

## RISK ASSESSMENT POLICY

**NEXT REVIEW DATE:** February 21  
**OWNER:** Operations Manager  
**REGULATORY REQUIREMENTS:** 16a

### Introduction

1. This guidance is applicable to all those with responsibility for undertaking risk assessments for activities which are under their control

### Objectives

2. To ensure that:
  - Suitable and sufficient risk assessments are undertaken for activities
  - Identified control measures are implemented to control risk so far as reasonably practicable
  - Those affected by School activities have received suitable information on what to do
  - Risk assessments are recorded and reviewed when appropriate ensuring that staff responsible for assessing risk have the training to understand and record when and how a risk assessment is completed.
3. Risk assessments will take into account:
  - Hazard - something with the potential to cause harm
  - Risk - an evaluation of the likelihood of the hazard causing harm
  - Analysis of existing control measures – physical measures and procedures - to determine if they are adequate to mitigate risk
  - Details of the additional control measures needed.
4. The risk assessment process will consist of the 5 following steps:
  - What could go wrong?
  - Who might be harmed?
  - Assessment of existing control measures
  - Signed and dated by the individual carrying out the risk assessment
  - Monitoring, review and evaluation of the assessment to ensure risk is being managed effectively
5. Risk assessments are to be carried out by individual members of staff with specific responsibility for a particular event or activity, equipment or facility where there is the potential for someone (staff, student or visitor) to be harmed.
6. Harm may arise for a number of reasons including poor condition of facilities, introduction of new equipment, failure to comply with operating procedures, lack of training or changes to people, buildings or equipment. A risk assessment is required when activities need a higher level of risk management than is normal during routine activities or are outside normal school hours, for example high-risk activities and residential visits.

7. Risk assessments can be used to identify the potential hazards to people (slipping, falling), property (fire), strategic (reputation, loss of pupils, impact on development), financial (falling pupil rolls), compliance (child protection issues) and environmental (asbestos, legionella).

### **Review**

8. Risk Assessments will be reviewed:
  - When there are changes to the activity
  - After a near miss or accident
  - When there are changes to the type of people involved in the activity
  - When there are changes in good practice
  - When there are legislative changes.

### **Which areas require risk assessments?**

9. There are numerous activities carried out in Ockbrook School, each of which requires its own separate risk assessment:
  - Fire safety, health and safety
  - Educational visits and trips
  - EYFS settings
  - Science experiments
  - Design and Technology
  - Food Technology
  - Each sport and PE activity
  - Duke of Edinburgh award activities
  - Art and Music (including minimising the risk of hearing loss to staff)
  - Drama (including the theatre back stage, stage, props room and lighting box)
  - Dance
10. All teaching staff and technicians receive regular induction and refresher training in risk assessments tailored to their specific areas.

### **Medical and First Aid**

11. The Medical area has risk assessments for first aid and all other treatments and procedures. The accident forms are maintained in the Medical Area and the School Nurse is responsible for ensuring that accident reports are passed to the Operations Manager.

### **Support Areas**

12. **Catering and Cleaning:** risk assessments and training are required for every item of catering and cleaning equipment, as well as for manual handling, slips and trips and the control of substances hazardous to health (COSHH). Induction and refresher training covers risk assessments, protective equipment and safety notices.

13. **Security:** risk assessments cover all buildings including boarding houses. Particular emphasis in training is given to minimising the risk of both fire and to security by adhering to good practice. Particular attention paid to door locks and window locks and restrictors on windows for pupil safety Risk assessments also cover manual handling, working at heights, and asbestos. Induction and refresher training covers risk assessments, protective equipment and safety notices.
14. **Maintenance:** risk assessments and training is required for tools and items of equipment, as well as for manual handling, slips and trips, working at height, lone working, asbestos, control of contractors on site, electricity, gas, water, the control of substances hazardous to health (COSHH). Induction and refresher training covers risk assessments, safe working practices, communication and health and safety notices and protective equipment.
15. **Grounds:** risk assessments and training is required for tools and machinery, as well as for manual handling, slips and trips, working at height, lone working, use of pesticides, storage of flammables and COSHH. Induction and refresher training covers risk assessments, protective equipment and safety notices.
16. **Boarding Houses:** risk assessments are required for all buildings for fire, health and safety (checking security of windows and access to roofs) and for all activities both in house and off site.
17. **Office staff:** risk assessments are required for the display screen equipment used by those staff who spend the majority of their working day in front of a screen.
18. **Public Access and traffic:** risk assessment required for on-site movement of vehicles, visitors and pupils.
19. **Pandemic:** risk assessments required for pandemics e.g. Covid-19, these are attached as Appendix 1

#### **Responsibilities of all staff**

20. All members of staff are given a thorough induction into the school's arrangements for risk assessments and health and safety. Specialist training is given to those whose work requires it. However, staff are responsible for taking reasonable care of their own safety, together with that of pupils and visitors.

#### **Accident reporting**

21. The Operations Manager is responsible for reporting and recording any notifiable accident that occurs on school premises to a pupil, member of staff, parent, visitor or contractor to the HSE in accordance with the Reporting of Injuries Diseases and Dangerous Occurrence Regulations (RIDDOR). All notifiable accidents and near misses are reviewed by the school's Health and Safety Committee with a view to assessing whether any measures need to be taken to prevent recurrence.

**APPROVED BY:**

**SIGNATURE**

**NAME**

**DATE**

## Appendix 1

### Part 3: Senior School – From 1<sup>st</sup> September 2020

Date: 28th Jan 2021	Risk Assessment – Reopening for Senior School September 2020					Review w/c 8 <sup>th</sup> Feb 2021	
Hazard	People at Risk	Control Measures in Place	Likelihood of Occurrence	Risk Rating	Additional Control Measures Required	Date Completed	Revised Risk Rating
Pupil, staff or family member has been advised to shield	<b>Staff and Pupils</b>	<ul style="list-style-type: none"> <li>Whilst the school is under Tier 4 restrictions staff who are clinically extremely vulnerable (as identified via NHS/GP letter) are advised to work from home and where this is not possible, they should not go into work</li> <li>Pupils who are designated as clinically extremely vulnerable should not attend school whilst under Tier 4 restrictions - remote learning will be provided for affected pupils</li> <li>Staff and pupils who live with someone who is clinically extremely vulnerable, but who are not clinically extremely vulnerable themselves, should still attend school</li> </ul>	<b>Low</b>	<b>Low</b>			
Additional risk to pregnant staff	<b>Pregnant Staff</b>	<ul style="list-style-type: none"> <li>Pregnant staff are now considered "clinically vulnerable" or in some cases "clinically extremely vulnerable"</li> <li>A RA will be carried out to follow the Management of Health and Safety at Work (MHSW) Regulations</li> <li>Pregnant women of any gestation will not be required to continue working if this is not supported by the RA</li> </ul>	<b>Low</b>	<b>Low</b>			
Lack of current and relevant information / guidance	<b>Staff and Pupils</b>	<ul style="list-style-type: none"> <li>Headmaster and SLT ensure daily checks are made with Government updates. Any key changes in information are implemented and shared with Chair of Governors and communicated throughout the school community where relevant.</li> <li>School Website information is updated as required.</li> <li>All staff and pupils (visitors) are informed of the rules and procedures for social distancing and hygiene precautions.</li> <li>All staff with underlying health issues or those within vulnerable groups should make their condition known to the Headmaster.</li> <li>Parents are informed of social distancing/pupil cohorts and hygiene expectations.</li> <li>Prior to contractors and essential visitors arriving at school (where possible) their interaction with the school is</li> </ul>	<b>Low</b>	<b>Low</b>			

		<p>established beforehand. This process allows for any relevant risk assessments, rules, procedures for social distancing and hygiene precautions to be shared.</p> <ul style="list-style-type: none"> <li>All staff and pupils are briefed on the new routines.</li> </ul>					
Precautionary transmission measures not being followed in school	<b>Staff and Pupils</b>	<ul style="list-style-type: none"> <li>Pupils, staff and other adults will not attend school if they, or anyone in their household, have Covid-19 symptoms (high temperature above 37.8 degrees Celsius, a new continuous cough or a loss of, or change in, normal sense of taste or smell) or have tested positive in the last 10 days</li> <li>On arrival at school, it is reasonable to ask if parents, children or any member of the household have any of the symptoms of COVID-19 (high temperature above 37.8 degrees Celsius, a new continuous cough or a loss of, or change in, normal sense of taste or smell). If the answer is yes, they should not be allowed to leave their child at the setting. The child cannot return until a negative test result has been confirmed</li> <li>If a parent insists on a child attending school who has symptoms, the school will take the decision to refuse to accept the child in order to protect pupils and staff from potential Covid-19 infection</li> <li>When engaged in care of children/colleagues presenting with symptoms the School Nurse will use appropriate PPE – any member of staff who has helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves or the individual tests positive</li> <li>Where it is necessary for staff to administer First Aid the first concern will be to treat the casualty properly but where administering First Aid requires close proximity those administering will pay particular attention to sanitation measures immediately afterwards including hand washing</li> <li>Staff will clean their hands regularly (using soap/water or hand sanitizer) including before and after eating and before and after using shared equipment i.e. kettles</li> <li>Staff will wash for themselves any cutlery/crockery which they use</li> <li>The number of staff in the Senior Staff Room will be limited to 6 at any one time</li> <li>Where possible only one member of staff will access staff lavatories at one time</li> <li>When staff use the Staff Work Room they will wipe down the station, desk and chair before departure using antibacterial wipes/spray provided and disposing of paper towel in lidded bins provided for that purpose</li> <li>Staff will have their own teacher kit of white board</li> </ul>	<b>Low</b>	<b>Medium</b>			

		<p>markers/biros/white board cloths etc. and these will not be shared</p> <ul style="list-style-type: none"> <li>• Pupils will have their own pens/pencils and other frequently used equipment and this will not be shared – resources such as text books may be shared</li> <li>• Staff will wipe down the station, desk and chair before departure using antibacterial wipes/spray provided and disposing of paper towel in lidded bins provided for that purpose</li> <li>• Any child who has taken any form of paracetamol or ibuprofen for cough or high temperature will not be allowed into school until 48 hours after any symptoms have ended</li> </ul> <p>Teachers (and support staff) follow and regularly reiterate the hygiene message to pupils;</p> <ul style="list-style-type: none"> <li>• <i>cover your cough or sneeze with a tissue</i></li> <li>• <i>if you don't have any tissues available, then cough and sneeze into the crook of your elbow</i></li> <li>• <i>throw the tissue in a bin</i></li> <li>• <i>avoid touching your eyes, nose and mouth with unwashed hands</i></li> </ul> <p>All pupils are asked and reminded to clean their hands (using soap/water or hand sanitizer);</p> <ul style="list-style-type: none"> <li>• <i>before leaving home and on arrival at school</i></li> <li>• <i>after using the toilet and after breaks and sporting activities</i></li> <li>• <i>before food preparation and eating any food, including snacks</i></li> <li>• <i>when they change rooms</i></li> <li>• <i>before leaving school</i></li> <li>• External doors and windows are opened to allow additional ventilation, where possible (including offices)</li> <li>• Government guidance is that neither staff nor pupils need PPE but those who wish to wear it will be able to do so</li> <li>• Tissues are available in all classrooms along with sanitizer (with the exception of Science Labs due to the alcohol content where it is available in corridors) and there are sanitizer stations on the ground floor main corridor and in the Dining Room</li> <li>• Staff and pupils will wear face coverings at all times in indoor areas (not classrooms) including corridors and common areas such as toilets and when queuing for the Dining Hall</li> <li>• Face covering exemptions will apply to anyone who is unable to wear one because of an illness or impairment or where doing so impedes communication for someone</li> </ul>					
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		<ul style="list-style-type: none"> <li>relying on lip reading, clear sound or facial expressions</li> <li>Staff and pupils will be reminded to wash/sanitize hands before putting on/removing a face covering, not to touch their face whilst wearing a face covering, to store reusable coverings in a sealed plastic bag (and to replace if the covering becomes damp) or to dispose of removable coverings in a lidded bin – a small supply of disposable coverings will be kept in school, by Pastoral Leads, for anyone who forgets their covering</li> <li>Pupils over the age of 11 are required to use face coverings if travelling on public buses and on school buses (unless exempt)</li> </ul>					
Failure to reduce contact between groups	<b>Staff and Pupils</b>	<ul style="list-style-type: none"> <li>One way systems are in place in the Main Building, Drama Room/Lecture Theatre and Science Block and are clearly marked – this is explained to parents via letter before pupils return and immediately on the first day in which they are in-school. Pupils will be regularly reminded about this</li> <li>Social distancing signage and floor markers are used where practical in corridors</li> <li>All classrooms have been rearranged such that desks are front facing</li> <li>Staff will maintain a two metre distance from other staff and from students by remaining at the front of the class where circumstances allow</li> <li>Seating Plans will be in place and enforced so that, should a pupil test positive, guidance from the health protection team can be easily followed</li> <li>Pupils remain in KS3 (approx. 80 pupils), KS4 (approx. 75 pupils) and Post 16 (approx. 25 pupils) cohorts including for extra-curricular activities, lunch and breaks</li> <li>KS3 are based on the front lawn and tennis court for break /lunch (with one Year Group on the second court where possible); KS4 are based on the Field and tarmac areas around the site</li> <li>All KS3 lessons not requiring specialist rooming are delivered in base classrooms i.e. Y7 in Geography, Y8 in ML1/ML3/Business and Y9 in En1/En2</li> <li>All KS4 lessons not requiring specialist rooming are delivered on the first floor in History, RS1, RS2, Ma1, Ma2, Ma3 and PE</li> <li>All Post 16 lessons not requiring specialist rooming are delivered in Drama, Lecture Theatre, Music, Sixth Form 1</li> <li>An enhanced cleaning rota is in place such that specialist</li> </ul>	<b>Low</b>	<b>Medium</b>			

		<p>rooms, including the Dining Room, are cleaned between different cohorts</p> <ul style="list-style-type: none"> <li>• KS3 pupils will only use toilets in the Main Building, KS4 pupils will only use the toilets in the BH and Post 16 pupils will only use the toilets in the Sixth Form area</li> <li>• Use of lockers is suspended – KS3 pupils will leave their bags in Base Rooms and KS4 will leave them in Tutor Bases – pupils will be encouraged to bring as little as possible into school in terms of equipment etc</li> <li>• Educational Visits off-site are currently suspended until the national picture improves. On-site alternative activities will be found where possible</li> <li>• No outdoor play equipment will be brought into school by Senior pupils – footballs are available for each cohort from the Pastoral Leads and will be sanitized after use</li> <li>• Sports/Art equipment shared between cohorts will be cleaned frequently and always prior to a changeover of cohort (or left unused for 48 hours or 72 hours for plastics)</li> <li>• Science equipment/safe management of experimental work is subject to a separate RA</li> <li>• To reduce queues and face to face conversations, parents and any potential known visitor(s) to the school are informed to phone/email the school, if they have any queries</li> <li>• Any essential face to face meeting is undertaken maintaining 2 metre social distancing</li> <li>• Visiting Music Teachers must minimise contact and maintain as much distance as possible from other staff – larger spaces will be utilised for these Music lessons (there is a separate RA and procedures in place for this)</li> <li>• The school nurse will visit senior pupils, in situ, on a needs basis</li> <li>• Any pupil needing access to the Medical Suite will be escorted by the Nurse, where possible, or another member of staff</li> <li>• Pupils requiring informal support from the Nurse should speak with their Pastoral Lead who will alert Nurse to arrange a time and location in the Main Building</li> <li>• Senior SEND pupil sessions to take place in the Senior School</li> </ul> <p>As much as possible, pupils and staff are spaced apart at all times i.e.</p> <ul style="list-style-type: none"> <li>• <i>the use of staff rooms and offices are staggered to limit occupancy</i></li> <li>• <i>using a one-way circulation direction of travel rule</i></li> </ul>					
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		<ul style="list-style-type: none"> <li>• using social distancing floor markers outside of classrooms where queues cannot be eliminated</li> <li>• pupils to leave the class, a row at a time to manage pinch points</li> <li>• there are arrangements for breaks/play times, so that only one cohort is in the same play/sports/field area at one time</li> <li>• pupils using toilet and welfare facilities at one time are limited</li> <li>• Parents will not enter the school buildings to drop off or collect children or be allowed to gather in the playground/school premises to talk to other parents</li> </ul>					
Extra-Curricular Provision	<b>Staff and Pupils</b>	<ul style="list-style-type: none"> <li>• All Extra Curricular activities will operate within KS cohorts</li> <li>• Alternative PE activities focussing on individual skills will be put in place</li> <li>• There will be no competitive sport against other schools until further notice</li> <li>• Singing, wind and brass playing will not take place in groups larger than 15 (and will take place within KS cohorts) and this will take place outside wherever possible and certainly in a space large enough to facilitate distancing</li> <li>• On line browsing, collection and drop off arrangements for cohorts and wiping and quarantining of books for 72 hours prior to reissue is in place (there is a separate Library Risk Assessment)</li> </ul>	<b>Low</b>	<b>Low</b>			
Impact of lockdown on curriculum delivery	<b>Pupils</b>	<ul style="list-style-type: none"> <li>• Pupils have engaged actively with a comprehensive on line learning programme throughout lockdown and so no significant changes to the curriculum will be needed although staff will ensure that any gaps in learning/misconceptions are addressed as quickly as possible in the new term</li> <li>• Some pupils in Y11 may wish to reduce their optional curriculum by one subjects and such requests will be viewed favourably</li> <li>• KS4 and Sixth Form pupils will be prioritised for lunchtime revision sessions from the start of the term</li> <li>• Outdoor sport will be prioritised where possible with use of the SH, which will be kept well ventilated, where it is not</li> <li>• Changing Rooms will not be used - students will wear PE kit, including navy tracksuit bottoms, on days when they have scheduled PE or a Club</li> <li>• Only sports whose national governing bodies have developed guidance under the principles of the government's guidance on team sport and have been approved by the government are permitted and we will</li> </ul>	<b>Low</b>	<b>Low</b>			

		<p>only provide team sports on the list available at the return to recreational team sport framework (a separate PE Risk Assessment is in place)</p> <ul style="list-style-type: none"> <li>Particular care will be taken in Music and Drama lessons to observe social distancing – there will be no physical correction by teachers or contact between pupils</li> <li>Specific protocols will be applied during Music lessons in relation to singing and playing brass/wind instruments, performance, handling of equipment, seating and handling of scores (Individual Risk Assessments are in place for Music lessons and VMTs)</li> <li>Specific protocols will be applied during Drama lessons in relation to performance groupings, handling of scripts and props and location - BH for KS3</li> <li>Assemblies will operate in KS cohorts without singing</li> </ul>					
Contact on school buses	<b>Staff and Pupils</b>	<ul style="list-style-type: none"> <li>Pupils will not board buses if they, or anyone in their household, have Covid-19 symptoms (high temperature above 37.8 degrees Celsius, a new continuous cough or a loss of, or change in, normal sense of taste or smell) or have tested positive in the last 10 days</li> <li>Pupils travelling on the Nottingham bus will observe a social distance of two metres in accordance with the directions of the driver</li> <li>Pupils travelling on the Belper and Ilkeston mini buses should sit within their KS cohorts and distance themselves as far as possible in accordance with the seating plan</li> <li>Hand sanitizer will be available and should be used when boarding/disembarking</li> <li>Pupils (aged 11 or above unless exempt) will wear an appropriate face covering observing the protocols for putting on and removing such coverings</li> <li>Daily cleaning will take place</li> <li>Window/ceiling vents will be opened where possible to allow maximum ventilation</li> </ul>	<b>Medium</b>	<b>Medium</b>			
Staff and pupil wellbeing	<b>Staff and Pupils</b>	<ul style="list-style-type: none"> <li>Workloads are carefully managed, and staff are assessed if they are having to stay at home due to health conditions if they are able to support remote education, while others focus on face-to-face provision</li> <li>Staff are mindful and supportive to pupils and fellow colleagues who may have experienced loss or require time to express their feelings</li> <li>PSHE and Tutorial Activities will support the rebuilding of friendships and social engagement and support pupils with approaches to improve their physical and mental wellbeing</li> <li>Particular care will be needed in supporting children with SEND to return to their setting. Re-adjustment to the routines in a setting may prove more challenging for some</li> </ul>	<b>Low</b>	<b>Low</b>			

		pupils with SEND than others and consideration and planning will be given as to how to support children in settling back into school					
Staff, pupils or visitors develop symptoms of coronavirus (COVID-19) on site	<b>Staff and Pupils</b>	<ul style="list-style-type: none"> <li>• If a child/ member of staff begins displaying symptoms (high temperature above 37.8 degrees Celsius, a new continuous cough or a loss of, or change in, normal sense of taste or smell), they should be sent home to isolate as per the guidelines.</li> <li>• A child awaiting collection should be moved, if possible and appropriate, to a room where they can be isolated. If it is not possible to isolate them move them to an area which is at least 2 metres away from other people.</li> <li>• If they need to go to the bathroom while waiting to be collected, the bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.</li> <li>• If a member of staff has helped someone who displayed symptoms they should wash their hands thoroughly after any contact with someone who is unwell.</li> <li>• PPE is worn by staff caring for the child while they await collection if social distancing cannot be maintained (mask/gloves available in Medical Suite) As a precaution staff should wash clothing when they get home in accordance with the manufacturer's instructions, using the warmest water setting and dry items completely</li> <li>• The area should be thoroughly cleaned, immediately if the area cannot be left unvisited, and if the area can be left unvisited clean as soon as possible but definitely before pupils or staff return. The room should be locked and signed as "Closed for Cleaning"</li> <li>• In the event of a staff member developing suspected coronavirus symptoms whilst working at the school, they should return home immediately and isolate at home in line with the NHS guidance</li> <li>• If a child or member of staff becomes ill then they must be tested. They will only be allowed back to school after a negative test result or appropriate isolation has finished.</li> <li>• Government protocol must then be followed for remaining pupils and staff who have been in contact.</li> <li>• One member of staff on site at all times has Paediatric First Aid training</li> <li>• First Aid kits available</li> <li>• There is access to the Medical Suite if a sick child needs to rest pending collection</li> <li>• All staff on site have access to emergency contacts via iSAMs</li> </ul>	<b>Medium</b>	<b>Medium</b>			

Misuse of the NHS COVID19 App	<b>Staff and Pupils 16 years and over</b>	<ul style="list-style-type: none"> <li>• Ensure all staff and relevant parents and pupils are briefed on the App and its features esp. 1. What to do if you receive an alert and 2. The correct use of the 'pause' button</li> <li>• Display NHS posters in key areas around the School</li> <li>• Send NHS Information leaflets to parents</li> <li>• Adhere to our current Mobile Phone Policy</li> <li>• Adhere to our Behaviour Policy.</li> </ul>	<b>Low</b>	<b>Low</b>	Monitor the National picture re the NHS App and stay abreast of any developments.		
Visitors on Site	<b>Staff and Pupils</b>	<ul style="list-style-type: none"> <li>• All unnecessary visits to the site will be cancelled</li> <li>• Contractors, External Professionals and Coaches will be advised of protocols in advance and overseen by the Operations Manager, SENDCO or SLT as appropriate</li> </ul>	<b>Low</b>	<b>Low</b>			
Confirmed staff or pupil Covid-19 case	<b>Staff and Pupils</b>	<ul style="list-style-type: none"> <li>• In the event of a confirmed case in school the DfE Helpline will be contacted (0800 046 8687) and advice sought on the actions to take</li> <li>• Those who have been in close contact (face-to-face contact within 1 metre for any length of time, within 1-2 metres for more than 15 minutes or travelling together in a car) with the person who has tested positive will need to self-isolate for 10 days and the school will follow the definitive advice on who must be sent home provided by the health protection team (other members of the household do not need to self-isolate unless the person who has been sent home develops symptoms)</li> <li>• Should anyone develop symptoms whilst self-isolating they should follow the stay at home guidance and request a test</li> <li>• Anyone testing positive via an LFD Test will need to self-isolate in accordance with Government guidelines and will no longer need to confirm with a PCR test</li> <li>• Should the school have two or more confirmed cases in a 14 day period, or an overall rise in sickness absence where people suspect coronavirus, we will work with the local health protection team</li> <li>• Classrooms(s), offices and other room(s) used by the member of staff or pupil with a confirmed case of Covid-19, are closed off for enhanced cleaning. Where cleaning and disinfecting is not required <u>immediately</u>, for instance where we can use another room/classroom /office then, and where practical to do so, the process will be delayed for 72 hours, during which time these areas will be secured with appropriate signage on the door 'Closed for Cleaning'</li> <li>• Areas where the individual has passed through and spent</li> </ul>	<b>Medium</b>	<b>Medium</b>			

		<p>minimal time, such as corridors, but which are not visibly contaminated with body fluids are cleaned thoroughly as normal</p> <ul style="list-style-type: none"> <li>All staff and pupils have access to a test if they display symptoms of coronavirus, and should book a test</li> </ul>					
Lack of hygiene provision and effective cleaning	<b>Staff and Pupils</b>	<ul style="list-style-type: none"> <li>Where safeguarding and security is not adversely affected, all <ul style="list-style-type: none"> <li><i>internal doors that are not designated fire doors</i></li> <li><i>fire doors with automatic closers</i></li> <li><i>doors that do not need to be kept closed for security reasons</i></li> </ul> </li> <li><i>are left open during the day when building is in operation to reduce the risk of having to touch communal door handles and push plates</i> <ul style="list-style-type: none"> <li>Windows will be opened in all classrooms at all times where possible</li> </ul> </li> <li>Hand sanitiser is located at key points</li> <li>Soap dispensers and hand towels within toilet areas are fully stocked at the start of each day and regular checks are made throughout the day to ensure adequate supply</li> <li>Additional cleaning requirements have been agreed with site staff including a schedule to clean specialist rooms between use by different groups</li> <li>Site staff follow existing cleaning procedures and risk assessments with special attention given to frequently-touched surfaces (contact points) i.e. light switches, hand rails, door handles and toilets etc.</li> <li>Classrooms, desks and chairs are cleaned at the end of the day</li> <li>While packaging is not known to present a specific risk, hands are washed immediately after handling</li> </ul>	<b>Low</b>	<b>Low</b>			
Site staff absence makes effective cleaning no longer available	<b>Staff and Pupils</b>	<ul style="list-style-type: none"> <li>Existing staff to be offered additional hours in the first instance</li> <li>If site cannot be cleaned, the Headmaster will authorise a temporary closure</li> <li>Text alert service/telephone call to parents to notify them of any exceptional temporary closure due to insufficient staff cover</li> </ul>	<b>Low</b>	<b>Medium</b>			
Buildings - operating in a different manner from normal operation	<b>Staff and Pupils</b>	<ul style="list-style-type: none"> <li>All statutory inspections are up to date and compliant</li> <li>Site/Admin staff to sign in/out following usual protocols</li> <li>In the event of a fire/evacuation staff/pupils will use the nearest exit NOT the one way system and follow the established school procedures</li> </ul>	<b>Low</b>	<b>Low</b>			
Driving to and from work	<b>Staff</b>	<ul style="list-style-type: none"> <li>If staff have to get out of the vehicle en-route, and cannot wash their hands or do not have an appropriate alcohol-</li> </ul>	<b>Low</b>	<b>Low</b>			

		<p>based hand sanitiser, they are advised to avoid touching their face; avoid eating or drinking; and wash their hands as soon as they can</p> <ul style="list-style-type: none"> <li>Staff will wear impervious gloves where possible/available and/or wash hands after refuelling or making other adjustments on external hard surfaces. <b>REMEMBER</b> if the above was not possible then clean the car touch points with appropriate household disinfectant products when you get home (before your next journey or someone else using the vehicle)</li> </ul>					
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**Part 2: Primary Department From 1st September 2020**

Date: 28.01.21	Risk Assessment – Reopening for Primary Department after Coronavirus Lockdown					Reviewed Jan 2021	
Hazard	People at Risk	Control Measures in Place	Likelihood of Occurrence	Risk Rating	Additional Control Measures Required	Date Completed	Revised Risk Rating
Pupil or family member has been shielding	<b>Staff and Pupils</b>	<ul style="list-style-type: none"> <li>Whilst the school is under Tier 4 restrictions staff who are clinically extremely vulnerable (as identified via NHS/GP letter) are advised to work from home and where this is not possible, they should not go into work</li> <li>Pupils who are designated as clinically extremely vulnerable should not attend school whilst under Tier 4 restrictions - remote learning will be provided for affected pupils</li> <li>Staff and pupils who live with someone who is clinically extremely vulnerable, but who are not clinically extremely vulnerable themselves, should still attend school</li> </ul>	<b>Low</b>	<b>Low</b>			
Additional risk to pregnant staff	<b>Pregnant Staff</b>	<ul style="list-style-type: none"> <li>Pregnant staff are now considered "clinically vulnerable" or in some cases "clinically extremely vulnerable"</li> <li>A RA will be carried out to follow the Management of Health and Safety at Work (MHSW) Regulations</li> <li>Pregnant women of any gestation will not be required to continue working if this is not supported by the RA</li> </ul>	<b>Low</b>	<b>Low</b>			
Lack of current and relevant information	Staff and Pupils	<ul style="list-style-type: none"> <li>Headmaster and SLT ensure daily checks are made with Government updates. Any key</li> </ul>	<b>Low</b>	<b>Low</b>			

/ guidance		<p>changes in information are implemented and shared with Chair of Governors and communicated throughout the school community where relevant.</p> <ul style="list-style-type: none"> <li>• School Website information is updated as required.</li> <li>• All staff and pupils (visitors) are informed of the rules and procedures for social distancing and hygiene precautions.</li> <li>• All staff with underlying health issues or those within vulnerable groups should make their condition known to the Headmaster.</li> <li>• Parents are informed of social distancing and hygiene expectations.</li> <li>• Prior to contractors and essential visitors arriving at school (where possible) their interaction with the school is established beforehand. This process allows for any relevant risk assessments, rules, procedures for social distancing and hygiene precautions to be shared.</li> <li>• All staff are briefed on the new routines.</li> </ul>					
Precautionary transmission measures not being followed in school	Teachers, TAs, Pupils	<ul style="list-style-type: none"> <li>• Pupils, staff and other adults will not attend school if they, or anyone in their household, have Covid-19 symptoms (high temperature above 37.8 degrees Celsius, a new continuous cough or a loss of, or change in, normal sense of taste or smell) or have tested positive in the last 10 days</li> <li>• Any child who has taken any form of paracetamol or ibuprofen <u>for cough or high temperature</u>, will not be allowed into school until 48 hours after any symptoms have ended.</li> <li>• On arrival at school, it is reasonable to ask if parents, children or any member of the household have any of the symptoms of COVID-19 (high temperature or a persistent cough). If the answer is yes, they should not be allowed to leave their child at the setting. The child cannot return until a negative test result has been confirmed and agreed return with preschool or current isolation guidelines followed.</li> <li>• If a parent insists on a child attending school who has symptoms, the school will take the decision to refuse to accept the child in order to protect pupils and staff from potential Covid-19 infection</li> </ul>	<b>Low</b>	<b>Medium</b>			

		<ul style="list-style-type: none"> <li>• When engaged in care of children/colleagues presenting with symptoms the School Nurse will use appropriate PPE – any member of staff who has helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms or the individual tests positive</li> <li>• Where it is necessary for staff to administer First Aid the first concern will be to treat the casualty properly but where administering First Aid requires close proximity those administering will pay particular attention to sanitation measures immediately afterwards including hand washing</li> <li>• Staff will wash hands regularly including before and after eating and before and after using shared equipment i.e. kettles</li> <li>• Staff will wash for themselves any cutlery/crockery which they use</li> <li>• The number of staff in Primary Staffrooms will be limited</li> <li>• Staff will have their own teacher kit of white board markers/biros/white board cloths etc. and these will not be shared</li> <li>• Older pupils will have their own pens/pencils and other frequently used equipment and this will not be shared – resources such as text books may be shared</li> <li>• Staff will wipe down desk and chair before departure using antibacterial wipes/spray provided and disposing of paper towel in lidded bins provided for that purpose</li> <li>• Any sweets or cakes bought in on birthdays should be individually wrapped and then distributed by the class teacher. They should only be eaten at home.</li> <li>• Pupils over the age of 11 are required to use face coverings if travelling on public buses and school buses (unless exempt)</li> </ul>					
Extra-Curricular Provision	<b>Staff and Pupils</b>	<ul style="list-style-type: none"> <li>• All Extra Curricular activities will operate within KS cohorts</li> <li>• Alternative PE activities focussing on individual skills will be put in place</li> <li>• There will be no competitive sport against other schools until further notice</li> <li>• Singing, wind and brass playing will not take place in groups larger than 15 (and will take</li> </ul>	<b>Low</b>	<b>Low</b>			

		place within KS cohorts) and this will take place outside wherever possible and certainly in a space large enough to facilitate distancing					
Pupil exposure increases risk of infection	Pupils	<ul style="list-style-type: none"> <li>Teachers to clearly establish with pupils (in an age appropriate manner) protocols for handwashing, sneezing, movement around school, not sharing items from home.</li> <li>Teachers (and support staff) follow and regularly reiterate the hygiene message to pupils; <ul style="list-style-type: none"> <li><i>cover your cough or sneeze with a tissue</i></li> <li><i>if you don't have any tissues available, then cough and sneeze into the crook of your elbow</i></li> <li><i>throw the tissue in a bin</i></li> <li><i>avoid touching your eyes, nose and mouth with unwashed hands</i></li> </ul> </li> <li>All pupils are asked and reminded to wash their hands; <ul style="list-style-type: none"> <li><i>before leaving home and on arrival at school</i></li> <li><i>after using the toilet and after breaks and sporting activities</i></li> <li><i>before food preparation and eating any food, including snacks</i></li> <li><i>before leaving school</i></li> </ul> </li> <li>Sharing of equipment, stationery, exercise books and text books etc. should be kept to a minimum</li> <li>External doors and windows are opened to allow additional ventilation, where possible (including offices)</li> <li>Government guidance is that neither staff nor pupils need PPE but those who wish to wear it will be able to do so</li> <li>Social distancing where possible.</li> </ul>	Medium / Linked to UK.Gov 'R' Number	High	Reinforcement of hygiene expectations re handwashing etc Hand sanitizer at entry points.		
Social distancing failure	Staff, parents and pupils	<ul style="list-style-type: none"> <li>Social distancing where possible.</li> <li>Staff implement social distancing and any other recommended measures as far as they are able, whilst ensuring children/pupils are kept safe and well cared for</li> <li>Pupils are kept in two groups during the day – (i) EY/KS1 and (ii) KS2. During the lockdown period in Spring 2021, keyworker children bubble groups have switched to (i) EY and (ii) KS1/KS2 combined. Different groups are not mixed during the day, thereby NOT</li> </ul>	UK.Gov 'R' Number	Medium	Staff to meet students at drop off points		

		<p>EXTENDING the contact group and limiting the potential spread of coronavirus (COVID-19) in school</p> <ul style="list-style-type: none"> <li>• Desks have been clearly marked to indicate where students should sit</li> <li>• Educational Visits off-site are currently suspended until the national picture improves. On-site alternative activities will be found where possible.</li> </ul>					
Social distancing failure – Primary Drop-Off		<ul style="list-style-type: none"> <li>• Protocols communicated clearly to parents.</li> <li>• One parent per family can arrive with children at normal school time</li> <li>• Primary children should use the 'old' drive to reach the Mount/ Grange</li> <li>• Nursery - Year 2 can enter via the Mount front door.</li> <li>• Year 3 – Year 6 can enter via the Grange front door.</li> </ul>	Low	Low			
Social distancing failure – Primary Lunchtime	Staff and pupils	<ul style="list-style-type: none"> <li>• EY/KS1 to all have lunch in the Mount Hall. Y3-Y6 in the main dining hall</li> </ul>	UK.Gov 'R' Number	Low	Break timings staggered for different bubble groups– wet and dry breaks		
Impact of lockdown on curriculum delivery	<b>Pupils</b>	<ul style="list-style-type: none"> <li>• Pupils have engaged actively with a comprehensive on line learning programme throughout lockdown and so no significant changes to the curriculum will be needed although staff will ensure that any gaps in learning/misconceptions are addressed as quickly as possible in the new term</li> <li>• Outdoor sport will be prioritised where possible with use of the SH, which will be kept well ventilated, where it is not</li> <li>• Changing Rooms will not be used</li> <li>• Only sports whose national governing bodies have developed guidance under the principles of the government's guidance on team sport and have been approved by the government are permitted and we will only provide team sports on the list available at the return to recreational team sport framework (a separate PE RA is in place)</li> <li>• Particular care will be taken in Music and Drama lessons to observe social distancing – there will be no physical correction by teachers or contact between pupils</li> <li>• Specific protocols will be applied during Music lessons in relation to singing and playing brass/wind instruments, performance, handling</li> </ul>	<b>Low</b>	<b>Low</b>			

		<p>of equipment, seating and handling of scores (Individual RAs are in place for Music lessons and VMTs)</p> <ul style="list-style-type: none"> <li>• Specific protocols will be applied during Drama lessons in relation to performance groupings, handling of scripts and props and location</li> <li>• Assemblies will operate in KS cohorts without singing</li> </ul>					
Social distancing failure – Senior pupils in the Grange building	Staff and pupils	<ul style="list-style-type: none"> <li>• The school nurse will visit senior pupils, in situ, on a needs basis</li> <li>• Any pupil needing access to the Medical Suite will be escorted by the Nurse, where possible, or another member of staff</li> <li>• Senior SEND pupil sessions to take place in the Senior School</li> </ul>					
Social distancing failure – Primary teaching groups	Staff and pupils	<ul style="list-style-type: none"> <li>• Classroom desks in KS1 and KS2 should be face the front of the class where possible. Pairs of children should not sit directly opposite other children</li> <li>• Resourcing for pupils is arranged to minimise sharing</li> <li>• Toilet trips managed by teacher.</li> <li>• Social distancing is NOT always possible for these age groups.</li> <li>• Visiting Music Teachers must minimise contact and maintain as much distance as possible from other staff – larger spaces will be utilised for these Music lessons (there is a separate RA and procedures in place for this)</li> </ul>	Linked to UK.Gov 'R' Number	Medium	One in/one out toilet visits Hand sanitizer at entry points.		
Contact on school buses	<b>Staff and Pupils</b>	<ul style="list-style-type: none"> <li>• Pupils will not attend board buses if they, or anyone in their household, have Covid-19 symptoms (high temperature above 37.8 degrees Celsius, a new continuous cough or a loss of, or change in, normal sense of taste or smell) or have tested positive in the last 10 days</li> <li>• Pupils travelling on the Nottingham bus will observe a social distance of two metres in accordance with the seating plan</li> <li>• Pupils travelling on the Belper and Ilkeston mini buses should sit within their KS cohorts and distance themselves as far as possible in accordance with the seating plan</li> </ul>	<b>Medium</b>	<b>Medium</b>			

		<ul style="list-style-type: none"> <li>• Hand sanitizer will be available and should be used when boarding/disembarking</li> <li>• Pupils (aged 11 or above unless exempt) will wear an appropriate face covering observing the protocols for putting on and removing such coverings</li> <li>• Daily cleaning will take place</li> <li>• Window/ceiling vents will be opened where possible to allow maximum ventilation</li> </ul>					
Staff and pupil wellbeing	Staff and Pupils	<ul style="list-style-type: none"> <li>• Staff are mindful and supportive to pupils and fellow colleagues who may have experienced loss or require time to express their feelings</li> <li>• Staff may find an initial need for increased frequency of appropriate PSHCE sessions as children settle in and adapt back to school life</li> <li>• Particular care will be needed in supporting children with SEND to return to their settings. Re-adjustment to the routines in a setting may prove more challenging for some children with SEND than others, and consideration and planning will need to be given as to how to support children to settle back into their setting</li> </ul>	<b>Low</b>	<b>Low</b>			
Staff, pupils or visitors develop symptoms of coronavirus (COVID-19) on site	Staff and pupils	<ul style="list-style-type: none"> <li>• If a child/ member of staff begins displaying symptoms (high temperature above 37.8 degrees Celsius, a new continuous cough or a loss of, or change in, normal sense of taste or smell), they should be sent home to isolate as per the guidelines.</li> <li>• A child awaiting collection should be moved, if possible and appropriate, to a room where they can be isolated. If it is not possible to isolate them move them to an area which is at least 2 metres away from other people.</li> <li>• If they need to go to the bathroom while waiting to be collected, the bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.</li> <li>• If a member of staff has helped someone who displayed symptoms they should wash their hands thoroughly after any contact with someone who is unwell.</li> <li>• PPE is worn by staff caring for the child while they await collection if social distancing cannot be maintained (mask/gloves available in Medical Suite) As a precaution staff should wash clothing when they get home in accordance with the manufacturer's</li> </ul>	<b>Medium</b>	<b>Medium</b>	Nurse on site PPE for staff dealing with sick pupil or member of staff.		

		<p>instructions, using the warmest water setting and dry items completely</p> <ul style="list-style-type: none"> <li>• The area should be thoroughly cleaned, immediately if the area cannot be left unvisited, and if the area can be left unvisited clean as soon as possible but definitely before pupils or staff return. The room should be locked and signed as "Closed for Cleaning"</li> <li>• In the event of a staff member developing suspected coronavirus symptoms whilst working at the school, they should return home immediately and isolate at home in line with the NHS guidance</li> <li>• If a child or member of staff becomes ill then they must be tested. They will only be allowed back to school after a negative test result or appropriate isolation has finished.</li> <li>• Government protocol must then be followed for remaining pupils and staff who have been in contact.</li> <li>• One member of staff on site at all times has Paediatric First Aid training</li> <li>• First Aid kits available</li> <li>• There is access to the Medical Suite if a sick child needs to rest pending collection</li> <li>• All staff on site have access to emergency contacts via iSAMs</li> </ul>					
Visitors on Site	<b>Staff and Pupils</b>	<ul style="list-style-type: none"> <li>• All unnecessary visits to the site will be cancelled</li> <li>• Contractors, External Professionals and Coaches will be advised of protocols in advance and overseen by the Operations Manager, SENDCO or SLT as appropriate</li> </ul>	<b>Low</b>	<b>Low</b>			
Confirmed staff or pupil Covid-19 case	<b>Staff and Pupils</b>	<ul style="list-style-type: none"> <li>• All staff will be offered Lateral Flow Device Testing (LFD). For staff this will be on a weekly basis. If any member of staff receives a positive LFD result they will be sent home to self-isolate.</li> <li>• A separate RA is in place for the process of administering the LFD Tests</li> <li>• In the event of a confirmed pupil case in school the DfE Helpline will be contacted (0800 046 8687) and advice sought</li> <li>• Those pupils who have been in close contact (face-to-face contact within 1 metre for any length of time, within 1-2 metres for more than 15 minutes or travelling together in a car) with the person who has tested positive will need to</li> </ul>	<b>Medium</b>	<b>Medium</b>			

		<p>self-isolate for 10 days and the school will follow the definitive advice on who must be sent home provided by the health protection team (other members of the household do not need to self-isolate unless the person who has been sent home develops symptoms). Staff under similar circumstances will be offered serial LFD tests for a period of 7 days and may remain in school so long as they test negative each day.</p> <ul style="list-style-type: none"> <li>• Should anyone develop symptoms whilst self-isolating they should follow the stay at home guidance and request a test</li> <li>• Should the school have two or more confirmed cases in a 14 day period, or an overall rise in sickness absence where people suspect coronavirus, we will work with the local health protection team</li> <li>• Classrooms(s), offices and other room(s) used by the member of staff or pupil with a confirmed case of Covid-19, are closed off for enhanced cleaning. Where cleaning and disinfecting is not required immediately, for instance where we can use another room/classroom /office then, and where practical to do so, the process will be delayed for 72 hours, during which time these areas will be secured with appropriate signage on the door 'Closed for Cleaning'</li> <li>• Areas where the individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids are cleaned thoroughly as normal</li> <li>• All staff and pupils have access to a test if they display symptoms of coronavirus, and should book a test</li> </ul>					
Lack of hygiene provision and effective cleaning	<b>Staff and Pupils</b>	<ul style="list-style-type: none"> <li>• Increased cleaning in Mount, Grange, and especially toilets and other contact points, door handles, play equipment etc.</li> <li>• Provide different equipment for different break groups, to be cleaned at day end.</li> <li>• De-clutter/tidy away of unnecessary resources in classrooms to reduce end-of day cleaning.</li> <li>• Remove all soft toys, soft furnishings where possible, and any toys that are hard to clean, such as those with intricate parts.</li> <li>• Sharing of toys and resources reduced. Toys to be cleaned between groups' use. Enhanced</li> </ul>	<b>Low</b>	<b>Low</b>			

		<p>cleaning schedule for toys/resources using disinfection as appropriate.</p> <ul style="list-style-type: none"> <li>• Regular cleaning of pupil workspaces and IT stations, particularly between KS1 and KS2 classes</li> <li>• "Maximum occupancy" number signs in pupil toilet areas and in staff areas.</li> <li>• Where safeguarding and security is not adversely affected, all: <i>internal doors that are not designated fire doors, fire doors with automatic closers, doors that do not need to be kept closed for security reasons</i> are to be left open during the day when building is in operation to reduce the risk of having to touch communal door handles and push plates</li> <li>• Windows will be opened in all classrooms at all times where possible</li> <li>• Hand sanitiser is located at key points</li> <li>• Soap dispensers and hand towels within toilet areas are fully stocked at the start of each day and regular checks are made throughout the day to ensure adequate supply</li> <li>• Additional cleaning requirements have been agreed with site staff</li> <li>• Site staff follow existing cleaning procedures and risk assessments with special attention given to frequently-touched surfaces (contact points) i.e. light switches, hand rails, door handles and toilets etc.</li> <li>• Classrooms, desks and chairs are cleaned at the end of the day</li> <li>• While packaging is not known to present a specific risk, hands are washed immediately after handling</li> </ul>					
Site staff absence makes effective cleaning no longer available	<b>Staff and Pupils</b>	<ul style="list-style-type: none"> <li>• Existing staff to be offered additional hours in the first instance</li> <li>• If site cannot be cleaned, the Headmaster will authorise a temporary closure</li> <li>• Text alert service/telephone call to parents to notify them of any exceptional temporary closure due to insufficient staff cover</li> </ul>	<b>Low</b>	<b>Medium</b>			
Buildings - operating in a different manner from normal operation	<b>Staff and Pupils</b>	<ul style="list-style-type: none"> <li>• All statutory inspections are up to date and compliant</li> <li>• Site/Admin staff to sign in/out following usual protocols</li> </ul>	<b>Low</b>	<b>Low</b>			

		<ul style="list-style-type: none"> <li><b><i>In the event of a fire/evacuation staff/pupils will use the nearest exit NOT any established one-way system and follow the established school procedures</i></b></li> </ul>					
Driving to and from work	<b>Staff</b>	<ul style="list-style-type: none"> <li>If staff have to get out of the vehicle en-route, and cannot wash their hands or do not have an appropriate alcohol-based hand sanitiser, they are advised to avoid touching their face; avoid eating or drinking; and wash their hands as soon as they can</li> </ul>	<b>Low</b>	<b>Low</b>			

#### Senior School – Lateral Flow Device Testing V4

Date: 27 <sup>th</sup> January 2021	Risk Assessment – Lateral Flow Device Testing (Secondary Students and School Staff)					Review w/c 1 <sup>st</sup> February 2021	
Hazard	People at Risk	Control Measures in Place	Likelihood of Occurrence	Risk Rating	Additional Control Measures Required	Date Completed	Revised Risk Rating
Contact between subjects increasing the risk of transmission of COVID19	<b>Test Subjects</b>	<ul style="list-style-type: none"> <li>Pupils, staff and other adults will not attend school if they, or anyone in their household, have Covid-19 symptoms (high temperature above 37.8 degrees Celsius, a new continuous cough or a loss of, or change in, normal sense of taste or smell) or have tested positive in the last 10 days – see Generic Risk Assessment for Senior School</li> <li>Face coverings/masks to be worn by those being tested at all times (unless exempt) whilst in the testing venue except when blowing the nose/swabbing</li> <li>Those being tested will blow their nose and sanitise hands on arrival and will sanitise again after swabbing – Test Assistant will reinforce this (signage in place as a further reminder)</li> <li>Two metre social distancing to be maintained between those being tested with measured floor markings in place to ensure compliance in addition to verbal reminders if necessary</li> <li>A one-way flow of subjects through the building is in place and will be maintained at all times</li> <li>Testing has been timetabled to avoid overcrowding of the testing venue and immediate vicinity and is based on existing fixed cohorts</li> <li>No entry to the testing venue for staff/students not directly involved in administering/taking the tests</li> <li>The Fire Door will remain open to provide ventilation and only the minimum amount of furniture will remain in the</li> </ul>	<b>Low</b>	<b>Low</b>			

		<ul style="list-style-type: none"> <li>venue</li> <li>Regular cleaning of the testing venue will take place by the cleaner (present throughout) in accordance with Training Guidance</li> </ul>					
Contact between subjects and staff engaged in the testing process increasing the risk of transmission of COVID19	<b>Staff and Test Subject</b>	<ul style="list-style-type: none"> <li>All staff engaged in the testing process have completed the NHS Test and Trace Training Modules associated with their role(s) (modules covered are LFD Process, LFD Results Recording/PPE and Infection Control/Guiding the subject through swabbing/Train the Trainer and Meet and Greet) and have achieved a “pass” evidenced through certification</li> <li>Procedures will be monitored in accordance with the QA checklist provided</li> <li>Staff involved in supporting the process will undergo twice weekly Lateral Flow Testing</li> <li>PPE will be put on/worn/removed correctly in accordance with the Training Guidance</li> <li>Two metre social distancing to be maintained between those being tested and testing staff with measured floor markings in place to ensure compliance in addition to verbal reminders if necessary</li> <li>A one-way flow of subjects through the building is in place and will be maintained at all times</li> <li>Testing has been timetabled to avoid overcrowding of the testing venue and immediate vicinity</li> <li>No entry to the testing venue for staff/students not directly involved in administering/taking the tests</li> <li>The Fire Door will remain open to provide ventilation and only the minimum amount of furniture will remain in the venue</li> <li>Regular cleaning of the testing venue will take place by the cleaner (present throughout) in accordance with Training Guidance</li> <li>Health waste is disposed of in accordance with guidelines</li> </ul>	<b>Low</b>	<b>Low</b>			
Difficulty carrying out the swab or contamination of swabs	<b>Staff and Test Subject</b>	<ul style="list-style-type: none"> <li>Only sealed swabs are issued – damaged swabs/test packaging is treated as health waste</li> <li>Verbal explanation is provided on how to use the swab</li> <li>Freestanding mirrors are provided in the testing area</li> <li>Disposable vomit bowls are available if required – in this situation spillage guidelines are followed</li> <li>Test areas are thoroughly cleaned between test subjects following training guidance</li> </ul>	<b>Low</b>	<b>Low</b>			
Incorrect result communication -	<b>Test Subject</b>	<ul style="list-style-type: none"> <li>Two identical barcodes are provided to subject at check in</li> <li>The test subject registers their details to a unique ID</li> </ul>	<b>Low</b>	<b>Low</b>			

wrong samples or miscoding of results		<p>barcode/the Registration Assistant records this information before the test is conducted</p> <ul style="list-style-type: none"> <li>• Barcodes are attached by trained staff at the sample collection bay</li> <li>• LFD is processed in accordance with training provided – samples are processed one at a time and tube racks are used to avoid spillage</li> <li>• Extraction fluid bottles are cleaned in accordance with training guidelines between samples and gloves are changed between each test by the test processor</li> <li>• The correct amount of extraction solution is used for each sample</li> <li>• 30 minutes is allowed to register the results for each sample</li> <li>• Permanent black pen is used to record results</li> <li>• In the event of an emergency, all samples not processed will be abandoned and the results recorded as Void – retests will be arranged</li> </ul>					
Damaged barcode or lost LFD resulting in no result communicated to individual	<b>Test Subject</b>	<ul style="list-style-type: none"> <li>• Subject is called for a retest</li> </ul>	<b>Low</b>	<b>Low</b>			
Extraction solution which comes with the lab test kit contains the following components: NA <sub>2</sub> HPO <sub>4</sub> (disodium hydrogen phosphate), NaH <sub>2</sub> PO <sub>4</sub> (sodium phosphate monobasic), NaCl (Sodium Chloride) - <i>these components do not have any hazard labels</i>	<b>Staff and Test Subject</b>	<ul style="list-style-type: none"> <li>• Correct PPE including nitrile gloves, surgical mask, disposable plastic apron and eye protection (provided as part of the allocation) to be used at all times when handling the extraction solution.</li> <li>• The product will not be allowed to enter drains</li> <li>• In the event of spillage the surfaces which the solution has been spilt on will be wiped and cleaning material disposed of in line with Training Guidance</li> <li>• The solution will not be used if it has passed the expiry date</li> </ul>	<b>Low</b>	<b>Low</b>			

<p><i>associated with them, and the manufacturer states that there are no hazards anticipated under conditions of use as described in other product literature. This is the case for exposure to: eye, skin, inhalation, ingestion, chronic toxicity, reproductive and developmental toxicity, carcinogenicity, and medical conditions aggravated by exposure.</i></p>							
<p>Testing staff feel unwell whilst on duty</p>	<p><b>Staff and test subjects</b></p>	<ul style="list-style-type: none"> <li>• Staff will isolate and remove themselves from the testing venue immediately if they feel unwell</li> <li>• Any PPE worn by these staff will be treated as health waste</li> <li>• Work area will be thoroughly cleaned before re use</li> </ul>	<p><b>Low</b></p>	<p><b>Low</b></p>			
<p>Failure to manage those who test positive for Covid-19</p>	<p><b>Staff, test subjects and wider staff/pupil body</b></p>	<ul style="list-style-type: none"> <li>• Individual with a positive test will be discreetly informed</li> <li>• Students will be moved to a well ventilated isolation area – the Conference Room will be used as it can be accessed externally – and parental collection will be arranged</li> <li>• Parents will be advised to follow safe travel guidance</li> <li>• Staff will be advised to leave the site and advised to follow safe travel guidance</li> <li>• If the individual needs to use the toilet, use will be made of Liley House</li> <li>• Isolation area will be cleaned in line with whole school Covid RA</li> <li>• National guidance on self-isolation will be followed – it is no longer required to confirm a positive LFD outcome with</li> </ul>	<p><b>Low</b></p>	<p><b>Moderate</b></p>			

		<ul style="list-style-type: none"> <li>a PCR test</li> <li>Guidance will be taken for close contacts as per whole school Covid RA</li> </ul>					
Staff, parents and pupils unclear about the testing process and purpose	<b>Staff, Parents and Pupils</b>	<ul style="list-style-type: none"> <li>Parents/staff have been notified via letter utilising the NHS Test and Trace templates provided about the purpose of the process</li> <li>Test instruction posters are readily available in the Testing Venue and have been provided to parents</li> <li>Positive LFD Test results will be communicated – anyone testing positive will be immediately sent home to self-isolate for 10 days in line with Government guidelines</li> <li>In the event of a positive LFD Test parents will be notified if their child is a close contact and advised that their child needs to remain at home for 10 days in line with Government guidelines</li> </ul>	<b>Low</b>	<b>Low</b>			
<b>Data Breach or consent issues</b>	<b>Staff, Parents and Pupils</b>	<ul style="list-style-type: none"> <li>Parents/staff/pupils over 16 have given consent electronically having read the NHS Consent Form template</li> <li>All those who have given consent have received a Covid-19 Testing Privacy Statement and, in the case of parents, the Data Protection FAQs using the DfE exemplar</li> </ul>	<b>Low to Moderate</b>	<b>Low to Moderate</b>			

I have read and understood the risk assessment

HEADMASTER'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

TEAM LEADER/QUALITY LEAD/QUALITY LEAD SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_ SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

OTHERS \_\_\_\_\_