	Who might be harmed and how	Existing Control Measures	Risk Rating			Further action (Consider hierarchy of controls)	Deadline for Actions			Risk Rating		
			Likelihood	Impact	Risk Score		Who	When	Complete	Likelihood	Impact	Risk Score
School failure to follow National Government Guidelines.	Employees, students, contractors and visitors may be exposed to COVID-19.	<p>Daily checks are made with the Government online guidance.</p> <p>Government guidance may be issued overnight, checks must be made prior to opening each day.</p> <p>Up to date guidance is distributed and communicated through the school community, including; Governors, Staff, Union Reps etc. via staff meetings, email</p> <p>Changes to school arrangements will be communicated to parents via the usual methods.</p> <p>Changes to student arrangements / requirements to be communicated and reinforced via Head Teacher / Teachers.</p> <p>Current information posters around school including Reception, dining hall, in classrooms and in corridors.</p>	3	4	12	<p>The Headteacher will be responsible for checking government guidance daily. In their absence the deputy headteacher will fulfil this role. Government COVID-19 guidance is available via; https://www.gov.uk/coronavirus Government guidance relating to schools and other educational settings is available via; https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings</p> <p>Queries regarding COVID-19 in schools, other educational establishments and children's social care can be discussed via the DfE Coronavirus helpline, tel: 0800 046 8687</p> <p>Current information posters to be displayed in key areas.</p> <p>All out of date posters in school to be removed.</p>	PHO	Daily	Ongoing	2	4	8

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<p>Individuals within the same household as symptomatic or confirmed case of COVID-19.</p>	<p>Employees, students, contractors and visitors may be exposed to COVID-19.</p>	<p>Individuals to seek advice from NHS 111, self-isolate and then contact local testing and arrange tests for self and family.</p> <p>Employees who have been double vaccinated (over 14 days since 2nd vaccination) and students under 18 years of age will no longer be required to self-isolate if they are contacted by NHS Test and Trace as a close contact of a positive COVID-19 case. Instead, staff and students will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test.</p> <p>Seek advice from your HR BP if required for staff absences.</p>	4	4	16	<p>Individuals who have been identified as a close contact should self-isolate while they are awaiting the result of a PCR test, returning to school after confirmation of a negative result.</p> <p>NHS guidelines outline action to take if someone in a household has symptoms of COVID-19, this can be accessed via; https://www.nhs.uk/conditions/coronavirus-covid-19/what-to-do-if-you-or-someone-you-live-with-has-coronavirus-symptoms/</p> <p>People who have tested positive for the Omicron variant or have been in contact with those suspected of having the Omicron variant of coronavirus will have to self-isolate for ten days regardless of their vaccination status</p>	PHO	Daily	Ongoing	3	4	12
<p>Person displays symptoms of COVID-19 whilst at school.</p>	<p>Employees, students, contractors and visitors may be exposed to COVID-19.</p>	<p>Staff able to recognise key COVID-19 symptoms in students.</p> <p>The Government stay at home guidance MUST be followed if students become unwell with;</p> <ul style="list-style-type: none"> • A new continuous cough, or • A high temperature • Anosmia (loss of or change in normal sense of smell. It can also affect sense of taste) 	4	4	16	<p>NHS guidance relating to coronavirus symptoms is available at: https://www.nhs.uk/conditions/coronavirus-covid-19/</p> <p>Staff to be informed reminded of the key symptoms of COVID-19 and procedure for dealing with symptomatic students / other individuals via email/Teams</p> <p>Parents provided with information about key symptoms via school comms, informing of the requirement to keep students at home if presenting with symptoms of COVID-19 and to contact NHS 111 for advice.</p>	PHO	As required	Ongoing	3	4	12
							PHO/MUD	As required	Ongoing			

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		<p>Symptomatic child will be moved to the meeting room which is used as the isolation area until parent arrives, suitable PPE MUST be worn with a symptomatic student.</p> <p>Staff supervising students in isolation area MUST maintain a distance of 2m. Where this cannot be maintained (e.g. for a very young child or child with complex needs) PPE MUST be worn.</p> <p>A suitable isolation area MUST be set up in school.</p> <p>Parent / Carer of symptomatic child to be contacted and be collected immediately.</p> <p>999 will be called in an emergency, if anyone is seriously ill, injured or their life is at risk.</p> <p>If employees have specific concerns about their or others health, they should be directed to the Public Health England advice or ring NHS 111. The GP, pharmacy, urgent care centres or hospitals will be avoided.</p> <p>Areas where a symptomatic individual has spent time and objects / surfaces they have</p>		<p>The government stay at home guidance is available at: https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</p> <p>JJY will be responsible for setting up the isolation area. The following elements MUST be included (wherever possible);</p> <ul style="list-style-type: none"> • A room with a door that can be closed • Supervision provided for student(s) in the isolation area. • A window available and opened for ventilation. • Access to a separate bathroom (in case needed whilst awaiting collection). • An exit route – enabling symptomatic students to leave site with parents without re-entering the main school. • A cleaning regime to prevent cross contamination between individuals required to use the isolation area (and bathroom (if used)). • Signage displayed to indicate the isolation area advising “no entry”. • A record MUST be kept of everyone the person has been in contact with and monitor for 10 days. <p>If it is not possible to isolate individuals, they MUST be moved to an area which is at least 2m away from other people.</p> <p>When a child becomes unwell and a supervising a distance of 2m can't be maintained within the isolation area, the following PPE MUST be worn:</p> <ul style="list-style-type: none"> • A face mask <p>If contact with the child is required then additional PPE MUST be worn:</p>	JJY	As required	Ongoing			
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						<ul style="list-style-type: none"> Impede emergency exit routes Trip hazard. <p>Anyone who display symptoms of COVID-19 can be tested. The Trust has registered and can refer self-isolating staff. Employees are able to book a test directly for themselves or members of their households who are exhibiting symptoms.</p> <p>A test can be arranged via https://www.nhs.uk/ask-for-a-coronavirus-test</p> <p>Employees can choose to visit one of the drive-through testing sites across the country or receive a home testing kit.</p> <p>The government guidance on coronavirus (COVID-19) getting tested is available via: https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</p>	Daily	Ongoing			
Procedure for confirmed cases not followed	Staff, students, visitors, contractors Contamination, infection/illness	The Trust will be contacted by the local Public Health England Health Protection Team to discuss the case, identify people who have been in contact with them and advise on any actions or precautions that should be taken. An assessment of each childcare or education setting will be undertaken by the Health Protection Team with relevant staff.	3	4	12	<p>All persons must remain in isolation for at least 10 days, but in some cases may be longer until recovered.</p> <p>No person who have been confirmed to have the COVID-19 Virus is permitted to be in any educational setting.</p> <p>Continue to follow current Government guidance.</p> <p>https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19</p>	As required As Required	Ongoing Ongoing Ongoing	3	3	9

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		<p>Advice on the management of students and staff will be based on this assessment. The Health Protection Team will also be in contact with the patient directly to advise on isolation and identifying other contacts, and will be in touch with any contacts of the patient to provide them with appropriate advice.</p> <p>Advice on cleaning of communal areas such as classrooms, changing rooms and toilets will be given by the Health Protection Team.</p>				<p>19/guidance-to-educational-settings-about-covid-19</p> <p>Where relevant school employed cleaning staff or external cleaning contractors will be advised of the requirements for a deep clean.</p> <p>If there is a confirmed case, a risk assessment will be undertaken by the Head of Health and Safety and the educational establishment with advice from the local Health Protection Team. In most cases, closure of the childcare or education setting will be unnecessary, but this will be a local decision based on various factors such as establishment size and student mixing.</p> <p>Schools to keep a record of all visitors for 21 days and follow Government guidance for test and trace. https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace</p>	MSE	As required	Ongoing			
						CSE	As required	Ongoing				
						JJY	Daily	Ongoing				
COVID-19 transmission via the physical school environment.	Employees, students, contractors and visitors may be exposed to COVID-19.	<p>Cleaning regime reviewed to provide additional daytime cleaners who will focus attention to hand contact points, surfaces and toilet spaces are cleaned throughout the school day. This will be reviewed at Christmas.</p> <p>Prop doors open, where safe to do so (considering fire safety and safeguarding), to limit use of door handles and aid ventilation. Fire doors MUST not be propped open.</p>	4	4	16	<p>The Site manager will be responsible for checking stocks cleaning products and resources are available.</p> <p>Government guidance relating to cleaning and waste management in non-healthcare setting will be followed. This is available via: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</p> <p>If storing waste, prior to disposal due to confirmed or suspected COVID-19 ensure this does not create any additional hazards:</p> <ul style="list-style-type: none"> • Fire risk • Impede emergency exit routes • Trip hazard. 	MSE	Daily	Ongoing	3	4	12
							Daily	Ongoing				

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		<p>Remove soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts).</p> <p>Bins for tissues to be emptied throughout the day.</p> <p>Interim cleaning during the school day of hand contact points, telephones and two way radios.</p> <p>These all need to be cleaned before and after use. And in between sessions if they are to be accessed by different groups.</p> <p>The risks from any hazardous substances used for cleaning MUST be COSHH assessed and MSDS sheet available. Findings will be formally communicated to relevant persons. Key considerations given to use of products in classrooms e.g. safe storage.</p> <p>Staff required to conduct cleaning tasks to have received suitable and sufficient training for safe cleaning procedures and use of hazardous substances.</p> <p>Avoid sharing equipment.</p> <p>Staff and students should keep equipment for personal use wherever possible.</p>			<p>If a fire door is used to access a room this can be propped open for a short duration while students enter and exit the room but this must be supervised and the prop removed immediately.</p> <p>Site staff must ensure that all fire doors are closed when the securing the site at the end of each day.</p> <p>Cloths and antibacterial spray to be provided in each room used.</p> <p>All items not required for the sessions to be removed from all areas used (e.g. books, folders, toys etc.) to enable all surfaces to be sanitised.</p> <p>All used areas thoroughly cleaned at the end/beginning of each day paying particular daily attention to hard surfaces, door handles, table and chairs, including legs etc.</p> <p>All used classrooms must have hand sanitiser available.</p> <p>CLEAPSS has issued guidance for Science Departments and COVID-19 available via: http://science.cleapss.org.uk/Resource/GL343-Guide-to-doing-practical-work-during-the-COVID-19-Pandemic-Science.pdf</p> <p>CLEAPSS has issued guidance for D&T Departments and COVID-19 available via: http://dt.cleapss.org.uk/Resource-File/GL344-Guidance-on-practical-work-during-the-COVID-19-pandemic-D-T.pdf</p> <p>Students to bring in their own water bottle. –</p>		<p>Daily</p> <p>Daily</p> <p>Daily</p> <p>Daily</p> <p>Daily</p> <p>Daily</p> <p>Daily</p> <p>Daily</p> <p>Daily</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>			
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		<p>Ensure indoor spaces used are well ventilated through the day without compromising fire safety and safeguarding.</p> <p>Frequently touched surfaces should be wiped down regularly throughout the day.</p> <p>Doors should be left open wherever possible, without compromising fire safety or safeguarding to minimise contact with handles.</p> <p>Ensure wipes, tissues, soap, paper towels are freely available.</p>			15	<p>Students to have own equipment which remains with them.</p> <p>If equipment is given to students (e.g. pens, this must be new and the student keeps the pen)</p> <p>Government guidance relating to implementing protective measures in education and childcare settings is available via: https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</p> <p>Where it is unavoidable, any communal crockery used MUST be washed in the dishwasher and NOT hand washed.</p> <p>Staff, students and visitors should wear face coverings in all communal areas from 30.11.2021</p>	PHO	Daily	Ongoing				8
Students unable to understand and recognise the COVID-19 control measures.	Employees, students, contractors and visitors may be exposed to COVID-19.	<p>Reinforce key messages throughout the school day and build into routine.</p> <p>Teach students hand washing techniques.</p> <p>Build hand washing into the routine of the school day;</p> <ul style="list-style-type: none"> On arrival Before / after break Before / after lunch Before leaving school <p>Consistent reminders and positive reinforcement to</p>	3	5	15	<p>Consider implications on the behaviour policy and review as necessary.</p> <p>SEND risk assessment to be completed for identified students by JWN</p>	LGY JWN	As required As Required Daily	Ongoing Ongoing Ongoing	2	4		8

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		<p>students regarding key control measures;</p> <ul style="list-style-type: none"> • Social distancing • Cough / sneeze into tissue • Washing hands <p>Behaviour policy to be implemented where appropriate.</p>										
Staff and students identified as at increased risk if exposed to COVID-19.	Staff and students may be exposed to COVID-19.	<p>Clinically extremely vulnerable (CEV) people are no longer advised to shield but may wish to take extra precautions to protect themselves, and to follow the practical steps set out in the CEV guidance to minimise their risk of exposure to the virus.</p>	4	4	16	<p>Individual CEV risk assessments to be completed for all CEV people which outlines the control measures in place.</p> <p>The requirement remains to complete a risk assessment for new and expectant mothers. The risk assessment template for new and expectant mothers at work can be used to facilitate this process.</p> <p>Any individual risk assessments for staff MUST be completed in conjunction with the employee and manager. Both parties MUST sign the risk assessment. Regular communication for both parties to discuss concerns and additional / reduced control measures. The risk assessment MUST be reviewed by both the employee and manager regularly and updated to reflect any changes to arrangements.</p> <p>Government guidance on shielding and protecting people defined on medical grounds as extremely vulnerable is available via: https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</p> <p>NHS guidelines outline the criteria for those at higher risk of COVID-19, this can be accessed via:</p>	JJY			2	4	8

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					15	https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk-from-coronavirus/whos-at-higher-risk-from-coronavirus/					
Risk of fire and delayed evacuation due to insufficient fire safety management.	Staff, students, visitors, contractors and members of the public may be subject to serious injury / death in the event of a fire.	<p>Review the fire risk assessment to take into account any changes to the use of building and / or rooms within it.</p> <p>Consider any new fire hazards which may have been introduced, e.g. increased supplies of PPE (source of fuel / block exits), alcohol hand gel (flammable – kept away from heat sources) etc.</p> <p>Doors propped open (to minimise contact and aid ventilation) MUST be closed on sounding of the fire alarm (during emergency evacuation) and at the end of the school day (overnight).</p> <p>Fire doors MUST not be propped open.</p> <p>Fire evacuation routes to be kept clear at all times.</p> <p>Safe egress from the building MUST be considered during any reconfiguration of room layout / usage.</p> <p>Changes to fire evacuation procedures or roles supporting fire evacuation (wardens / marshals absent)</p>	3	5	15	<p>Clare Stockdale will be responsible for reviewing the fire risk assessment.</p> <p>The Site Manager will be responsible for updating any fire evacuation routes.</p> <p>The Site Manager will be responsible for routine monitoring of fire safety provisions and maintaining a record within the fire log book.</p> <p>The Site Manager will be responsible for daily checks of the school building to ensure fire evacuation routes are kept clear.</p> <p>JJY will be responsible for reviewing PEEPs regularly and amending support plans as required.</p> <p>Notices to be displayed in all used rooms advising on the nearest safest emergency exit and evacuation point.</p> <p>If a fire door is used to access a room this can be propped open for a short duration while students enter and exit the room but this must be supervised and the prop removed immediately.</p> <p>Site staff must ensure that all fire doors are closed when the securing the site at the end of each day.</p> <p>Fire drill to be completed before the end of term and a record maintained in the fire log book.</p>	CSE MSE MSE MSE JJY MSE MSE JJY	Ongoing Ongoing Ongoing Ongoing Ongoing Ongoing Ongoing Ongoing	2	4	8

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		<p>will be communicated to all staff via email</p> <p>Personal Emergency Evacuation Plans (PEEPs) MUST be reviewed to ensure support can be provided to staff and students.</p> <p>Contingency plans in place for alternative support for PEEPs due to staff absence.</p>					JJY				
Inadequate first aid provision in school.	In the event of an accident, injury or emergency situation, staff, students and visitors may suffer as a result of inadequate first aid provision or incorrect first aid treatment.	<p>Adequate number of first aiders/paediatric first aiders available in school.</p> <p>A specific risk assessment to be produced to assess the first aid provision in school. To be reviewed regularly and updated following any changes to staffing, student numbers etc. [JJY/Heads PA] will be responsible for reviewing risk assessment.</p> <p>Specific first aid risk assessment to include consideration for additional PPE required to facilitate care. Where a need is identified these items must be available and staff informed of requirements.</p> <p>Face masks/visors, gloves and disposable aprons to be provided and readily available.</p>	3	3	9	<p>HSE guidance is available on the Health and Safety (First Aid) Regulations 1981, accessible via: https://www.hse.gov.uk/pubns/books/l74.htm</p> <p>Advise issued by the HSE will be followed regarding the extension of first aid certification, available at: https://www.hse.gov.uk/news/first-aid-certificate-coronavirus.htm</p> <p>The Department for Education has issued early years foundation stage: coronavirus disapplication's, which provides further information regarding the requirement for paediatric first aiders. This is accessible via: https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2/early-years-foundation-stage-coronavirus-disapplications</p> <p>Government guidance issued for first responders should be considered during first aid response, available at: https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-</p>	JJY	Ongoing	2	4	8
								Ongoing			
								Ongoing			
								Ongoing			

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		<p>Training issued and refreshed continually to first aiders.</p> <p>First aid kits suitably stocked, located and checked routinely.</p> <p>School awareness of method for contacting emergency services.</p>			16	<p>close-contact-with-symptomatic-people-with-potential-2019-ncov</p> <p>If staff require face shields while dealing with first aid incidents these must be provided.</p> <p>If the need for PPE is required, then staff must be trained in the safe putting on and removal of items.</p> <p>Government guidance issued for COVID-19 Personal Protective Equipment is available at: https://www.gov.uk/government/collections/coronavirus-covid-19-personal-protective-equipment-ppe</p>			Ongoing			6
Contact with bodily fluids	Staff Contamination, infection/illness	<p>Staff instructed to cover existing cuts and grazes when dealing with bodily fluids</p> <p>Staff are aware of the procedure for dealing with and disposal of bodily fluids and waste materials</p> <p>Staff to wear appropriate PPE, e.g. gloves, disposable aprons, face masks/visors when dealing with bodily fluids.</p>	4	4	16	<p>Continue to follow current Government guidance.</p> <p>https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19</p>			Ongoing	2	3	6
Poor hygiene	Staff, students Contamination, infection/illness death	<p>All staff /students to wash hands thoroughly and regularly. Use soap and water for at least 20 seconds. Use alcohol-based hand sanitiser if soap and water is not available and hand washing technique to be adopted as directed by NHS.</p>	4	4	16	<p>All used areas of the school are to be cleaned at regular intervals during the day.</p> <p>Schools will need extra supplies of soap, hand sanitiser and paper towels and these should be securely stored.</p> <p>Cleaning staff available to work during the school day identified</p>	MSE		Ongoing	3	4	12

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		<p>Avoid touching face/eyes/nose/mouth with unwashed hands and cover your cough or sneeze with a tissue then throw it in the bin.</p> <p>Ensure the hand washing facilities are cleaned regularly and soap and sanitiser levels are checked.</p> <p>Ensure suitable and sufficient rubbish bins for hand towels with regular removal and disposal are provided.</p> <p>Wash hands before and after using the facilities. Enhance the cleaning regimes for toilet facilities particularly door handles, locks and the toilet flush.</p>				<p>Increased cleaning staff rostered on to support with this.</p> <p>Posters to remind staff and students of the importance of good hand hygiene to be displayed in all key locations.</p>	JJY		Ongoing			
Travel	Staff, students Contamination, infection/illness death	<p>Use of public transport to be avoided.</p> <p>School minibus must be used at a maximum of half capacity.</p> <p>Antibacterial wipes and hand sanitiser to be available in all Trust vehicles.</p>	3	4	12	<p>Inform parents/carers of public transport recommendations.</p> <p>Staff advised to avoid public transport where possible.</p>	RMY		Ongoing Ongoing Ongoing	1	5	5
Music Lessons	Staff and Students Contamination, infection/illness	External providers to be informed of the schools COVID secure measures.	3	4	12	All equipment cleaned before and after use.	ETY	Daily	Ongoing	1	4	4

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Lateral Flow Testing	Staff, students, visitors, contractors Contamination, infection/illness death	<p>During the summer holidays, staff and students should continue to test regularly if they are attending school. Schools will only provide tests for twice weekly asymptomatic testing for students and staff over the summer period if they are attending school settings. However, testing will still be widely available over the summer and kits can be collected either from a local pharmacy or ordered online.</p> <p>Upon return for the autumn term all secondary students should receive 2 on-site lateral flow device tests, 3 to 5 days apart.</p> <p>Schools may commence testing from 3 working days before the start of term and can stagger return of students across the first week to manage this.</p> <p>Students should then continue to test twice weekly at home until the end of September, when this will be reviewed.</p> <p>Staff should undertake twice weekly home tests whenever they are on site until the end of December, when this will also be reviewed.</p>	4	4	16	<p>Employees who work 52 weeks per year should continue to complete twice weekly tests.</p>		Ongoing	2	4	8
						<p>JJY to review and revise the mass testing in school risk assessment to ensure all required measures are suitable and sufficient.</p>	JJY	Ongoing			
						<p>Head of Health and Safety to visit school to approve set up of testing centre before onsite testing commences.</p>	CSE	Ongoing			
						<p>Schools should retain a small asymptomatic testing site (ATS) on-site until further notice so they can offer testing to pupils who are unable to test themselves at home.</p>	JJY	Ongoing			
						<p>Staff or students with a positive LFD test result will need to self-isolate in line with the stay-at-home guidance.</p> <p>If a positive result is received from a LFD test carried out at home a PCR test should be rearranged to confirm the result.</p>					
						<p>The asymptomatic testing programme does not replace the current testing policy for those with symptoms. Anyone with symptoms (even if they recently had a negative LFD test result), should still self-isolate immediately according to government guidelines.</p>		Ongoing			
						<p>MUD will be responsible for maintaining the staff and student results register.</p>	MUD	Ongoing			
						<p>Guidance for using a home test kit can be found https://www.gov.uk/government/publications/testing-for-coronavirus-at-home?utm_medium=email&utm_campaign=govuk-notifications&utm_source=21a03358-</p>					

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		<p>Staff and students must report their result to NHS Test and Trace as soon as the test is completed either online or by telephone as per the instructions in the home test kit.</p> <p>Staff and students should also share their result, whether void, positive or negative, with their school to help with contact tracing.</p>				<p>fc09-4d81-bb6f-253a065236aa&utm_content=immediately</p> <p>All permanent contractors should be included in the testing process e.g. Mellors and Accuro.</p> <p>All controls must be followed as outlined in the school specific Covid-19 Lateral flow testing risk assessment.</p>														
Contact tracing		<p>From 16 August 2021, children under the age of 18 years old will no longer be required to self-isolate if they are contacted by NHS Test and Trace as a close contact of a positive COVID-19 case.</p> <p>From 16 August 2021 staff who have been double vaccinated will no longer be required to self-isolate if they are contacted by NHS Test and Trace as a close contact of a positive COVID-19 case.</p> <p>Schools will continue to have a role in working with health protection teams in the case of a local outbreak. If there is an outbreak in a setting or if central government offers the area an enhanced response package, a director of public health might advise a setting to temporarily</p>	3	4	12	<p>Staff and students will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test. We encourage all individuals to take a PCR test if advised to do so.</p> <p>Individuals who have been identified as a close contact should self-isolate while they are awaiting the result of a PCR test, returning to school after confirmation of a negative result.</p> <p>Any person who tests positive will still have to isolate regardless of whether they have had the vaccination.</p> <p>18-year-olds will be treated in the same way as children until 4 months after their 18th birthday, to allow them the opportunity to get fully vaccinated. At which point, they will be subject to the same rules as adults and so if they choose not to get vaccinated, they will need to self-isolate if identified as a close contact.</p>							2	4	8					

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		reintroduce some control measures.										
Inadequate ventilation	Staff and students may be exposed to COVID-19.	<p>Where there is no mechanical or natural ventilation, windows must be opened to provide natural ventilation. When the area is occupied, windows must not be closed to ensure the levels of ventilation are adequate.</p> <p>In cooler weather, windows must be partially opened to ensure ventilation is maintained, and opened more fully during breaks to purge the air in the space. Opening internal doors can also assist with creating a throughput of air. Where possible, high level windows should be opened in preference to low level to reduce draughts.</p>	3	4	12	<p>Prop doors open, where safe to do so (considering fire safety and safeguarding), to limit use of door handles and aid ventilation. Fire doors MUST not be left propped open.</p> <p>Site staff must ensure that all doors and windows are closed when the securing the site at the end of each day.</p> <p>Where mechanical ventilation systems exist, they should be maintained in accordance with the manufacturers' recommendations.</p>				2	4	8
Insufficient Outbreak Management Plan	Staff and students may be exposed to COVID-19.	<p>Schools must have an outbreak management plan outlining how they would operate if there were an outbreak in the school or local area.</p> <p>Outbreak management plans must cover the possibility that in some local areas it may become necessary to reintroduce 'bubbles' for a</p>	3	4	12	<p>Several confirmed cases within 14 days may indicate an outbreak.</p> <p>Contact should be made with the dedicated advice service who will escalate the issue to the local health protection team where necessary and advise if any additional action is required, such as implementing elements of the outbreak management plan. Contact can be made by calling the DfE helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case.</p>				2	4	8

COVID -19 Risk Assessment

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		temporary period, to reduce mixing between groups.										
Wearing of face coverings	Staff, students, visitors, contractors Contamination, infection/illness	In the event of an outbreak in school, or the local area a director of public health might advise that face coverings should temporarily be worn in communal areas or classrooms (by students, staff and visitors, unless exempt). You should make sure your outbreak management plans cover this possibility.	3	4	12	Unless exempt, all staff, students and visitors should wear face coverings in all communal areas and for gatherings such as assemblies, parents evenings, productions, plays etc. Staff to supervise the wearing of face coverings in communal areas.	PHO	Daily	Ongoing	2	4	8
Educational Visits	Staff, students Contamination, infection/illness	The Trust will follow Government guidance regarding educational visits and where local infection rates are not a cause for concern, COVID secure educational visits may take place. Visit leaders must ensure that any new bookings have adequate financial protection in place in the event of cancellation due to COVID-19.	3	4	12	All educational visits must be correctly risk assessed using the Evolve system. Online Visit Leader training to be completed via evolve before visits commence. Visit risk assessments to include checks that external provider premises are COVID secure. Parent/carer consent must be obtained and EV4 form completed. At least one member of first aid trained staff must be present on all visits. Headteacher to approve all visits via Evolve. Visit leaders should be aware that the travel list (and broader international travel policy) is subject to change and green list countries may be moved into amber or red. The travel lists may change during a visit and you must comply with international travel legislation and	ABS			2	4	8

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						should have contingency plans in place to account for these changes.						
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Appendix 1: Guidance

To determine if your control measures are adequate, have you have done everything reasonably practicable to protect people from harm, compare your control measures with good practice. An approach of evaluating risk involves working out the risk level by categorising the likelihood of the harm and the potential severity of harm using the matrix below. The risk level determines which risks should be tackled first.

Risk	Impact				
	Negligible (1)	Minor (2)	Moderate (3)	Severe (4)	Catastrophic (5)
Likelihood					
Common occurrence (5)	5	10	15	20	25
Likely (4)	4	8	12	16	20
Foreseeable (3)	3	6	9	12	15
Occasional incident (2)	2	4	6	8	10
Freak event (1)	1	2	3	4	5

Key to Risk Management Action Level	Tolerable	Low Priority	Medium Priority	High Priority
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