



**LUTTERWORTH
HIGH SCHOOL**



**ON SITE RISK ASSESSMENT
PARTIAL OPENING OF EDUCATIONAL SETTINGS
DURING CORONAVIRUS (COVID-19) PANDEMIC**

This document should be read in conjunction with the Lutterworth High School Risk Assessments Database for On-Site Activities and is effective from 04/01/2021

| Activity | Hazard | Who | Severity | Likelihood | Control |
|-------------------------------|--------|-----|----------|------------|--|
| Policies, Guidance and Advice | | | | | Relevant Health & Safety Executive (HSE), Department for Education (DfE), Local Authority (LA), School Health & Safety and Inclusion Policies, Procedures and Guidance apply. All activities to be carried out in accordance with HSE, DfE, LA, and School Health & Safety and Inclusion Policies, Procedures and Risk Assessments. Government guidance available on Gov.UK website: <ul style="list-style-type: none"> • Actions for schools during the Coronavirus outbreak • CBBC doctors join NHS Test and Trace in fight against Coronavirus • Contingency framework: education and childcare settings (excluding universities) • Coronavirus (COVID-19) asymptomatic testing in schools and colleges • Coronavirus (COVID-19): getting tested • Coronavirus (COVID-19): guidance on the phased return of sport and recreation |

| Activity | Hazard | Who | Severity | Likelihood | Control |
|-------------------------------|--------|-----|----------|------------|---|
| Policies, Guidance and Advice | | | | | <ul style="list-style-type: none"> • Coronavirus (COVID-19): home test kits for schools and FE providers • Coronavirus (COVID-19): implementing protective measures in education and childcare settings • Coronavirus (COVID-19): safeguarding in schools, colleges and other providers • Coronavirus (COVID-19): safer travel guidance for passengers • Coronavirus (COVID-19): test kits for schools and FE providers • Coronavirus: travel guidance for educational settings • COVID-19: cleaning in non-healthcare settings outside the home • COVID-19 contain framework: a guide for local decision makers • COVID-19: guidance for households with possible Coronavirus infection • COVID-19: personal protective equipment use for non-aerosol generating procedures • COVID-19: review of disparities in risks and outcomes • Coronavirus: travel guidance for educational settings • Critical workers and vulnerable children who can access schools or educational settings • Education and childcare settings: New National Restrictions from 5 November 2020 • Education, health and care needs assessments and plans: guidance on temporary legislative changes relating to Coronavirus (COVID-19) • Extra mental health support for pupils and teachers • Face coverings in education • Guidance for food businesses on Coronavirus (COVID-19) |

| Activity | Hazard | Who | Severity | Likelihood | Control |
|-------------------------------|--------|-----|----------|------------|---|
| Policies, Guidance and Advice | | | | | <ul style="list-style-type: none"> • Guidance for full opening - schools • Guidance for parents and carers on supporting children and young people's mental health and wellbeing during the Coronavirus (COVID-19) pandemic • Guidance on shielding and protecting people who are clinically extremely vulnerable from Covid-19 • Health and safety on educational visits • Local lockdowns: guidance education and childcare settings • Local restriction Tiers: what you need to know • Managing school premises during the Coronavirus (COVID-19) outbreak • Mass asymptomatic testing in schools and colleges • NHS Test and Trace - how it works • Protective measures for holiday or after-school clubs and other out-of-school settings for children during the Coronavirus (COVID-19) outbreak • Providing school meals during the Coronavirus (COVID-19) outbreak • Return to recreational team sport framework • Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) • Schools and childcare settings: return in January 2021 • Statement from the UK Chief Medical Officers on schools and childcare reopening • Study finds very low numbers of COVID-19 outbreaks in schools • Teaching about mental wellbeing • Transport to school and other places of education: 2020 to 2021 academic year • Use of the NHS COVID-19 app in education and childcare settings |

| Activity | Hazard | Who | Severity | Likelihood | Control |
|---|-------------|-----|----------|------------|---|
| Policies, Guidance and Advice | | | | | <ul style="list-style-type: none"> • What parents and carers need to know about early years providers, schools and colleges • Working safely during Coronavirus (COVID-19): Performing Arts <p>NHS guidance as follows:</p> <ul style="list-style-type: none"> • Digital Guidebook for Schools and Colleges • How To Guide Rapid Testing for Schools and Colleges • Test and Trace Covid-19 National Testing Programme: Schools and Colleges Handbook • Training Guide Rapid Testing for Schools and Colleges <p>Department for Education Coronavirus Helpline available Monday-Friday from 8am to 6pm on 0800 046 8687.</p> <p>Public Health England poster 'Education Guidance' displayed in all teaching rooms and toilets.</p> |
| Reason for partial opening during mandatory school lockdown | The Science | All | High | Low | <p>Taken from Government guidance:</p> <ul style="list-style-type: none"> • To provide face-to-face provision for children of critical workers and vulnerable children • The NHS Test and Trace system is up and running • Severity of disease in children - there is high scientific confidence that children of all ages have less severe symptoms than adults if they contract Coronavirus (COVID-19) • The Office of National Statistics analysis on Coronavirus (COVID-19) related deaths linked to occupations suggest that staff in educational settings tend not to be at any greater risk from the disease than many other occupations • There is no evidence that children transmit the disease any more than adults • More is understood about the measures that need to be in place to create safer environments in schools |

| Activity | Hazard | Who | Severity | Likelihood | Control |
|---|---|--|----------|------------|---|
| Reason for partial opening during mandatory school lockdown | The Science | All | High | Low | <ul style="list-style-type: none"> As from the start of the spring term, a phased programme of mass asymptomatic testing to take place in schools and colleges For more information refer to the 'Statement from the UK Chief Medical Officers on schools and childcare reopening', the 'Study finds very low numbers of COVID-19 outbreaks in schools' and Government guidance listed above. |
| Partial opening | Controlling the transmission rate of Coronavirus (COVID-19) | Staff, students of Critical Workers, vulnerable students | High | Low | Face-to-face provision to continue for appropriate students in all year groups, both in School and at home; all students eligible for attendance now encouraged to attend School - Government guidance is that it is no longer necessary for parents of eligible children to keep them at home; Critical Workers list can be found in the Government Guidance 'Critical workers and vulnerable children who can access schools or educational settings'; vulnerable children of all year groups continue to be expected and encouraged to attend educational provision where it is appropriate for them to do so. |
| Remote provision | | All | Low | Low | Remote provision with 'live lessons' to be maintained for use in the event of a phased return, students self-isolating and/or local lockdown; if only a few students involved they will be advised to follow BBC Bitesize and Oak National Academy timetable; School to keep a record of, and monitor engagement with remote provision; School to put systems in place to keep in contact with students self-isolating, offer pastoral support, and check they are able to access education support; information for pupils, parents and carers about remote education provision published on School website. |
| | | Vulnerable students | Medium | Low | Where students who are self-isolating or remote learning are regarded to be 'vulnerable', in terms of safeguarding, it is important that School keeps in contact with them. |

| Activity | Hazard | Who | Severity | Likelihood | Control |
|------------------|---|---------------------|----------|------------|--|
| Remote provision | Controlling the transmission rate of Coronavirus (COVID-19) | Vulnerable students | Medium | Low | School should notify their social worker, if they have one; in consultation with the social worker it should be agreed as to the best way to maintain contact and offer support to them; School should also ensure that the student can access remote education and regularly check that they are doing so. |
| Attendance | | Students | High | Low | All students must attend School from start of autumn term 2020 unless Government approved measures or local restrictions are implemented to the contrary; school attendance is now mandatory; should parents/carers of such students and/or such staff have concerns they should discuss these with the Head teacher; students MUST NOT attend if they are displaying symptoms of Coronavirus, have tested positive in the last 10 days, are self-isolating due to symptoms in their household, have been advised by the NHS Test and Trace service to self-isolate, or have returned within 10 days from a part of the world affected by the virus; absences should be reported in the usual manner; School should continue to inform social workers where children with a social worker do not attend; School to resume taking attendance registers and continue to complete the online Educational Setting Status form which gives the Department for Education daily updates on how many children and staff are attending. |
| | | Staff | High | Low | Staff attendance procedures policy amended in response to the continued presence of Coronavirus and to guide staff as we enter the winter months with the presence of cold and flu-like symptoms; all staff should attend School from start of autumn term 2020 unless clinically extremely vulnerable exceptions or Government/local restrictions apply; should staff have concerns they should discuss these with the Head teacher. |

| Activity | Hazard | Who | Severity | Likelihood | Control |
|--|---|-------|----------|------------|---|
| Attendance | Controlling the transmission rate of Coronavirus (COVID-19) | Staff | High | Low | Attendance should be recorded preferably using the mobile phone app but alternatively using non-contact methods on the electronic attendance screens; staff are advised NOT to use the contact method on the electronic screens due to possible cross-contamination; both the attendance screens and the external key pads will be cleaned at the start and end of the day; Staff MUST NOT attend if they are displaying symptoms of Coronavirus, have tested positive in the last 10 days, are self-isolating due to symptoms in their household, or have been advised by the NHS Test and Trace service to self-isolate; absences should be reported in the usual manner; should staff attendance fall below the level at which School can operate safely, emergency school closure protocols instigated, as appropriate. |
| Clinically extremely vulnerable persons due to pre-existing medical conditions | | Staff | High | Low | In accordance with Government guidance, individuals should refer to the new local COVID alert levels for their area; in Tier 1 (medium), Tier 2 (high) and Tier 3 (very high) staff who have been classed as clinically extremely vulnerable due to pre-existing medical conditions should continue to work from home where possible; if not possible, staff can still attend School, in agreement with the Head teacher; should such staff have concerns they should discuss these with the Head teacher; if possible the Head teacher, acting as employer, to make reasonable adjustments to the employee's working arrangements; they should maintain social distancing whenever possible and ensure the area is well ventilated; staff should only follow shielding advice if advised to do so by their GP or specialist clinician when they should work from home; clinically extremely vulnerable in Tier 4 (stay at home) areas are advised to follow shielding advice and are strongly advised to work from home. |

| Activity | Hazard | Who | Severity | Likelihood | Control |
|---|---|------------|-----------------|-------------------|--|
| Clinically extremely vulnerable persons due to pre-existing medical conditions | Controlling the transmission rate of Coronavirus (COVID-19) | Staff | High | Low | If they travel into an area at a different local COVID alert level they should follow the guidance for whichever area has the higher alert level; in the future, the Government will only reintroduce formal shielding advice in the very worst affected local areas, currently only in Tier 4 (stay at home) areas, and for a limited period of time, based on advice from the Chief Medical Officer; staff who live in a household with someone who is clinically extremely vulnerable should now attend School. |
| | | Students | High | Low | |
| Clinically vulnerable persons due to pre-existing medical conditions, including pregnancy | | All | High | Low | In accordance with Government guidance, staff and students who have been classed as clinically vulnerable due to pre-existing medical conditions, including pregnancy, are now expected to attend School unless agreed with Head teacher. |

| Activity | Hazard | Who | Severity | Likelihood | Control |
|---|---|------------|-----------------|-------------------|--|
| Clinically vulnerable persons due to pre-existing medical conditions, including pregnancy | Controlling the transmission rate of Coronavirus (COVID-19) | All | High | Low | 'Guidance and advice on Coronavirus (COVID-19) and pregnancy' is available from the Royal College of Gynaecologists; should parents/carers of such students and/or such staff have concerns they should discuss these with the Head teacher; with regard to staff, if possible the Head teacher, acting as employer, to make reasonable adjustments to the employee's working arrangements; they should maintain social distancing whenever possible; individuals should refer to the new local COVID alert levels for their area; if they travel into an area at a different local COVID alert level they should follow the guidance for whichever area has the higher alert level; staff and students who live in a household with someone who is clinically vulnerable, including those who are pregnant, should now attend School. |
| Persons who may otherwise be at increased risk from Coronavirus (COVID-19) | | All | Medium | Low | Some staff and students 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; they can attend School as long as the system of controls are in place; should parents/carers of such students and/or such staff have concerns they should discuss these with the Head teacher; with regard to staff, if possible the Head teacher, acting as employer, to make reasonable adjustments to the employee's working arrangements; staff and students who live with those who may have comparatively increased risk from Coronavirus (COVID-19) should continue to attend School. |
| Safeguarding | | Students | High | Low | Reference should be made to the Government guidance 'Coronavirus (COVID-19): safeguarding in schools, colleges and other providers' and the School Policy 'Child Protection and Safeguarding COVID-19 Addendum'. |

| Activity | Hazard | Who | Severity | Likelihood | Control |
|---|---|---------------------------------|-----------------|-------------------|--|
| Reception | Controlling the transmission rate of Coronavirus (COVID-19) | Staff | High | Low | Reception staffed as normal; photocopier use to be restricted to Reception staff and SLT; photocopier cleaned after each use using appropriate wipes; all phones, keyboards, mice etc to be wiped down before a colleague uses the equipment and by all at the end of every day; Reception to be occupied by Reception staff only; signage to this effect; should other staff wish to speak with Reception staff they should use the internal phone system whenever possible. |
| Parental/carer, visitor and deliveries access | | Parents/ carers; visitors | High | Low | Parents/carers must not enter the site unless they have a pre-arranged appointment or are requested to attend; wherever possible, communications with parents/carers should take place by video or telephone; should a student need to be accompanied only one parent/carer should attend; parents/carers to be regularly reminded of these restrictions; visitors should be dissuaded from attending School; all parents/ carers, visitors and deliveries must follow normal protocols and report to Main Reception upon arrival and departure; Main Reception staff protected by acrylic screen; floor marked in order to facilitate social distancing; entry on a one-in-one-out basis; hand sanitiser, available at Main Reception, to be used upon arrival and departure; visitors to 'sign in', as normal, using the electronic attendance screen; screen to be cleaned with anti-bacterial wipe before and after use; record should be kept of all visitors with sufficient detail to support rapid contact tracing if required by NHS Test and Trace; leaflet 'Information for Visitors' updated to include Coronavirus (COVID-19) advice. |
| Waste collection and disposal | | Premises staff | Medium | Low | Premises staff should follow the Government guidance 'COVID-19: cleaning of non-healthcare settings'; bins available in all rooms; bins emptied and cleaned throughout the day whenever possible; |

| Activity | Hazard | Who | Severity | Likelihood | Control |
|--|---|----------------|----------|------------|---|
| Waste collection and disposal | Controlling the transmission rate of Coronavirus (COVID-19) | Premises staff | Medium | Low | PPE available if required. |
| Persons displaying symptoms of Coronavirus | | All | High | Low | Any person displaying symptoms of Coronavirus MUST NOT enter the site for any reason; notice displayed at Main Entrance to this effect; they should follow the 'COVID-19: guidance for households with possible Coronavirus infection' staff and students who have been in contact with someone who has developed symptoms whilst at School or on home to school transport do not need to go home to self-isolate unless (one of these): <ul style="list-style-type: none"> • they develop symptoms themselves (in which case, they should arrange a test) • the symptomatic person subsequently tests positive and they were in contact anytime when they were infectious to others, as defined in section 'Test and Trace' • if they have been requested to do so by NHS Test and Trace or the PHE advice service (or PHE local health protection team if escalated) People must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after contact with someone who has symptoms. |
| Travelling to/from by private car | | All | High | Medium | Both staff and students should be discouraged from car sharing with other staff and/or students unless the staff member is a parent/carer of the student(s); if car sharing with someone outside of their support bubble or household, they should: <ul style="list-style-type: none"> • share with the same people each time • open the windows for ventilation • if they are aged 11 or over, wear a face covering. Access to staff will be from 07:30 and students from 08:00. |

| Activity | Hazard | Who | Severity | Likelihood | Control |
|--|---|----------|----------|------------|--|
| Travelling to/from School by public transport | Controlling the transmission rate of Coronavirus (COVID-19) | All | High | Medium | Travelling by public transport to be minimised; staff and students must not board public transport if they, or a member of their household, has symptoms of Coronavirus (COVID-9); social distancing to be observed, as advised by the transport company; face coverings must be worn, unless exempt; touch as few surfaces as possible; ensure adequate ventilation of fresh air; avoid loud talking, shouting, singing; access to staff will be from 07:30 and students from 08:00; parents/carers should refer to Government guidance 'Coronavirus (COVID-19): safer travel guidance for passengers'. |
| Travelling to/from School taxi and private hire vehicles | | All | High | Medium | Social distancing and the wearing of face coverings to be observed, unless exempt, as advised by the transport company; staff and students must not board taxis or public hire vehicles if they, or a member of their household, has symptoms of Coronavirus (COVID-9); sit in rear of vehicle and diagonally opposite to driver where possible; touch as few surfaces as possible; ensure adequate ventilation of fresh air; avoid loud talking, shouting, singing; parents/carers should refer to Government guidance 'Coronavirus (COVID-19): safer travel guidance for passengers'. |
| Travelling to/from School by home-school transport | | Students | High | Medium | Students must obey any social distancing and close contact measures implemented by the transport company; students must not board home-school transport if they, or a member of their household, has symptoms of Coronavirus (COVID-9); students advised to hand sanitise upon embarking and disembarking; students must wear a face covering unless exempt. |

| Activity | Hazard | Who | Severity | Likelihood | Control |
|--|---|--------------|----------|------------|--|
| Travelling to/from School by home-school transport | Controlling the transmission rate of Coronavirus (COVID-19) | Students | High | Medium | Advice for passengers on public transport to adopt a social distance of two metres from people outside their household or support bubble, or a 'one metre plus' approach where this is not possible, will not apply from the autumn term on dedicated transport; ensure adequate ventilation of fresh air; touch as few surfaces as possible; avoid loud talking, shouting, singing. |
| Travelling to/from School on foot or bicycle | | Students | High | Medium | Students encouraged to walk or cycle to/from School where possible; students should aim to arrive at School between 08:00 and 08:30; social distancing should be observed at all times whenever possible; students encouraged to walk or cycle to/from School where possible; students should aim to arrive at School between 08:00 and 08:30; social distancing should be observed at all times whenever possible. |
| Clothing | | Students | Low | Low | Students to wear full School uniform and shoes; Government guidance now states that uniform does not need to be cleaned any more often than usual, nor does it need to be cleaned using methods which are different from normal. |
| Personal Protective Equipment (PPE) | | Staff | Low | Low | Government guidance states that staff 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. However, all staff will be supplied with a PPE kit containing: <ul style="list-style-type: none"> • Plastic face visor • Large bottle of hand sanitiser • Antiviral spray • Disposable cloths • Disposable gloves Should staff also wish to wear a face mask they may do so but should provide their own mask. Full PPE is provided for first aid/welfare aid purposes only. |
| | | First aiders | High | Low | |

| Activity | Hazard | Who | Severity | Likelihood | Control | |
|----------------------------|---|----------|----------|------------|---|---|
| Briefings & Staff Meetings | Controlling the transmission rate of Coronavirus (COVID-19) | Students | High | Medium | Access to students will be from 08:00; with the exception of 'official transport', students to be dropped off outside the School site; site accessible by all entrance gates; students stay within their year group 'social bubbles' at all times whenever possible; hand sanitiser to be used upon entry to their tutor room; rooms to be accessed by outside doors whenever possible; students advised to also bring their own supply of hand sanitiser; Learning Hub not available before School start time. Staff Briefings at 08:20 on Monday, Wednesday, Friday in the Learning Hub; briefing time allows staff to be in their rooms ready to receive students and supervise hand sanitising; all other staff meetings only to take place if social distancing measures in place. | |
| | | Staff | Low | Low | | |
| Drop box | | Staff | Low | Low | | Drop box available where staff can drop a note about any aspect that raises a concern or if they feel that any measures to support social distancing or hygiene are not been met. |
| Student enquiries | | Students | High | Low | | Students to be discouraged from visiting Student Reception unless matter is urgent; staff on Student Reception protected by acrylic screen; corridor marked in order to facilitate social distancing. |
| Accommodation | | All | High | Low | All rooms able to be used; those with outside doors should allow access/egress through them rather than using internal corridors; students should move around the School externally whenever possible; hand sanitiser and tissues available in every room; staff and students to hand sanitise as they enter and leave the room; hand sanitiser must not be used in food technology, science and any other area where there is an ignition risk - as an alternative hands should be washed for at least 20 seconds using sinks within the room; teaching space marked at front of room and, wherever possible, is a minimum of 2 metres from nearest student place. | |

| Activity | Hazard | Who | Severity | Likelihood | Control |
|---------------------|---|-----|----------|------------|---|
| Accommodation | Controlling the transmission rate of Coronavirus (COVID-19) | All | High | Low | Teaching staff to stay within marked area whenever possible; students to remain seated whenever possible and not to enter teacher 2 metre space; each student to be allocated a specific seating place and to maintain this place each lesson whenever possible; students to be seated side by side, facing forwards whenever possible; face to face arrangements should be avoided; teaching staff to be mindful of seating for SEN students in order to facilitate LSA intervention whilst maintaining social distancing whenever possible; staff to keep a record of seating plans; all rooms to be well ventilated using natural ventilation (opening windows); doors to be propped open where safe to do so in order to limit use of door handles and aid ventilation; fire doors must not be propped open; doors must be closed in the event of an emergency evacuation; hand sanitiser; anti-bacterial spray and cloths available in every room; all desks/tables, including teachers' area, to be kept clear. |
| Respiratory hygiene | | All | High | Medium | Employ good respiratory hygiene measures including using a tissue or crook of elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it'); bins available in all rooms and emptied throughout the day whenever possible; encourage people not to touch their mouth, eyes and nose; hands should be cleaned after sneezing or coughing as detailed in 'Washing hands'. |
| Washing hands | | All | High | Medium | Hands should be sanitised or washed upon arrival at School, before and after breaks, before and after eating including snacks, touching the face, blowing the nose, and after sneezing or coughing; hands should be washed with soap and running water for at least 20 seconds and then dried thoroughly or hand sanitiser used, ensuring that all parts of the hands are covered. |

| Activity | Hazard | Who | Severity | Likelihood | Control |
|--------------------|---|------------|-----------------|-------------------|--|
| Washing hands | Controlling the transmission rate of Coronavirus (COVID-19) | All | High | Medium | Premises staff to ensure a constant supply of soap, towels and/or hand sanitiser; hand dryers to be disconnected. |
| Welfare facilities | | Students | High | Medium | Staff toilet facilities to be used with a maximum occupancy of two; social distancing to be observed whenever possible; hands to be cleaned after using toilet facilities as detailed in 'Washing hands'; premises staff to ensure a constant supply of soap, towels and/or hand sanitiser; in order to restrict numbers and thus minimise possible contact and mixing, KS3 students to use toilets by D2; KS4 students to use toilets by Room 3; sign on doors indicate maximum number of students to use toilets at any one time; students must adhere to this number; social distancing to be observed whenever possible; hands to be cleaned after using toilet facilities as detailed in 'Washing hands'; Premises staff to ensure a constant supply of soap, towels and/or hand sanitiser. |
| Water bottles | | All | High | Low | Persons advised to fill water bottles at home; in-school water stations operated by touch; hand sanitiser available by each water station. |
| Corridor movements | | All | High | Medium | The wearing of face coverings is at the discretion of the Head teacher unless the School moves to local alert level Tier 2 (high), Tier 3 (very high) or Tier 4 (stay at home) when it is compulsory; students and staff should wear a face covering, unless exempt, adopting the slogan 'Stand Up, Masks On (SUMO)'; face coverings should only be removed once inside a classroom; movement should be kept to a minimum; strict observance of corridor and external one-way systems; increased signage; staff to reinforce this as and when appropriate; use signage to reinforce behaviour restrictions on social distancing, as appropriate. |
| Social distancing | | Staff | High | Medium | The social distancing of 2 metres should be observed at all times whenever possible. |

| Activity | Hazard | Who | Severity | Likelihood | Control |
|---------------------------|---|------------|-----------------|-------------------|---|
| Social distancing | Controlling the transmission rate of Coronavirus (COVID-19) | Staff | High | Medium | areas of the School buildings marked accordingly; parents to be informed that School cannot guarantee the social distancing of students at all times throughout the School day. |
| Communal areas | | All | High | Low | The wearing of face coverings is at the discretion of the Head teacher unless the School moves to local alert level Tier 2 (high), Tier 3 (very high) or Tier 4 (stay at home) when it is compulsory; students and staff should wear a face covering whilst in all internal communal areas, unless exempt, adopting the slogan 'Stand Up, Masks On (SUMO)'; face coverings should only be removed once inside a classroom; movement should be kept to a minimum; strict observance of external one-way systems; increased signage; staff to reinforce this as and when appropriate; use signage to reinforce behaviour restrictions on social distancing, as appropriate. |
| Presenting the curriculum | | Staff | High | Low | Normal timetable to be observed; in practical subjects staff should adhere to CLEAPSS guidance; staff to maintain 2 metre social distancing whenever possible; when supporting individual students at a social distance of less than 2 metres close face to face contact should be avoided and time spent within 1 metre of anyone minimised; students requiring educational and/or care support should be supported as normal; classroom based resources, such as books, can be used; all frequently touched surfaces should be cleaned regularly. Resources shared between groups, such as sports, art, D&T and science equipment, should be cleaned frequently and meticulously by the department technicians and always between groups, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics). |

| Activity | Hazard | Who | Severity | Likelihood | Control |
|---------------------------|---|----------|----------|------------|---|
| Presenting the curriculum | Controlling the transmission rate of Coronavirus (COVID-19) | Staff | High | Low | Technicians to be supplied with cleaning resources; limit the amount of shared resources that are taken home and limit exchange of take-home resources between staff and students whenever possible; try to avoid working with paper/other materials that are shared in a way that may aid transmission; prevent the sharing of stationery and other equipment whenever possible; shared materials and surfaces should be cleaned and disinfected more frequently and between different group use whenever possible; keyboard, mouse, whiteboard, projector remotes etc to be cleaned with sanitising wipes between users; staff to have a personal supply of hand sanitiser, anti-viral spray, wipes and disposable gloves; staff to use own board markers and rubbers; Learning Hub can be booked for group use but subject to the year group daily rotations; iPads only available by advanced booking in order to facilitate cleaning and sanitising; computer rooms only available for timetabled and pre-booked lessons with keyboards and mice being cleaned and sanitised before and after use. |
| Curriculum restrictions | | Students | High | Low | Students should limit the amount of equipment they bring into School each day to a minimum; students to bring their own stationery equipment and not share; any stationery items given to students should not be returned; students to be sat side by side and facing forwards rather than face to face or side on, whenever possible; Learning Hub available to one year group only on a daily rotation; books cannot be issued to students; in all subjects it should be noted that there is an increased risk of infection in environments where there is loud talking, shouting, singing, even if individuals are at a distance; physical distancing to be considered. |

| Activity | Hazard | Who | Severity | Likelihood | Control |
|-------------------------|---|----------|----------|------------|--|
| Curriculum restrictions | Controlling the transmission rate of Coronavirus (COVID-19) | Students | High | Low | <p>In music, dance and drama it should be noted that there is an increased risk of infection in environments where there is singing, chanting, or playing wind or brass instruments, even if individuals are at a distance; physical distancing, positioning students back-to-back or side to side to be considered; the sharing of musical instruments should be avoided; if instruments and equipment have to be shared, including any packing cases, handles, props, microphones and music stands, they should be disinfected regularly and always between users, following government guidance on cleaning and handling equipment; instruments should be cleaned by the pupils playing them, where possible; limit handling of music scores, parts and scripts to the individual using them; singing, wind and brass playing should not take place in larger groups such as school choirs and ensembles, or school assemblies.</p> <p>In PE students should be kept in consistent groups; sports equipment must be thoroughly cleaned between each use by different individual groups; in considering what team sports can be offered, those whose national governing bodies have developed guidance under the principles of the government's guidance on team sport and been approved by the government, are permitted; schools must only provide team sports on the list available at return to recreational team sport framework; contact sports are not to take place until further notice; outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising natural ventilation, distancing between students and paying scrupulous attention to cleaning and hygiene; external facilities can be used in line with government guidance for the use of, and travel to and from, those facilities.</p> |

| Activity | Hazard | Who | Severity | Likelihood | Control |
|-------------------------|---|----------------|----------|------------|---|
| Curriculum restrictions | Controlling the transmission rate of Coronavirus (COVID-19) | Students | High | Low | School can work with external coaches, clubs and organisations for curricular and extra-curricular activities where they are satisfied that it is safe to do so; reference should be made to the Government guidance 'Coronavirus (COVID-19); guidance on the phased return of sport and recreation'. Guidance from Sport England for grass root sport, advice from organisations such as the Association for Physical Education and the Youth Sport Trust. |
| Specialist equipment | | Named students | Medium | Low | Any specialist equipment used should be cleaned at regular intervals throughout the day with anti-bacterial spray and cloths available in every room; should it be necessary Premises staff may be requested to do this; items being passed from staff to staff for use in consecutive lessons, e.g. hearing transmitters, should be cleaned before and after use by each staff member. |
| Marking | | Staff | Low | Low | Books may be taken home but it is recommended to leave them for 48 hours before marking; FAR and marking policy in place. |
| Behaviour issues | | Students | Medium | Low | Normal D4L sanctions continue to apply; visible presence of SLT throughout the day; in the event of a behaviour issue staff to call for Student Support either by sending a student, going themselves or by phone (extensions 219/247); if Student Support not available seek assistance from a Progress Leader or SLT; behaviour policy will address students not following rules. |
| Assemblies | | All | High | Low | Assemblies delivered digitally, whenever possible; only year group 'social bubble' assemblies permissible due to number limit; staff to maintain 2 metre social distancing whenever possible; presentation area marked at front of Hall and is at least 2 metres from first row of seats; keyboard, mouse, remotes and microphone sanitised before and after use by each presenter. |

| Activity | Hazard | Who | Severity | Likelihood | Control |
|---------------------|---|-------|----------|--|--|
| Assemblies | Controlling the transmission rate of Coronavirus (COVID-19) | All | High | Low | If possible, use a microphone to reduce the need for shouting or prolonged periods of loud speaking or singing; microphone to be sanitised between different users; assemblies which need to be delivered to more than one 'social bubble' to be delivered digitally. |
| Reprographics | | All | High | Low | Number of persons in room at any one time to be limited to a maximum of two; all reprographic machines to be cleaned at frequent intervals throughout the working day using anti-bacterial spray and/or appropriate wipes. |
| Staff Room | | Staff | High | Low | Staff room may be used for staff to work during lesson time, subject to the maximum number of persons occupancy; social distancing to be maintained whenever possible; the slogan 'Stand Up, Masks On (SUMO)' applies. |
| Break and lunchtime | | Staff | High | Low | Normal duty rota applies with social distancing maintained whenever possible; in order to facilitate staff social distancing staff room available throughout the day for the preparation of drinks on a 'grab and go' basis; the slogan 'Stand Up, Masks On (SUMO)' applies; only lidded cups must be used; number of staff in staff room at any one time to be limited; signage to this effect; staff should ensure that all cups and mugs are placed in the dishwasher immediately after use; dirty cups and mugs must not be left on tables or around the School; staff room not to be used as a place to sit - staff may meet in other areas of the School but up to a maximum of 5 persons. |
| | Students | High | Low | Students to keep hold of belongings including bags; bags should not be dropped in the room of their next lesson; students to remain in their allocated year group 'social bubble' whenever possible. | |

| Activity | Hazard | Who | Severity | Likelihood | Control |
|---------------------|---|----------------|----------|------------|--|
| Break and lunchtime | Controlling the transmission rate of Coronavirus (COVID-19) | Students | High | Low | The wearing of face coverings is at the discretion of the Head teacher unless the School moves to local alert level Tier 2 (high), Tier 3 (very high) or Tier 4 (stay at home) when it is compulsory; students and staff should wear a face covering whilst in all internal areas, unless exempt, adopting the slogan 'Stand Up, Masks On (SUMO)'; face coverings should only be removed once inside a classroom; use of outdoor areas should be encouraged; dismissal at break will be normal; dismissal at lunchtime will be staggered by year group; students to exit and re-enter School via room external doors whenever possible; hand sanitising to happen each and every time School building is accessed/egressed; students to remain in their year group social bubbles' for recreation and socialising purposes; groups to have allocated internal areas but not external areas; School field may be used, subject to weather conditions. Football will be allowed on tennis courts but each year group must stay within their respective year group zone; no other ball games permitted; bag of size 3 footballs available in staff room for duty staff to access; balls colour coded by year group. duty staff to collect in and return them to staff room at the end of lunch; social distancing to be maintained; there should be minimal hand contact with the ball and no tackling. |
| | | Students | High | Medium | |
| Wet weather | | Premises staff | High | Medium | Premises staff permitted to enter any year group 'social bubble' for the purposes of cleaning; social distancing should be maintained whenever possible. Learning Hub may be used as a place for staff to sit at break and/or lunchtime, as appropriate; social distancing should be maintained whenever possible; Learning Hub closed to students at break and/or lunchtime, as appropriate. |
| | | Staff | High | Low | |

| Activity | Hazard | Who | Severity | Likelihood | Control |
|-------------|---|----------|----------|------------|--|
| Wet weather | Controlling the transmission rate of Coronavirus (COVID-19) | Staff | High | Low | wet weather arrangements signalled by the ringing of three bells; students to go to their timetabled room for period 3 or period 5, as appropriate, and must maintain their year group 'social bubble'; no student should use a room that they are not timetabled in for period 3 or period 5, as appropriate; students going to PE, Science, DT, IT, or Performing Arts should use their allocated before school and lunchtime zones - Year 7 in the Gym, Years 8-10 Hall zones and Year 11 on the Terrace. |
| | | Students | High | Medium | Students should not enter the space of any other year group; social distancing should be maintained whenever possible; corridors should be kept clear; students are expected to co-operate with Premises Staff carrying out cleaning duties without question. |
| Catering | | All | High | Low | Catering staff should follow the Government guidance 'Guidance for food businesses on Coronavirus (COVID-19)'; at break time KS3 students to purchase food from Foyer, Year 10 students from the 'grab and go' window and Year 11 students from Terrace; at lunch time students purchasing food should queue in the normal manner subject to staggered times; food available from all outlets; students to maintain social distancing whenever possible; face coverings, unless exempt, to be worn at all times whilst purchasing food; face coverings should only be removed once seated for the consumption of food and should be replaced before leaving the table, adopting the slogan 'Stand Up, Masks On (SUMO)'; fingerprint scanners to be used to record amount spent; antibacterial solution to be used immediately prior to using fingerprint scanner; scanners sprayed at the start of each break and lunch with protection spray that lasts for 5 hours; alternatively amount spent recorded on till by student name. |

| Activity | Hazard | Who | Severity | Likelihood | Control |
|----------------------|---|-----|----------|------------|--|
| Catering | Controlling the transmission rate of Coronavirus (COVID-19) | All | High | Low | Parents/carers encouraged to top-up accounts online whenever possible; students will eat purchased food in their allocated 'social bubble' area; each group to have a marked area for consumption of food; separate entrance and exit doors to be used with one-way system marked to avoid cross walking; students with packed lunches should queue in the normal manner, maintaining social distancing whenever possible; hand sanitiser available at the start of each queue; students and staff highly discouraged from sharing cutlery, cups, tumblers or food. Tables to be cleaned by Premises staff before use and as soon as they are vacated and before use by other students, including outdoor tables under canopy. |
| | | FSM | Low | Low | Food provision will be provided for benefits-related free school meal students in the normal manner; meals, food parcels or vouchers to be provided for eligible students not in School due to self-isolating, have had symptoms or a positive test result themselves, are a close contact of someone who has Coronavirus (COVID-19), or are not attending as a result of Government approved measures or local lockdown arrangements; reference should be made to Government guidance "Providing school meals during the Coronavirus (COVID-19) outbreak" for details of food parcel contents. |
| Mental health issues | | All | Medium | Medium | Details of online resources and charity grants to help schools and colleges respond to the impact of Coronavirus on mental health and wellbeing are available in the Government document 'Extra mental health support for pupils and teachers'. |

| Activity | Hazard | Who | Severity | Likelihood | Control |
|----------------------|---|----------|----------|------------|---|
| Mental health issues | Controlling the transmission rate of Coronavirus (COVID-19) | All | Medium | Medium | <p>The Government has recently launched the Wellbeing for Education Return programme, which will provide training and resources for teachers and staff in all state-funded schools to respond to the wellbeing and mental health needs of children and young people as a result of Coronavirus (COVID-19); the training provides practical examples to support staff, children and young people within a school; details of online resources and charity grants to help schools and colleges respond to the impact of Coronavirus on mental health and wellbeing are available in the Government document 'Extra mental health support for pupils and teachers'; the Government has recently launched the Wellbeing for Education Return programme, which will provide training and resources for teachers and staff in all state-funded schools to respond to the wellbeing and mental health needs of children and young people as a result of Coronavirus (COVID-19); the training provides practical examples to support staff, children and young people within a school.</p> <p>Confidential help available from:</p> <ul style="list-style-type: none"> • County Hall on 0116 305 6178 or email Alison.Earl@leics.gov.uk • Education Support, www.educationsupport.org.uk. <p>Students to be referred to Student Support; should a student 'open up' to you the same approach as for safeguarding applies; Student Support open during lesson time but closed at break and lunch when Student Support staff available to speak to students in Central; online resources available include:</p> <ul style="list-style-type: none"> • MindEd, a free educational resource from Health Education England on children and young people's mental health |
| | | Staff | Medium | Medium | |
| | | Students | Medium | Medium | |

| Activity | Hazard | Who | Severity | Likelihood | Control |
|----------------------|---|----------------|----------|------------|---|
| Mental health issues | Controlling the transmission rate of Coronavirus (COVID-19) | Students | Medium | Medium | <ul style="list-style-type: none"> • Rise Above, which aims to build resilience and support good mental health in young people aged 10 to 16 • Every Mind Matters, which includes an online tool and email journey to support everyone to feel more confident in taking action to look after their mental health and wellbeing • Bereavement UK and the Childhood Bereavement Network, provide information and resources to support bereaved pupils, schools and staff • CBBC doctors join NHS Test and Trace in fight against Coronavirus via Storicise website (www.storicise.com) |
| Emergency evacuation | | All | High | Medium | Normal procedures apply; staff should maintain social distancing whenever possible; face coverings should be worn whenever possible. |
| End of School day | | All | Medium | Low | Students to be dismissed in the normal manner; Learning Hub not available after School; face coverings should be worn whilst on the School site. |
| Bus lines | | All | High | Medium | Normal procedures apply but bus lines moved to tennis courts in order to facilitate social distancing; gymnasium and Hall to be used in the event of bad weather; students must wear a face mask whilst walking to and loading buses; staff to maintain social distancing whenever possible. |
| Cleaning | | Premises staff | High | Low | Premises staff should follow the Government guidance 'COVID-19: Cleaning of non-healthcare settings'; Premises staff permitted to enter any year group 'social bubble' during the School day for the purposes of cleaning; social distancing should be maintained whenever possible; all rooms used must be deep cleaned at the end of each day; clean all surfaces that staff and students have touched such as desks, chairs, doors. |

| Activity | Hazard | Who | Severity | Likelihood | Control |
|-----------|---|--------------------|----------|------------|---|
| Cleaning | Controlling the transmission rate of Coronavirus (COVID-19) | Premises staff | High | Low | Frequently-touched surfaces such as door handles, sinks, taps, toilets, light switches, hand rails, electronic devices including computer keyboards should be cleaned more regularly than normal; desks/tables and stools/chairs to be cleaned and bins emptied at break and lunch; external chairs and tables cleaned after break and lunch; regularly clean and disinfect common contact surfaces in Main Reception such as attendance screens, telephones. |
| | | Staff and students | High | Low | Antibacterial spray and cloths available in every room should any staff member or student wish to carry out additional cleaning. |
| First aid | | First aiders | High | Low | Before administering any first aid, hands should be washed with soap and running water for at least 20 seconds and then dried thoroughly or hand sanitiser used, ensuring that all parts of the hands are covered; PPE to be worn unless 2 metres social distancing can be maintained; First Aid Room to be used to administer first aid; KS4 Room may be used if available; PPE located in First Aid Room; emergency PPE kit located by each remote first aid station; hand washing and first aid stock located in First Aid Room. follow instructions on PHE Poster 'Guide to donning and doffing standard Personal Protective Equipment (PPE)' in order to reduce self-contamination; follow social distancing whenever possible; any contact with the patient should be kept to a minimum; whenever possible provide patient with first aid materials and, under guidance of first aider, allow the patient to self-administer, maintaining social distancing whenever possible; if close contact first aid is necessary, whenever possible avoid direct face-to-face contact with the patient. |

| Activity | Hazard | Who | Severity | Likelihood | Control |
|--|---|--------------|----------|------------|---|
| First aid | Controlling the transmission rate of Coronavirus (COVID-19) | First aiders | High | Low | After administering any form of first aid hands should be cleaned, as mentioned above, and all surfaces cleaned using sanitising wipes or Premises staff requested to do so; PPE should be doffed in the First Aid Room and all waste PPE should be disposed of in the clinical waste bin (yellow top). |
| Staff or student member unwell in School | Symptoms of Coronavirus | All | High | Low | The symptoms of Coronavirus (COVID-19) are: <ul style="list-style-type: none"> • a high temperature (over 37.8°C) • a new continuous cough, meaning coughing a lot for more than an hour or experiencing 3 or more episodes of coughing in a day loss of or change in taste and/or smell (anosmia) PHE 'Education Guidance' Posters displayed in all teaching rooms, toilets, and in first aid room; non-contact thermometer available in first aid room FOR ALL PERSONS EXHIBITING CORONOVIRUS SYMPTOMS THE HEAD TEACHER MUST BE INFORMED IMMEDIATELY; all staff to be informed subject to GDPR and at the discretion of the Head teacher. |
| | First Aid Room cleaning | All | High | Medium | Should a person with suspected Coronavirus have occupied the KS4/First Aid Room, a 'Do not enter' notice is to be displayed on the door until room has been cleaned following departure of student; Premises staff should be requested to carry out a thorough clean, in accordance with Government guidance, immediately after its occupancy. |
| | Isolation of persons with suspected Coronavirus | Staff | High | Medium | Staff member to be sent home immediately and advised to follow the Government guidance 'COVID-19: guidance for households with possible Coronavirus infection'; alternatively to seek medical aid and/or testing; they should self-isolate for at least 10 days, should have a Polymerase Chain Reaction (PCR) test to see if they have Coronavirus (COVID-19), and then return to School only if they do not have symptoms other than cough or loss of sense of smell/taste or test result is negative. |

| Activity | Hazard | Who | Severity | Likelihood | Control |
|--|---|----------|----------|------------|--|
| Staff or student member unwell in School | Isolation of persons with suspected Coronavirus | Staff | High | Medium | The 10-day period starts from the day when they first became ill; if they still have a high temperature, they should continue to self-isolate until their temperature returns to normal; other members of their household should self-isolate for 10 days from when the symptomatic person first had symptoms; areas of School where staff member known to have been should be cleaned in accordance with Government guidance. |
| | | Students | High | Medium | Student to be isolated in the U room until collected by parents; door to be kept closed and 'Do not enter' notice to be displayed on the door until room has been cleaned following departure of student; window should be opened for ventilation; only first aiders wearing appropriate PPE to enter; first aider to be temporarily based in Exams Office which is close by; collection by parents/carers to be via staff car park adjacent to Room 2; parents advised to follow the Government guidance 'COVID-19 Guidance for households with possible Coronavirus infection' or to seek medical aid and/or testing; they should self-isolate for at least 10 days, should arrange to have a Polymerase Chain Reaction (PCR) test to see if they have Coronavirus (COVID-19), and then return to School only if they do not have symptoms other than cough or loss of sense of smell/taste or test result is negative; the 10-day period starts from the day when they first became ill; if they still have a high temperature, they should continue to self-isolate until their temperature returns to normal; other members of their household, including siblings, should self-isolate for 10 days from when the symptomatic person first had symptoms; areas of School where student known to have been should be cleaned in accordance with Government guidance. |

| Activity | Hazard | Who | Severity | Likelihood | Control |
|--|---|--------------|-----------------|-------------------|---|
| Staff or student member unwell in School | Isolation of persons with suspected Coronavirus | First aiders | High | Low | PPE should be worn if direct personal care is needed and/or a distance of 2 metres cannot be maintained; masks, gloves, aprons and eye protection supplied in First Aid Room; follow instructions on PHE Poster 'Guide to donning and doffing standard Personal Protective Equipment (PPE)' in order to reduce self-contamination; soap, towels and hand sanitiser also provided; Premises staff to ensure a supply of soap, towels and/or hand sanitiser; all waste PPE should be disposed of in the clinical waste bin (yellow top) in the First Aid Room; Premises staff to dispose of PPE in accordance with Government guidance. |
| | Close contact with suspected Coronavirus victim | Staff | High | Medium | If a staff member has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves when they should follow the action outlined in the above section 'Isolation of persons with suspected Coronavirus - Staff'; hands should be cleaned as detailed in 'Washing hands'; if PPE has been used follow instructions on PHE Poster 'Guide to donning and doffing standard Personal Protective Equipment (PPE)' in order to reduce self-contamination; clothing should be changed and washed immediately upon arrival at home ensuring that other members of the household are not in the vicinity; avoid all contact with other family members whenever possible. |
| | Testing | Students | High | Medium | Students who have been in close contact with a suspected Coronavirus victim do not need to go home to self-isolate unless they develop symptoms themselves, in which case they should arrange a Polymerase Chain Reaction (PCR) test, or if the symptomatic person subsequently tests positive or they have been requested to do so by NHS Test & Trace. |

| Activity | Hazard | Who | Severity | Likelihood | Control |
|--|--------------------|---------------------|------------------|-------------------|---|
| Staff or student member unwell in School | Testing | Students All | High High | Medium Low | Hands should be cleaned as detailed in 'Washing hands'. Staff and students eligible for Polymerase Chain Reaction (PCR) testing if they become ill with Coronavirus symptoms, as are members of their households; all test results should be reported to the Head teacher, in confidence, including those of any family members or persons that they have been in contact with; if test result is negative members of their household can stop self-isolating; if staff member/student feels well and is symptom-free they too can stop self-isolating and return to School; a positive test will ensure rapid action to protect their classes and staff in School and families at home (see 'Confirmed case of Coronavirus within School community'); details of testing can be found in the Government guidance 'Coronavirus (COVID-19): getting tested'; schools should not request evidence of negative test results or other medical evidence before admitting staff or students or welcoming them back after a period of self-isolation; a test is NOT required if they have a runny nose, are sneezing or feeling unwell, but do not have a temperature, cough or loss of, or change in, sense of smell or taste. |
| | Welfare facilities | All | High | Medium | Persons should use the disabled toilet by Room 1; they must be accompanied to/from the toilet in order to ensure no social mixing; PHE poster 'Education Guidance' to be displayed; Premises staff to ensure a supply of soap, towels and/or hand sanitiser; after use, 'Do not enter' notice to be displayed on door until room cleaned; Premises staff should be requested to carry out a thorough clean, in accordance with Government guidance, immediately after its occupancy. |

| Activity | Hazard | Who | Severity | Likelihood | Control |
|--------------------|---|-----|----------|------------|--|
| NHS Test and Trace | Controlling the transmission rate of Coronavirus (COVID-19) | All | Low | Low | <p>School to actively engage with NHS Test and Trace, as appropriate; School to ensure that staff members and parents/carers understand that they will need to be ready and willing to:</p> <ul style="list-style-type: none"> • Book a Polymerase Chain Reaction (PCR) test if they are displaying symptoms • Provide details of anyone they have been in close contact with if they were to test positive for Coronavirus (COVID-19) or if asked by NHS Test & Trace • Self-isolate if they have been in close contact with someone who develops Coronavirus (COVID-19) symptoms or someone who tests positive for Coronavirus (COVID-19). <p>Close contact means:</p> <ul style="list-style-type: none"> • direct close contacts - 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, like a car, with an infected person <p>Staff and students aged 16+ encouraged to download the NHS COVID-19 app; the app has 6 key features that will help to reduce personal and public risk:</p> <ul style="list-style-type: none"> • Trace - alerts the individual if they were in close contact with a confirmed case. • Alert - provides the individual with the risk level associated with Coronavirus (COVID-19) in their local area, based on the postcode district they enter • Check in - allows the individual to check in to locations via the app and official NHS QR codes |

| Activity | Hazard | Who | Severity | Likelihood | Control |
|--------------------------------|---|-------------|----------|------------|--|
| NHS Test and Trace | Controlling the transmission rate of Coronavirus (COVID-19) | All | Low | Low | <ul style="list-style-type: none"> • Symptoms - allows the individual to check symptoms against government guidance and to get advice • Test - allows the individual to order a free Polymerase Chain Reaction (PCR) test and to receive results and advice via the app • Isolate - provides an isolation 'companion', which counts down how many days they have left to isolate and provides links to useful advice. <p>Should a notification be received during the day that a person has been in close contact with a positive case the Head teacher should be informed and appropriate advice obtained with regard to self-isolation; it is possible to pause the contact tracing function ('trace') in the app whilst in School; should a student mobile phone be confiscated during the School day they should be asked to pause the app; behaviour policy will address students intentionally misuse the app.</p> |
| Asymptomatic testing in School | | Information | Low | Low | <p>Leaflet 'How to get your Covid-19 test' circulated to staff and parents/carers; video 'How do lateral flow tests work?' available (https://twitter.com/10DowningStreet/status/1328387524490911745?s=20); video 'Testing in schools' available (https://twitter.com/educationgovuk/status/1338819876798992387?s=20); video 'Testing in schools - interview with Prof Tim Brooks , PHE available (https://twitter.com/educationgovuk/status/1338909220197064705?s=20); video 'Testing in schools - interview with Principal of Small Heath Leadership Academy' available (https://twitter.com/educationgovuk/status/1338907957547962369?s=20); videos also downloaded to P:Drive, Health and Safety, Asymptomatic testing.</p> |

| Activity | Hazard | Who | Severity | Likelihood | Control |
|--------------------------------|---|-------------|----------|------------|---|
| Asymptomatic testing in School | Controlling the transmission rate of Coronavirus (COVID-19) | Information | Low | Low | Resources available via Storicise website (www.storicise.com) and via the Scouts (COVID-19: the facts Scouts); general information available from Public Health England (Coronavirus Resources - Coronavirus Resource centre (phe.gov.uk)) To support public health efforts during the return to School in January, the Government has introduced mandatory school closure; there will be face-to-face provision for students of Critical Workers, and vulnerable students only; asymptomatic testing will take place for staff and students during the lockdown period; this will help to keep as many students in School as possible beyond the start of the new term, and minimise the spread of the virus. From 04/01/2021 all staff offered voluntary lateral flow device (LFD) rapid result test weekly (known as 'routine testing'); participants to complete Form of Consent; staff to be informed of result by email in accordance with GDPR; if test is positive staff member to be sent for more accurate Polymerase Chain Reaction (PCR) test and to self-isolate as detailed in 'Testing'. From week commencing 04/01/2021 students to be offered two voluntary asymptomatic lateral flow device (LFD) rapid result tests, second test to be 3-5 days after initial test (known as 'mass testing'); if either test is positive person to be sent for more accurate Polymerase Chain Reaction (PCR) test and to self-isolate as detailed in 'Testing'. For those identified as close contacts of a person with a positive test result, voluntary daily lateral flow device (LFD) rapid result tests carried out in the morning for 7 days (known as 'serial contact testing'); this ensures that they do not need to self-isolate unless testing positive and are able to attend School as normal. |
| | | Lockdown | High | Low | |
| | | Staff | High | Low | |
| | | Students | High | Low | |
| | | All | High | Low | |

| Activity | Hazard | Who | Severity | Likelihood | Control |
|--------------------|---|----------------|----------|------------|--|
| Testing procedures | Controlling the transmission rate of Coronavirus (COVID-19) | All | High | Low | For those who decline this offer they must self-isolate for 10 days; if consecutive daily tests are not possible, person should self-isolate for that day and resume serial contact testing on their return to School; if they return after the 7 days are finished, then they should take one final test, and if it is negative they can return to School; Form of Consent to be completed prior to participation in any testing. |
| | | Test personnel | High | Low | All personnel involved in any aspect of the testing procedure given adequate training according to role as per instructions in NHS document 'Training Guide Rapid Testing for Schools and Colleges'; on-line mandatory training package; copies of appropriate certificates to be emailed to Team Leader (Quality Lead)/Covid-19 Coordinator in order that dated record of training can be kept; live introductory webinars; prior to carrying out testing, personnel to have undertaken a personal lateral flow device (LFD) rapid result tests within last 7 days; during testing all personnel to wear PPE appropriate to role including apron, mask, eye protection, and gloves, also as per NHS document 'Training Guide Rapid Testing for Schools and Colleges'. |
| | | All | High | Low | All test personnel roles and responsibilities, and stages of testing procedure carried out in accordance with NHS documents 'Digital Guidebook for Schools and Colleges', 'How To Guide Rapid Testing for Schools and Colleges', 'Training Guide Rapid Testing for Schools and Colleges', and on-line training. |
| | Contact between test personnel and test subjects | All | High | Low | Contact kept to a minimum; social distancing maintained whenever possible; test personnel should not handle any property of subject unless absolutely necessary; gloves to be worn if property is handled and changed immediately afterwards. |

| Activity | Hazard | Who | Severity | Likelihood | Control |
|--------------------|--|----------------|----------|------------|---|
| Testing procedures | Face coverings | All | High | Low | Unless exempt, face coverings to be worn by subjects at all times and only removed once at the testing station; face covering to be replaced immediately after swabbing and before leaving testing station; compliance with wearing of face covering to be visually checked on arrival by Queue Coordinator/Registration Assistant. |
| | Hand sanitising | Test subjects | High | Low | Hands to be sanitised upon arrival and throughout the test procedure as advised by various test personnel. |
| | Personal Protective Equipment (PPE) | Test personnel | High | Low | Test personnel to wear PPE appropriate to their role, as set out in NHS document 'Training Guide Rapid Testing for Schools and Colleges'; PPE to be 'donned' and 'doffed' in accordance with Public Health England 'Guide to donning and doffing standard Personal Protective Equipment (PPE)', the NHS 'Training Guide Rapid Testing for Schools and Colleges' and on-line training. |
| | Damaged barcode, lost LFD, failed scan of barcode | All | High | Low | Orphaned record identified on registration portal; rule based recall of subjects who have not received a result within 2 hrs of registration; subjects are called for retest. |
| Testing procedures | Extraction solution spillage (contains Na_2HPO_4 (disodium hydrogen phosphate), NaH_2PO_4 (sodium phosphate monobasic), NaCl (Sodium Chloride)) | Test personnel | Medium | Low | Dilution of extraction solution classified as non-hazardous if exposed to eye, skin, inhalation, ingestion, chronic toxicity, reproductive and developmental toxicity, carcinogenicity, and medical conditions aggravated by exposure; appropriate PPE to be worn at all times whilst handling solution; if spilled, surfaces to be wiped in usual manner and cleaning materials to be disposed of in line with normal waste disposal procedures. |
| | Incorrect result communication | Test personnel | High | Low | Two identical barcodes provided to subject at check in; subject registers their details to a unique ID barcode before conducting the test; barcodes attached to Lateral Flow Devices (LFD) by trained staff at sample collection bay. |

| Activity | Hazard | Who | Severity | Likelihood | Control |
|--------------------|---|---------------------------------|----------|------------|---|
| Testing procedures | Incorrect result communication | Test personnel | High | Low | Barcodes checked for congruence at the analysis station and one applied to LFD. All waste to be disposed of in accordance with NHS document 'How To Guide Rapid Testing for Schools and Colleges'; Premises Manager to check with waste disposal contractor as to whether they are able to collect healthcare waste from testing. |
| | Waste disposal | Test personnel & Premises staff | High | Low | |
| Testing | Controlling the transmission rate of Coronavirus (COVID-19) | All | High | Low | Book Polymerase Chain Reaction (PCR) tests via NHS Test and Trace for Coronavirus website (https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-a-test-to-check-if-you-have-coronavirus/) or order by telephone via NHS 119 for those without access to the internet; all test results should be reported to the Head teacher, in confidence, including those of any family members or persons that they have been in contact with; if test result is positive they should self-isolate for at least 10 days and then return to School only if they do not have symptoms other than cough or loss of sense of smell/taste; other members of their household should self-isolate for 10 days from when the symptomatic person first had symptoms; if test result is negative members of their household can stop self-isolating; if staff member/student feels well and is symptom-free they too can stop self-isolating and return to School. |
| | | Staff | High | Low | Priority Polymerase Chain Reaction (PCR) testing is available to all key workers and their household including School staff - refer to Government guidance 'Coronavirus (COVID-19): getting tested' and 'Apply for a Coronavirus test'. |
| | | Employers | Low | Low | Employers can log in to a secure online employer referral portal, through which they can upload a full list of names of self-isolating essential workers that need a test. |

| Activity | Hazard | Who | Severity | Likelihood | Control |
|--|---|----------|----------|------------|---|
| Home test kits | Controlling the transmission rate of Coronavirus (COVID-19) | All | High | Low | Polymerase Chain Reaction (PCR) Home test kits available in School to individuals in the exceptional circumstance that we believe an individual may have barriers to accessing testing elsewhere; kits suitable for people of all ages over the age of one; kits only to be given to adults over the age of 18 or a student's parent/carer; School not expected to administer Polymerase Chain Reaction (PCR) tests. Polymerase Chain Reaction (PCR) testing is available to any student and their households if they display symptoms of Coronavirus; If they develop symptoms, they should be tested. |
| | | Students | High | Low | |
| Confirmed case of Coronavirus from within School community | | All | High | Low | |
| Local restrictions/lockdown | | All | High | Low | In local areas where restrictions have been implemented for certain sectors it is anticipated that schools will usually remain fully open. However, there may be exceptional circumstances in which some level of restriction to education is required. |

| Activity | Hazard | Who | Severity | Likelihood | Control |
|--|---|-------------------|----------|---|--|
| Training and familiarisation | Controlling the transmission rate of Coronavirus (COVID-19) | Staff | Medium | Low | Training and familiarisation sessions to take place during the start of autumn term training days. Induction delivered by member of SLT upon first arrival of each student year group; regular reminders given. Student expectations communicated to parents/carers via newsletter from Head teacher. For asymptomatic testing in School, test personnel trained appropriate to their role, as set out in NHS document 'Training Guide Rapid Testing for Schools and Colleges and on'-line training; copies of appropriate certificates to be emailed to Team Leader (Quality Lead)/Covid-19 Coordinator in order that dated record of training can be kept. |
| | | Students | Medium | Low | |
| | | Parents/ Carers | Medium | Low | |
| | | Testing personnel | High | Low | |
| Supply and peripatetic staff | | Staff | High | Low | Staff permitted to move between schools; they should ensure they minimise contact and maintain as much distance as possible from other staff and students; staff who teach singing or playing wind or brass instruments should refer to the Government guidance in the document 'Protective measures for holiday or after-school clubs and other out-of-school settings for children during the Coronavirus (COVID-19) outbreak'. |
| Specialists, therapists, clinicians, other support staff | All | High | Low | Intervention should be provided as normal; social distancing should be maintained at all times whenever possible. | |
| Recruitment | Staff | High | Low | Recruitment to take place as normal but consideration should be given to holding interviews remotely; if face-to-face interviews are deemed necessary candidates must adhere to the system of controls that the School has in place, especially with respect to social distancing, hand sanitising and the wearing of face coverings. | |
| ITT Students | Staff | High | Low | School should encourage the placement of ITT students to whom all advice to staff will apply. | |

| Activity | Hazard | Who | Severity | Likelihood | Control |
|--|---|-----|----------|------------|---|
| Educational visits and off-site activities | Controlling the transmission rate of Coronavirus (COVID-19) | All | High | Low | Domestic day trips are permitted in line with protective measures, such as keeping students within their respective year group, and the Coronavirus (COVID-19) secure measures in place at the destination; there will be no overnight or overseas visits until further notice; to be reviewed by Government in February 2021. |
| Use of minibus | | All | High | Low | <p>Minibus not to be used for the transportation of students unless authorised by the Head teacher; if authorised by Head teacher, the following measures must be followed:</p> <ul style="list-style-type: none"> • Vehicle keys to be cleaned before and after handling and in between use by different drivers • Students should all be from same 'social bubble', i.e. year group. • All should hand sanitise before boarding and when alighting from the minibus; hand sanitiser to be readily available • All told to touch as few surfaces as possible • Students to sit in same seat for both outward and return journeys; using seats alongside the driver should be avoided if possible; staff to keep a seating plan • All should wear face coverings, unless exempt, before boarding the minibus and throughout the journeys • All should remain facing forwards throughout the journeys • Driver to ensure adequate ventilation of fresh air • Driver supplied with cleaning materials to enable them to clean steering wheel and controls prior to and during use of the vehicle |

| Activity | Hazard | Who | Severity | Likelihood | Control |
|-----------------------------|---|-----|----------|------------|--|
| Use of minibus | Controlling the transmission rate of Coronavirus (COVID-19) | All | High | Low | • Minibus to stand for a minimum of 72 hours between use by different groups or enhanced cleaning to take place including cleaning frequently touched surfaces (e.g. door handles, hand rails, edges of seats), using standard products. |
| Extra-curricular activities | | All | High | Low | Lunchtime 'Clubs' and after school sessions of mixed year groups, including sport, music, dance and drama, can resume subject to social distancing by year group being maintained whenever possible; multiple groups can use the same shared space with social distancing between groups. |
| Performances | | All | High | Low | Schools in local restriction Tier 3 (very high) or Tier 4 (stay at home) should not host performances with an audience; alternatives may be considered such as live streaming and recording performances, subject to the usual safeguarding considerations and parental permission; for other Tiers follow the latest advice in the DCMS performing arts guidance, |
| Inter-school fixtures | | All | High | Low | Inter-school fixtures must not take place. |
| Review | | | | | This document to be reviewed as and when circumstances change. |

Signed:
Head Teacher - On behalf of the School

Date: