



# Risk Assessment

## Establishment operation from 1 September 2021: response to Coronavirus

**(COVID-19). Issue 6.0 updated to 6.1 3rd September 2021** (Further detail is captured in the Background and Context description below)

Learn@MAT settings: operations from 1 September 2020: response to Coronavirus (COVID-19). Issue 3.4 ; 2nd Dec 2020; Issue 5.0 January 2021; Issue 5.1 Feb 2021; Issue 5.2 4th March 2021; Issue 5.3 16th April 2021 Updated to V5.4 18th May 2021

### Section 1:

<b>Date of Assessment:</b> 03/09/2021	<b>MAT/Establishment/Section/Team:</b>	<b>Review date:</b> (Complete once the action plan section below is addressed)	
<b>Assessed by:</b> Please print names of all those involved with this assessment.	1. Kate Lee-Wells (Headteacher) 10.9.21	Date:	ongoing
	2. Darren Ewings (Executive Head) 10.9.21		
	3. Mark Scott (Trade union rep) 10.9.21		
	4. John Massiah (Trade union rep) 10.9.21		
<b>Staff signatures:</b> <b>I/We have read and understood this RA and our role in its implementation.</b>	1. Kate Lee-Wells (Headteacher)	Date:	
	2. Darren Ewings (Executive Head)		
	3. Mark Scott (Trade union rep)		

	4. John Massiah (Trade union rep)		
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# Part A: Background and Context

This risk assessment has been developed with reference to:

- settings Covid-19 operational guidance (July 2021) [settings COVID-19 operational guidance \(publishing.service.gov.uk\)](https://publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/95424/settings-COVID-19-operational-guidance.pdf).
- Actions for early years and childcare providers during the COVID-19 pandemic (July 2021) [Early years and childcare: coronavirus \(COVID-19\) - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/95424/early-years-and-childcare-coronavirus-covid-19-gov.uk.pdf)
- SEND and specialist settings: additional COVID-19 operational guidance (6 July 2021) [SEND and specialist settings - additional operational guidance: COVID-19 \(publishing.service.gov.uk\)](https://publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/95424/send-and-specialist-settings-additional-operational-guidance-covid-19.pdf)

### Rationale for guidance for settings from September 2021.

Government guidance has been developed on the premise that disruption to children and young people’s education must be minimised. The [Evidence summary: COVID-19 - children, young people and education settings - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/95424/evidence-summary-covid-19-children-young-people-and-education-settings-gov.uk.pdf) sets out the evidence relevant to, and in support of, the government’s decision to revise the guidance on the COVID-19 safe working and protective measures that have been used within settings, colleges and early years settings in England during the pandemic.

In making this decision, the government has balanced education and public health considerations – weighing the impact of these measures on teaching, educational attainment, the health and wellbeing of children, pupils, students and staff and the functioning of settings, colleges and early years settings, against the COVID-19 risks in a context that has now fundamentally changed due to the success of the vaccination programme.

### Contingency Planning

Government guidance requires settings to have an Outbreak Management Plan (sometimes called contingency plan) outlining how they would operate if any of the following circumstances applied to their setting or area.

- a COVID-19 outbreak within a setting
- if there is extremely high prevalence of COVID-19 in the community and other measures have failed to reduce transmission
- as part of a package of measures responding to a Variant of Concern (VoC)

This includes how we would ensure every child, pupil or student receives the quantity and quality of education and care to which they are normally entitled.

If necessary we will reinstate relevant control measures from our 2020-21 risk assessment to address the areas set out in [Contingency framework: education and childcare settings - GOV.UK \(www.gov.uk\)](#)

### Control Measures

This risk assessment addresses the essential control measures set out in the government guidance referred to above. They are as follows:

#### *settings should*

- 1. Ensure good hygiene for everyone.**
- 2. Maintain appropriate cleaning regimes.**
- 3. Keep occupied spaces well ventilated.**
- 4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.**

We have adapted this risk assessment in consultation with relevant partners including trade union representatives where available. This risk assessment will be made publicly available to those who wish to see it.

## Part B:

What is the <b>Task/Activity</b> or <b>Environment</b> you are assessing?	What <b>Hazards</b> are present or may be generated? (Use a row for each one identified)	<b>Who</b> is affected or exposed to hazards?	What <b>Severity of Harm</b> can reasonably be expected? (See Table 1)	What <b>Precautions (Existing Controls)</b> are already in place to either eliminate or reduce the risk of an accident happening?	What <b>Likelihood</b> is there of an accident occurring? (See Table 1)	What is the <b>Risk Rating</b> ? (See Table 2 and 3)
<b>1: ENSURE GOOD HYGIENE FOR EVERYONE</b>						
Hand hygiene	Poor hand hygiene increases the likelihood of infection from coronavirus	Pupils and staff	Serious	Opportunities are provided for staff and pupils to clean their hands with soap and water and dry thoroughly: <ul style="list-style-type: none"> <li>● on arrival at setting</li> <li>● after using the toilet</li> <li>● after breaks and sporting activities</li> <li>● before food preparation</li> <li>● before eating any food, including snacks</li> <li>● before leaving setting</li> <li>● after sneezing/coughing.</li> </ul> Covered bins available for disposal of paper towels will be emptied periodically during the day. Signage about how to wash hands properly, is on display and reinforced with pupils. Where sinks are not easily accessible hand sanitiser will be available. Supervision by staff is provided as needed.	Low	Low

				Sanitiser is provided at points around the academy.		
Respiratory Hygiene	Poor respiratory hygiene increases the likelihood of infection from exposure to coronavirus.	Pupils and staff	Serious	Catch it, kill it, Bin it – tissues are available in all classrooms, staffroom and reception at a minimum. The message is reinforced with pupils. Covered bins are available for the disposal of used tissues.	Low	Low
<b>2. MAINTAIN APPROPRIATE CLEANING REGIMES</b>						
Cleaning	Person contracts COVID 19 as a result of inadequate cleaning	Pupils and staff	Serious	<p><b>WE HAVE REVIEWED THE CLEANING ARRANGEMENTS SET OUT BELOW TO ENSURE THAT ALL HIGH-RISK AREAS ARE COVERED IN OUR SCHEDULE (March 2020 implemented, reviewed at every Risk Assessment).</b></p> <p>Our cleaning specification has been reviewed to ensure we comply with requirements set out in <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</a></p> <p>Where our own cleaners and/or additional staff are required to undertake cleaning duties we have ensured that they have received appropriate training and are provided with PPE, as set out in guidelines above. This also applies to other staff who may be asked to carry out cleaning duties during this period.</p> <p>We have identified cleaning of high-risk areas to be undertaken throughout the setting day to include:</p> <ul style="list-style-type: none"> <li>● Door handles</li> <li>● Kettles</li> <li>● Taps</li> <li>● Switches</li> </ul>	Low	Low

				<ul style="list-style-type: none"> <li>● Phones</li> <li>● Laptops /</li> <li>● Printers and photocopiers</li> <li>● Staffroom/ food preparation</li> <li>● Surfaces that pupils are touching e.g.: toys, books, chairs, tables, doors, sinks, toilets, bannisters, light switches, etc.</li> </ul> <p>As a minimum, frequently touched surfaces will be wiped down twice a day, and one of these should be at the beginning or the end of the working day. Cleaning will be more frequent depending on the number of people using the space, whether they are entering and exiting the setting and access to handwashing and hand-sanitising facilities. Cleaning of frequently touched surfaces is particularly important in bathrooms and communal kitchens. Key information how this will be applied and inspected in practice has been shared with relevant staff at briefings.</p>		
Safe use of cleaning products	Inappropriate exposure to cleaning product results in allergic reaction/ poisoning etc Storage arrangements of cleaning product change increasing potential for unauthorised 'use' by pupils.	Pupils and staff	Serious	All staff involved in cleaning duties will receive training re: safe use and storage of cleaning materials. PPE will be provided for all cleaning activities. Safety data sheets for cleaning products are available. Only recommended cleaning products will be used.	Low	Low
	Use of hand sanitiser: potential for improper use and ingestion.	Pupils and staff	Serious	We are providing/allowing the use of hand sanitisers that contain at least 60% alcohol. Staff supervision provided as required We have obtained the Safety Data Sheet for the product(s) (Hand sanitiser gel with aloe vera). They advise on action to be followed if the sanitiser is not used as designed i.e., a child drinks some; it gets in eyes etc. This will also help with potential reactions to the product.	Low	Low

				We have and will secure adequate supplies of the product and provide it, especially in areas such as reception to the building(s).		
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### 3. KEEP OCCUPIED SPACES WELL VENTILATED

Ventilation (Open windows and doors are recommended as a means of improving air circulation within the building)	Falls from height (open windows)	All premises occupants	Serious	Whilst taking into consideration the necessity to increase ventilation by improving air circulation within the building we have advised staff that window opening restrictors must not be removed at briefings.	Low	Low
	Additional doors and windows are left open compromising site security/fire safety.	All premises occupants	Serious	We have reviewed our site and identified doors that could remain open without compromising fire safety/ and or security. Here, for high-risk areas such as kitchens and boiler rooms fire doors will be kept in the closed position. Lower risk rooms such as classrooms and offices may be propped open with removeable things - a weight or wedge - if there are people present who will be tasked with removing it if the alarm goes off and at the end of the day. Door guards etc, will continue to be used to improve circulation in the building (and also reduce the need for touching the door handles).	Low	Low
	Inadequate ventilation contributes towards the spread of coronavirus. Open windows in the winter months	All premises occupants	Serious	We will ensure that our building is heated to a temperature whereby staff and pupils can work comfortably whilst	Low	Low

	<p>mean that the temperature in buildings is uncomfortable.</p>			<p>endeavouring to ensure that there are measures in place to ensure good ventilation.</p> <p>This will be achieved by a variety of measures including:</p> <ul style="list-style-type: none"> <li>● mechanical ventilation systems – these will be adjusted to increase the ventilation rate wherever possible, and checked to confirm that normal operation meets current guidance (if possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply). Here, we have taken advice from our contractors re: the suitability of our air conditioning system for use at this time and taken the following action:</li> <li>● Air conditioning system deemed appropriate. Air conditioning units are cleaned with anti-bacterial products</li> <li>● natural ventilation – opening windows (in cooler weather windows will be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space). Opening internal doors can also assist with creating a throughput of air</li> <li>● natural ventilation – if necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so)</li> </ul> <p>We note the following advice from HSE:</p>		
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				<p><a href="https://www.hse.gov.uk/temperature/thermal/managers.htm">https://www.hse.gov.uk/temperature/thermal/managers.htm</a>  <a href="https://www.cibse.org/coronavirus-covid-19/coronavirus-sars-cov-2,-covid-19-and-hvac-systems">https://www.cibse.org/coronavirus-covid-19/coronavirus-sars-cov-2,-covid-19-and-hvac-systems</a>                      NB: Minimum workplace temperature is 16 degrees centigrade.</p> <p>To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures will also be used as appropriate:</p> <ul style="list-style-type: none"> <li>• opening high level windows in preference to low level to reduce draughts</li> <li>• increasing the ventilation while spaces are unoccupied (e.g., between classes, during break and lunch, when a room is unused)</li> <li>• providing flexibility to allow additional, suitable indoor clothing. Including advising staff and pupils re: the value of layering clothing.</li> <li>• rearranging furniture where possible to avoid direct drafts</li> </ul>		
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4. FOLLOW PUBLIC HEALTH ADVICE ON TESTING, SELF ISOLATION AND MANAGING CONFIRMED CASES OF COVID-19						
Engagement with the NHS Test and Trace Process. Access to testing	Failure to follow PHE/ NHS Test and Trace procedures increases the likelihood of exposure to coronavirus in the setting community.	Pupils and staff	Serious	Relevant staff understand the NHS Test and Trace process and how to contact their local Public Health England health protection team. Where necessary we will direct members of the setting community with symptoms of coronavirus to <a href="https://www.gov.uk">Get a free PCR test to check if you have coronavirus (COVID-19) - GOV.UK (www.gov.uk)</a>	Low	Low

				<p>Home test kits are available in our setting and will be offered in the exceptional circumstance that we believe an individual may have barriers to accessing testing elsewhere. We note that it is for settings to determine how to prioritise the distribution of their test kits in order to minimise the impact of the virus on the education of their pupils, and will therefore provide these to staff or pupils on the basis of an agreed set of criteria to be determined by the setting.</p> <p><a href="https://www.gov.uk/government/publications/coronavirus-covid-19-home-test-kits-for-settings-and-fe-providers/coronavirus-covid-19-home-test-kits-for-settings-and-fe-providers">https://www.gov.uk/government/publications/coronavirus-covid-19-home-test-kits-for-settings-and-fe-providers/coronavirus-covid-19-home-test-kits-for-settings-and-fe-providers</a></p> <p>We will ask parents and staff to inform us immediately of the results of a test. Parents/carers have had letters home regarding actions to take if they have a positive LFT in their household.</p>		
Contact with infected persons/ exposure to the virus within the setting.	Person contracts coronavirus as a result of direct contact with an infected person (or a symptomatic person) entering the premises.	Pupils and staff	Serious	<p>Guidance has been issued to the entire setting community. If anyone in the setting becomes unwell with a new and persistent cough or a high temperature, or has a loss of or change in, their normal sense of taste or smell (anosmia), they must stay at home and are advised to follow guidance for households with possible or confirmed coronavirus (COVID-19) infection:</p> <p><a href="https://www.gov.uk/guidance/stay-at-home-guidance-for-households-with-possible-or-confirmed-coronavirus-covid-19-infection">Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection - GOV.UK (www.gov.uk)</a></p> <p>On 16 August, the rules on self-isolating as a contact changed for people who are fully vaccinated (full vaccination: 14 days after the second dose for two-dose vaccines), and for under 18s. Those not fully vaccinated will still need to isolate if they</p>	Low	Low

				are contacts, and everyone will still have to isolate if they test positive, to protect themselves and others.		
	Contact with those developing symptoms of the virus during the working day.	Pupils and staff	Serious	<p>If anyone in our setting develops COVID-19 symptoms, however mild, they will be sent home and advised to get a PCR test and follow public health advice.</p> <p><a href="https://www.nhs.uk">When to self-isolate and what to do - Coronavirus (COVID-19) - NHS (www.nhs.uk)</a></p> <p>Most recent guidance re: What to do if a pupil is displaying signs of coronavirus has been shared with relevant staff and is on display. <a href="https://publishing.service.gov.uk">Symptomatic children action list FE (publishing.service.gov.uk)</a></p> <p>Parents/carers have been given information on what to do if their child is displaying symptoms. If a child is awaiting collection, they will be moved, via a route involving the shortest possible internal distance (i.e., including an outside route where possible) if possible, to the medical room, where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window will be opened for ventilation. If it is not possible to isolate them, we will move them to an area which is at least 2 metres away from other people. We have produced a plan to show the shortest routes possible and shared this with staff, staff are to go to the medical room if needed.</p> <p>If they need to go to the bathroom while waiting to be collected, we endeavour that they will use a separate bathroom if possible. The bathroom will be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>PPE will be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained</p>	Low	Low

				(such as for a very young child or a child with complex needs). In an emergency we will call 999 if they are seriously ill or injured or their life is at risk. We will not suggest a visit to the GP, pharmacy, urgent care centre or a hospital. Staff are instructed to wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. We will clean the affected area with normal household disinfectant after someone with symptoms has left to reduce the risk of passing the infection on to other people. See <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a>		
Lateral Flow Testing (Asymptomatic testing)	Non participation in Lateral Flow Testing means that asymptomatic cases are undetected within the setting community.	Pupils and staff	Serious	The opportunity for all adults in England to participate in lateral flow testing has been publicised amongst the setting community. <a href="https://www.nhs.uk/conditions/coronavirus/covid-19/regular-rapid-coronavirus-covid-19-tests-if-you-do-not-have-symptoms">Regular rapid coronavirus (COVID-19) tests if you do not have symptoms - NHS (www.nhs.uk)</a> Our setting workforce (including regular contractors and visitors) has the opportunity and been provided with sufficient testing kits to participate in lateral flow testing twice a week at home.  In September 2021 we note this arrangement will also apply to all secondary pupils once two lateral flow tests have been completed at setting (3-5 days apart). (Secondary settings only) there is a process in place to ensure that all students are provided with sufficient home testing kits. Staff are reminded on a weekly basis to take part in LFT.	Low	Low
	Lateral Flow Testing process is not implemented correctly leading to	Pupils and staff	Serious	EITHER	See LFT Risk assessment	

	inaccurate results and/or inadequate follow up of positive test results			<p>A separate risk assessment is in place to cover the arrangements for Lateral Flow Testing.</p> <p>OR</p> <p>See Appendix 1 for the separate risk assessment that is in place to cover the arrangements for Lateral Flow Testing.</p> <p><b>Confirmatory PCR tests</b></p> <p>Staff or pupils with a positive LFD test result must self-isolate in line with the stay-at-home guidance. They will also need to arrange a lab-based polymerase chain reaction (PCR) test to confirm the result. If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the member of staff or pupil can return to setting.</p>		
Management of confirmed cases of coronavirus	<p>Failure to follow PHE/ NHS Track and Trace procedures increases the likelihood of exposure to coronavirus in the setting community.</p> <p>Anxiety and dissent within the setting community</p>	Pupils and staff	Serious	<p>We note that close contacts of those testing positive with coronavirus will be identified via NHS Test and Trace. We note that we may be contacted in exceptional cases to identify close contacts.</p> <p>Records will be kept of all visitors with sufficient detail to support rapid contact tracing if required by NHS Test &amp; Trace.</p> <p>We note that if we have two or more confirmed cases within 10 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, we may have an outbreak, and will work with our local health protection team who will be able to advise if additional action is required.</p>	Low	Low

				<p>Alternatively, we will call the Department for Education’s existing coronavirus (COVID-19) helpline number on 0800 046 8687, and selecting option 1. The advice service is open Monday to Friday from 8am to 6pm and 10am to 4pm on Saturdays and Sundays. The call will be with a dedicated team of advisors who will inform the setting of what action is needed based on the latest public health advice.</p> <p>Where applicable we will advise temporary staff of their entitlement to <u>Test and Trace Support Payments</u>, noting that this support is only for the temporary staff who settings decide not to engage in home working and who are not being paid during self-isolation. To be eligible for a Test and Trace Support Payment, the individual must be living in England, meet the eligibility criteria and be formally advised to self-isolate by NHS Test and Trace, who will provide the individual with an NHS Test and Trace Account ID.</p> <p>We will also extend this advice to parents/ carers of children who have been asked to self-isolate as they may be applicable for this payment in some cases.</p> <p><a href="https://www.gov.uk/claiming-financial-support-under-the-test-and-trace-support-payment-scheme">Claiming financial support under the Test and Trace Support Payment scheme - GOV.UK (www.gov.uk)</a></p>		
NHS COVID-19 App	Inadequate response to alerts provided by use of NHS COVID-19 App	Pupils and staff	Serious	<p>We note government guidance for use of the App in settings as set out below.</p> <p><a href="https://www.gov.uk/government/publications/use-of-the-nhs-covid-19-app-in-settings-and-further-education-colleges/use-of-the-nhs-covid-19-app-in-settings-and-further-education-colleges">https://www.gov.uk/government/publications/use-of-the-nhs-covid-19-app-in-settings-and-further-education-colleges/use-of-the-nhs-covid-19-app-in-settings-and-further-education-colleges</a></p> <p>Specifically that the agreed process for ensuring a setting is aware of a positive case, as set out in the guidance for full opening for settings and further education colleges in the autumn term, is still in place and is not changed by the introduction of the app.</p>	Low	Low

				<p>If we become aware that a student or member of staff has tested positive for coronavirus (COVID-19), we will contact PHE using agreed local procedures.</p> <p>(Secondary) We have informed all of students, to inform a member of staff if they receive a notification during the day that they had been in contact with a positive case. To support this, the notification itself will advise them that if they are under the age of 18, they should show the message to a trusted adult and self-isolate. The staff member will then put in place the setting’s agreed process, including making appropriate arrangements for the student to leave the setting at the earliest opportunity to begin self-isolation.</p> <p>Where staff are required to keep their phones in lockers etc during the working day we have advised them to turn the tracking off whilst they are not in close proximity to their phone.</p> <p>Settings only needed to do contact tracing up to and including 18 July. Close contacts will now be identified via NHS Test and Trace and education settings will no longer be expected to undertake contact tracing.</p> <p>As with positive cases in any other setting, NHS Test and Trace will work with the positive case and/or their parent to identify close contacts. Contacts from a school setting will only be traced by NHS Test and Trace where the positive case and/or their parent specifically identifies the individual as being a close contact. This is likely to be a small number of individuals who would be most at risk of contracting COVID-19 due to the nature of the close contact. You may be contacted in exceptional cases to help with identifying close</p>		
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				<p>contacts, as currently happens in managing other infectious diseases.</p> <p>Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply:</p> <ul style="list-style-type: none"> <li>they are fully vaccinated</li> <li>they are below the age of 18 years and 6 months</li> <li>they have taken part in or are currently part of an approved COVID-19 vaccine trial</li> <li>they are not able to get vaccinated for medical reasons</li> </ul> <p>Instead, they will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test. We would encourage all individuals to take a PCR test if advised to do so.</p> <p>Staff who do not need to isolate, and children and young people aged under 18 years 6 months who usually attend school, and have been identified as a close contact, should continue to attend school as normal. They do not need to wear a face covering within the school, but it is expected and recommended that these are worn when travelling on public or dedicated transport.</p> <p>18-year-olds will be treated in the same way as children until 6 months after their 18th birthday, to allow them the</p>		
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				<p>opportunity to get fully vaccinated. At which point, they will be subject to the same rules as adults and so if they choose not to get vaccinated, they will need to self-isolate if identified as a close contact.</p> <p>Settings will continue to have a role in working with health protection teams in the case of a local outbreak. If there is a substantial increase in the number of positive cases in a setting government offers the area an enhanced response package, a director of public health might advise a setting to temporarily reintroduce some control measures.</p>		
Containing any local outbreak	Disruption to pupils' education	Pupils and staff	Serious	<p>We note <a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/923539/Remote_Education_Temporary_Continuity_Direction_-_Explanatory_Note.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/923539/Remote Education Temporary Continuity Direction - Explanatory Note.pdf</a> which makes it clear that settings have a duty to provide remote education for state-funded, setting-age children unable to attend our setting due to coronavirus (COVID-19). This came into effect from 22 October 2020.</p> <p>We have developed a Contingency Plan to ensure that the education of affected groups of pupils is maintained. This will include the provision of remote learning as set out in government guidance for the reopening of settings.</p>	Low	Low
	Parents/carers of a child with symptoms of coronavirus refuse to keep them at home.	Pupils and staff	Serious	<p>If a parent or carer of a pupil with coronavirus or with a suspected case of coronavirus insists on their child attending your setting, we will take the decision to refuse the pupil if, in your reasonable judgement, it is necessary to protect other pupils and staff from possible infection with COVID-19.</p>	Low	Low

				Our decision will be carefully considered in light of all the circumstances and current public health advice		
	Notification to Ofsted (Early Years and childcare settings ONLY)			We note that any confirmed cases of coronavirus in the setting (child or staff member) and, if the setting has been advised to close as a result should be 'swiftly' reported to Ofsted through the usual notification channels.	n/a	n/a
<b>5. USE OF FACE COVERINGS</b>						
	Failure to use face covering in areas where it is difficult to maintain social distancing increases the likelihood of exposure to coronavirus in the setting community.	Pupils and staff	Serious	Government guidance from 19 July 2021 is as follows: <b><i>Government expects and recommends that people wear face coverings in crowded areas such as public transport</i></b> . <a href="https://www.gov.uk/government/news/moving-to-step-4-of-the-roadmap">Moving to step 4 of the roadmap - GOV.UK (www.gov.uk)</a> Whilst face coverings are no longer mandatory in settings, we recognise that individual staff and pupils may still wish to wear these and will allow them to do this. NB: Use of face coverings could be reinstated as part of our Contingency Plan (See Section A).		
<b>6. USE OF PERSONAL PROTECTIVE EQUIPMENT (PPE)</b> (A face covering is not PPE because they are not designed to protect the wearer from infection from coronavirus).						
Use of Personal Protective Equipment (PPE) (Mainstream)	Incorrect use exacerbates the risk of further infection.	Pupils and staff	Serious	(Where applicable) We have followed the advice of our employer issued on 1 <sup>st</sup> September 2021. This means that face masks are advised in communal spaces. And/ or "The majority of staff in education settings 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. PPE is only needed in a very small number of cases including:	Low	Low

				<ul style="list-style-type: none"> <li>• children, young people and students whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way</li> <li>• if a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn”</li> </ul> <p>We are complying with the above and are using our local supply chains to obtain PPE. We will ensure that, staff who are likely to have to support pupils in the circumstances identified above and potentially in the administration of some first aid have access to appropriate equipment and training in its correct use and disposal. See: <a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/911313/PHE_quick_guide_to_donning_doffing_PPE_standard_health_and_social_care_settings.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/911313/PHE_quick_guide_to_donning_doffing_PPE_standard_health_and_social_care_settings.pdf</a></p>		
Use of Personal Protective Equipment	Incorrect use exacerbates the risk of further infection.	Pupils and staff	Serious	Increased likelihood that staff will be exposed to bodily fluids in the course of their work will mean that the use of PPE will	Low	Low

(PPE) in Special settings				<p>be risk assessed and relevant equipment provided where applicable.</p> <p>The following link is used as our guidance at present: <a href="#">SEND and specialist settings - additional operational guidance: COVID-19 (publishing.service.gov.uk)</a></p>		
<b>7: SETTING WORKFORCE</b>						
Staff wellbeing	Staff anxiety re: potential exposure to the virus.	All staff	Serious	<p>Where necessary Individual discussions are held with staff to identify concerns. (NB: recognising that some could be experiencing bereavement, mental health issues, etc.). We have signposted to relevant counselling services. Including the <a href="#">Education Support Partnership</a> which provides a free helpline for setting staff and targeted support for mental health and wellbeing. HR advice is available if required. We are working with the trade unions. <a href="https://www.hse.gov.uk/news/assets/docs/talking-with-your-workers.pdf">https://www.hse.gov.uk/news/assets/docs/talking-with-your-workers.pdf</a></p> <p>NB: Retain for future reference with this risk assessment as an appendix.</p>	Low	Low
Staff training (including induction for supply teachers)	Staff are not aware or do not understand the requirements for working safely.	All staff	Serious	In preparation for a full return on 1 September 2021 training and written instruction were provided re: operating procedures outlined in this risk assessment to all staff.	Low	Low

and other visiting staff).				<p>This includes:</p> <ul style="list-style-type: none"> <li>• What to do if they suspect that they or a member of their household has coronavirus (including testing arrangements)</li> <li>• Day to day organisations and procedures including arrangements for cleaning,</li> <li>• Procedures to follow if they suspect that a child in their group is displaying coronavirus symptoms</li> <li>• Site security and fire safety including evacuation and lockdown procedures.</li> </ul> <p>Use of PPE (where applicable).</p>		
Individual staff requirements	Concerns from staff in identified work groups	Clinically extremely vulnerable	Fatal/ Major	<p>We have taken note of government guidance issued on 12/07/21 <a href="https://www.gov.uk/government/consultations/19-july-guidance-on-protecting-people-who-are-clinically-extremely-vulnerable-from-covid-19">19 July guidance on protecting people who are clinically extremely vulnerable from COVID-19 - GOV.UK (www.gov.uk)</a></p> <p>We will continue to discuss with CEV employees how they can be supported to carry out their duties in the workplace.</p>	Low	Medium
	Concerns from staff in identified work groups	Pregnant women	Serious	<p>We will follow the specific <a href="#">guidance for pregnant employees</a> because pregnant women are considered CV. In some cases, pregnant women may also have other health conditions that mean they are considered CEV, where the advice for clinically extremely vulnerable staff will apply. We will follow the same principles for pregnant pupils, in line with our wider health and safety obligations.</p> <p>NB Further <a href="#">guidance and advice on coronavirus (COVID-19) and pregnancy from the Royal College of Gynaecologists</a>.</p>	Low	Low

Use of volunteers	Potential for the introduction of coronavirus into the setting	Pupils & Staff	Serious	Volunteers may be used to support the work of the setting, as would usually be the case. All volunteers will be expected to follow our control measures to reduce the spread of coronavirus.	Low	Low
<b>8: PUPIL WELLBEING</b>						
Management of expectations within the setting community	Anxiety within the setting's community re: prevalence and effectiveness of infection control measures.	All members of the setting community	Serious	Our communication with parents and pupils prior to our return in September 2021 will include information about the control measures within this risk assessment. Government guidance for parents is available at: <a href="https://www.gov.uk/guidance/what-parents-and-carers-need-to-know-about-early-years-providers-settings-and-colleges">What parents and carers need to know about early years providers, settings and colleges - GOV.UK (www.gov.uk)</a>	Low	Low
Individual pupil medical requirements	Increased likelihood of serious illness resulting from exposure to coronavirus.	Extremely clinically vulnerable pupils (shielded)	Fatal/ Major	All CEV pupils should attend their setting unless they are one of the very small number of pupils under paediatric or other specialist care and have been advised by their GP or clinician not to attend.  Where a pupil is unable to attend our setting because they are complying with clinical or public health advice, we will immediately offer them access to remote education. settings should keep a record of, and monitor engagement with this activity but this does not need to be formally recorded in the attendance register.  Where children are not able to attend our setting as parents are following clinical and/or public health advice, absence will not be penalised.	Low	Medium
<b>9: PROVISION OF FIRST AID AND ADMINISTRATION OF MEDICATION</b>						

Provision of first aid	Inadequate first aid treatment exacerbates injury or pre-existing conditions.	Pupils and staff	Serious	We will revert to our substantive risk assessment which includes control measures to ensure that suitably qualified staff are available at all times. We will ensure a member of staff with a full PFA certificate is on site at all times when children are present, as set out in the EYFS.	Low	Low
Administration of medication	Illness or injury to those who are unable to access their medication	Pupils and staff	Fatal/ major	Setting procedures for the administration of prescription and controlled medication will continue to apply.	Low	Medium
<b>10: LETTINGS</b>						
Lettings	setting control measures re: cleaning etc are compromised leading to increased risk of infection, expense and possible reputational damage.	Pupils Staff Wider community	Serious	We will ensure that all users of our premises adhere to the control measures set out in this risk assessment. This will include ensuring that effective cleaning is maintained and additional ventilation measures do not compromise site security. Where opening up setting leisure facilities for external use, we will do so in line with government guidance on <a href="#">working safely during coronavirus (COVID-19) for providers of grassroots sport and gym or leisure facilities</a> .	Low	Low
	Failure to meet legal obligations re: track and trace	Pupils Staff Wider community	Serious	Community centres and village halls which may host a variety of social, recreational and cultural activities, must collect information for all activities and events taking place within the venue. This should be collected by the person who hires the space. The venue must display an official NHS QR code poster which can be used for every activity that takes place there.  <a href="https://www.gov.uk/government/publications/use-of-the-nhs-covid-19-app-in-settings-and-further-education-">https://www.gov.uk/government/publications/use-of-the-nhs-covid-19-app-in-settings-and-further-education-</a>	low	Low

				<a href="#">colleges/use-of-the-nhs-covid-19-app-in-settings-and-further-education-colleges</a>		
<b>11: EDUCATIONAL VISITS</b>						
Educational visits	Exposure to infection from inadequate social distancing etc	Pupils and staff	Serious	<p>We will undertake full and thorough risk assessments in relation to all educational visits to ensure they can be undertaken safely. As part of this risk assessment, we will consider what control measures need to be used to reduce the risk of exposure to coronavirus and follow wider advice on visiting indoor and outdoor venues.</p> <p>OEAP National Guidance will be followed (see <a href="#">Contents   (oeapng.info)</a> )</p> <p>We note that from September 2021 any international visits that have previously been deferred or postponed may take place subject to wider international travel restrictions.</p> <p>(RPA members have been advised that booking any new overseas visit before September 2021 will be at their own risk.)</p>	Low	Low
<b>12: SETTING RECEPTION AREAS</b>						
Setting Reception areas	Exposure to infection from inadequate social distancing: visitors to setting.	Pupils and staff	Serious	<p>Signage has been erected to advise visitors of hygiene protocols.</p> <p>Staff signing in arrangements - sanitiser available to clean hands before and after use.</p> <p>Hand sanitiser will be provided to all persons entering premises with signage to explain control measures etc.</p>	Low	Low

	Violence and aggression towards setting staff causes injury and distress	Pupils and staff	Serious	<p>We will maintain transparency and regular contact with all members of the setting community.</p> <p>Regular briefings/updates for all staff so that they are aware of setting response to the COVID 19 virus and can communicate consistently to those who ask.</p> <p>Readiness to deploy the range of behaviour remedies if behaviour becomes unacceptable from warning to full banning from site/sect 547 warnings/action.</p>	Low	Low
<b>13: AFTERWARDS AND BREAKFAST CLUBS</b>						
Afterwards and Breakfast Clubs	Arrangements for infection control, social distancing etc are not practised at Breakfast and Afterwards Club thus increasing the risk of infection within the setting community.	All members of the setting community	Serious	<p>Updated guidance for operating may be found as follows: <a href="#">Protective measures for holiday or after-setting clubs and other out-of-setting settings for children during the coronavirus (COVID-19) outbreak - GOV.UK (www.gov.uk)</a></p> <p><b>Where setting is the provider:</b></p> <p>Control measures re: hygiene, cleaning, ventilation etc. set out above will be followed.</p> <p><b>If an external provider is used on setting premises:</b></p> <p>We will liaise with the external provider to ensure that they are aware of the control measures set out in our risk assessment and guidance above. We will support them in matching or exceeding the expectations set out within it.</p>	Low	Low

# Risk Assessment



## Implementation of Lateral Flow Testing to school staff and students from January 2021

### Section 1:

<b>Date of Assessment: 14/9/2021</b>	<b>Knowle DGE Academy</b>	<b>Review date:</b> (Complete once the action plan section below is addressed)	
<b>Assessed by:</b> Please print names of all those involved with this assessment.	1. Kate Lee-Wells	Date:	ongoing
	2. Jo Grayson		
	3. Matt Franzke		
	4.		

<b>Staff signatures:</b> <b>I/We have read and understood this RA and our role in its implementation.</b>	1. <i>Kate Lee-Wells</i>	Date:	14.9.2021
	2. Jo Grayson		
	3. Matt Franzke		
	4.		

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### **Section 1**

**Background, context and references**

### **Section 2**

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**2.3 Workforce**

**2.4 Testing Process**

**2.5 Management and communication of results**

### **Section 3**

**Action Plan**

## Background, Context & References:

This document is an appendix to the school COVID-19 Risk Assessment.

This risk assessment has been developed with reference to the NHS Test and Trace COVID-19 National Testing Programme How to Guide: Rapid Testing in Schools and Colleges (30 December 2020). It should be read in conjunction with this document and other material available in the **DFE Portal**:

[https://drive.google.com/drive/folders/1jYv0MjFyIbZgPn\\_1S10OuRgfrj\\_b5\\_P](https://drive.google.com/drive/folders/1jYv0MjFyIbZgPn_1S10OuRgfrj_b5_P)

referenced within this guide. We note this portal is being regularly updated by the DFE.

### Lateral Flow Device Testing

After initial on site offers of testing, staff, pupils and students will be tested offsite using a validated Lateral Flow Device. Up to a third of individuals who test positive for COVID-19 have no symptoms at all and can therefore spread it unknowingly. That is why the testing of people without symptoms is vital. Identifying those individuals will save lives. This is what is known as 'mass testing'. In validation studies conducted by Oxford University and Public Health England, they were shown to be as accurate in identifying a case as a PCR test (99.8% specificity). The tests have lower sensitivity, but they are better at picking up cases when a person has higher viral load, hence the need to test frequently. When used in combination with other measures such as Personal Protective Equipment (PPE), washing hands regularly and social distancing, these tests further reduce the risk of transmission.

Lateral Flow Device testing (LFD) will be offered to all primary and secondary pupils (twice with a 3-5-day gap between tests) and all staff. LFD testing will take place offsite. Staff and pupils have been provided information on how to administer these tests and are expected to do so twice a week. This new

approach, known as ‘serial contact testing’, will allow those who are in close contact with someone with a positive PCR test for COVID-19 to return to school or college if they agree to be tested for 7 days (not including weekends) following last contact with a positive case.

The below risk assessment is for on site testing, however the majority of testing is expected to take place off site, within the family home.

## Section 2:

What is the <b>Task/Activity</b> or <b>Environment</b> you are assessing?	What <b>Hazards</b> are present or may be generated? (Use a row for each one identified)	<b>Who</b> is affected or exposed to hazards?	What <b>Severity of Harm</b> can reasonably be expected? (See Table 1)	What <b>Precautions (Existing Controls)</b> are already in place to either Eliminate or Reduce the risk of an accident happening?	What <b>Likelihood</b> is there of an accident occurring? (See Table 1)	What is the <b>Risk Rating?</b> (See Table 2 and 3)
<b>2.1 ENGAGEMENT IN THE PROCESS</b>						
Periodic testing of staff/ pupils	Member of staff or young person does not participate in periodic testing (eg: weekly staff test or test before returning to school)	All members of school community	Serious Injury	Participation is voluntary for the programme and active consent is required by either staff, pupils or their parents/carers as appropriate. If any pupil or staff member does not wish to consent to take part in testing they will still be able to attend unless they develop symptoms or are required to self-isolate because a member of their household is waiting a test result or has tested positive.	Unlikely	Low
Testing arising from serial	Non participation	All members	Serious Injury	People who decline to participate in serial contact tracing will be required to follow usual national guidelines and are legally obliged to self-isolate	Unlikely	Low

contact tracing		of school community		according to advice given by the school or NHS Test and Trace service.		
	Inability to participate (testing not available at weekend)	All members of school community	Serious Injury	Pupils and staff who are close contacts of a positive case should repeat daily tests on school days until 7 negative test days have elapsed. If the week elapses on a non-school day, they must isolate until they can test one final day on the following Monday.  If a week spans a weekend then those involved will need to isolate on the Saturday and Sunday.	Unlikely	Low
<b>2.2 SITE SET UP</b>						
Storage of test kits	Deterioration of the tests due to storage at wrong temperature.  Loss, damage or theft of testing materials.	All members of school community	Serious Injury	Secure area allocated for storage of testing kits and PPE according to instructions (between approx. 2 degrees C-30 degrees C)	Unlikely	Low
Arrangements for social distancing, face coverings etc. across the site  (Test subjects)	Non-compliance leads to spread of coronavirus.	All members of school community	Serious Injury	<b>Face masks:</b> Prominent signage reminding attending subjects of the above will be displayed at the entrance to the building.  Face coverings/masks to be worn by subjects at all times whilst in the testing area except for brief lowering at time of swabbing.  Requirement to wear face covering/mask to be reminded to all subjects in advance at time of communication of testing arrangements.	Possible	Medium (item 1 on action plan)

				<p>Compliance with wearing of face covering/mask of all subjects to be visually checked on arrival and throughout the building by staff.</p> <p><b>Hand hygiene:</b> All subjects to use hand sanitiser provided on arrival &amp; adherence to this is enforced by reception staff.</p> <p><b>Social distancing:</b> Two metre social distancing to be maintained between subjects with measured floor markings in place to ensure compliance in addition to verbal reminders if necessary from reception, queue management &amp; sampling staff.</p> <p>A one-way flow of subjects through the building is to be initiated and maintained at all times. Compliance with this is to be ensured by queue management staff.</p> <p><b>Cleaning:</b> Regular cleaning of the site including wipe down of all potential touchpoints is accordance with PHE guidance.</p>		
Test site set up		Testing workforce	Serious Injury	<p>Testing site to be set out according to the COVID-19 Schools and Colleges Handbook:</p> <ul style="list-style-type: none"> <li>• Test site flooring is non-porous and area cleanable with approved cleaning product</li> <li>• Site well lit; good airflow and no recirculation of air</li> </ul>	Possible	Medium (item 2 on action plan)

				<ul style="list-style-type: none"> <li>• Ambient temperature to be 15-30 degrees C for the lateral flow devices to operate and 2-30 degrees C for storing them.</li> <li>• Registration desk at the first point where the individual being tested would enter the test site.</li> <li>• One-way direction of travel for pupils or staff being tested. If not, space will be provided for those being tested to leave whilst maintaining social distance from other test subjects.</li> <li>• Test subject chairs in swabbing bay to be a minimum of 2m apart</li> <li>• Each swabbing area will have a processing desk close by – no more than 1m away. Recording desk to be located close by.</li> <li>• Clear segregation to be in place between swabbing and processing area. Signage is in place to indicate that those being tested must not enter the processing area.</li> <li>• Waste disposal arrangements in place with clinical waste contractor (see below).</li> </ul>		
Buffer solution used in test processing. COSHH	Injury resulting from contact with solution. Eg: spillages, splashes etc.	All members of school community	Serious Injury	<p>Extraction solution which comes with the lab test kit contains the following components: <math>\text{Na}_2\text{HPO}_4</math> (disodium hydrogen phosphate), <math>\text{NaH}_2\text{PO}_4</math> (sodium phosphate monobasic), <math>\text{NaCl}</math> (Sodium Chloride).</p> <p>These components do not have any hazard labels associated with them, and the manufacturer states</p>	Possible	Medium (item 2 on action plan)

				<p>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.</p> <p><b>PPE:</b> nitrile gloves which meet the Regulation (EU) 2016/425 to be used at all times when handling the extraction solution. Safety glasses with side shields which are tested and approved under appropriate government standards to be worn at all times when handling the extraction solution. Impervious clothing to be worn to protect the body from splashes or spillages.</p> <p><b>Environmental:</b> We will do not let the product enter drains</p> <p><b>Spillages:</b> wipe surfaces which the solution has been spilt on, and dispose of cleaning material in line with the lab's waste disposal procedures described below.</p> <p>Solution will not be used if it has expired</p> <p>Training to be provided in handling potentially biohazardous samples, chemicals and good processing practice. We will adhere to guidelines in these training procedures to prevent improper handling.</p>		
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				We will locate and follow procedures on the MSDS form provided by Innova to mitigate against inhalation, skin contact or ingestion of these chemicals.		
Waste disposal		All members of school community	Serious Injury	<p>All LFD packaging and general waste – black bag USE GENERAL WASTE BIN</p> <p>Swabs, tissues, cartridges yellow bag or clear bag (unmarked). USE MEDICAL WASTE BIN</p> <p>PPE Mop heads/ cloths – Tiger bag (yellow with black stripes). USE MEDICAL WASTE BIN</p> <p>Arrangements are in place with our waste contractor to obtain suitable waste receptacles and to collect medical waste.</p>	Possible	Medium (item 2 on action plan)

**2.3 WORKFORCE**

Workforce requirements	<p>Inadequate training and supervision of staff leads to:</p> <ul style="list-style-type: none"> <li>• Transmission of the virus</li> <li>• Injury or distress to participants/ colleagues</li> <li>• Inaccurate test results</li> </ul>	All members of school community	Serious Injury	<p>Staff involved to complete mandatory training. Records to be retained.</p> <p>Supervision from school quality assurance lead.</p> <p>Walk through to be provided before starting the process.</p> <p>Opportunities for workforce involved to review process/ update training as required.</p> <p>Use of competency checklists for key roles</p> <p>School responsible for a Quality Management Plan (See DFE Portal for updates).</p>	Possible	Medium (item 3 on action plan)
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	Lack of DBS check leads to recruitment of unsuitable adults working with children. Potential for abuse.	All members of school community	Serious Injury	DBS checks will be obtained for all adults involved in administering this process. Those without DBS to work under the supervision of a person with DBS until outcome of check is received.	Unlikely	Low
	Lack of awareness of school safeguarding protocols puts children and workforce at risk.	All members of school community	Serious Injury	Safeguarding (also health and safety/ fire safety/ lockdown) briefing to be provided to the workforce.	Unlikely	Low
	Lack of PPE or inappropriate use of PPE.	Testing workforce	Serious Injury	PPE to be provided by DFE and allocated to workforce according to requirements set out in Schools Handbook. If correct PPE is not available testing will not take place.  All staff to complete training module: Infection Prevention and Control which includes information on correct donning and doffing of PPE.  Posters available in test site to remind workforce of correct use and requirements.  PPE to be disposed of in medical waste bins.	Possible	Medium (item 4 on action plan)
	Injury whilst manual handling equipment/ furniture	Testing workforce	Serious	Movement of heavy items eg: tables, partitions, testing materials to be carried out by staff who have received manual handling training.	Unlikely	Low
Staff welfare	Contamination of personal items welfare items etc.	Testing workforce	Minor Injury	Staff advised that no personal items to be brought into test site, including food and drink. Disposable water glasses/bottles may be provided in a dedicated area to support hydration during a long testing session but	Unlikely	Low

	Dehydration of the testing workforce.			<p>should only be taken after removing PPE and proper handwashing. All disposables to be discarded before leaving test area.</p> <p>All PPE must be removed before leaving the testing area including visits to the toilet. Visiting staff will be advised of the location of these facilities as part of their site induction.</p> <p>Breaks will be provided and a separate area provided for workforce to take their breaks which could be the school staffroom. Face coverings (not PPE used in testing area) to be worn in line with school protocols when accessing wider school building.</p>		
<b>2.4 TESTING PROCESS</b>						
School transport	Transmission of the virus leading to ill health or potential death	All members of school community	Serious Injury	Segregation of pupils involved in serial contact testing on school transport where possible.	Possible	Medium (item 5 on action plan)
Arrival at school prior to test	Student or member of staff with symptoms of coronavirus arrives at school. Potential to infect others	All members of school community	Serious Injury	All subjects will be advised in advance not to attend if they have any symptoms of COVID 19, or live with someone who is showing symptoms of COVID 19 (including a fever and/or new persistent cough) or if they have returned within 10 days from a part of the world affected by the virus or have been in close contact with someone who is displaying symptoms.	Unlikely	Low

				Parental consent will have been sought and received before pupil attends testing site.		
	Transmission of virus as a result of poor social distancing etc	All members of school community	Serious Injury	<p>Full instructions re: social distancing and testing process provided to all participants prior to arrival at site.</p> <p>Prior to registration students to wait 2m apart wearing face coverings in Café Kenya.</p> <p>Staggered arrival times and provision made to separate bubbles.</p> <p>Supervision from school staff in place.</p>	Unlikely	Low
Welcome & registration	Misuse of child's data Testing without parental consent or consent of staff member	Test subject (pupil or staff)	Minor Injury	<p>Consent template to be completed by parent/carer before testing commences.</p> <p>11-15-year olds may self-swab (their nose and throat) with supervision from an appropriate member of staff ONLY if they have permission from their parent/carer.</p> <p>Those aged 16+ may self-swab provided that site staff are satisfied that they're 'Gillick Competent' (able to consent to their own medical treatment without parent or guardian present).</p> <p>Staff to complete consent forms</p>	Unlikely	Low

				<p>Parents/carers, pupils and school staff to have access to Privacy Notice describing how their data will be used.</p> <p>Test subject will not be permitted to enter testing area until all consents have been checked by Registration Staff.</p>		
Sample taking	Injury or distress to pupil during the swabbing process (Those able to self-swab)	Test subject (pupil or staff)	Serious Injury	<p>Testing Assistant present to provide verbal support as required.</p> <p>Instructions provided in each swabbing area.</p> <p>Mirror provided (on wall) to support self-swabbing.</p> <p>Staff trained to deal with potential issues eg: removal of nose piercing. But NOT to carry out swabbing.</p>	Possible	Medium (item 6 on action plan)
	Injury or distress to pupil/staff during the swabbing process (Those not able to self-swab)	Test subject (pupil or staff)	Serious Injury	<p>Trained person to support or carry out swabbing. (Further guidance and support to be provided – see updates on porta)</p>	Possible	Medium (item 6 on action plan)
	Use of testing area by consecutive subjects leads to contamination.	All members of school community	Serious Injury	<p>Subject to sanitise their hands on entry and leaving test cubicle/area.</p>	Possible	Medium (item 6 on action plan)

				<p>Wipes to be provided to test subjects to clean down mirrors and areas that they have touched whilst in the cubicle.</p> <p>Bin in cubicle.</p>		
Sample Transport	<p>Contact with sample</p> <p>Contact between subjects and staff increasing the risk of transmission of COVID19:</p>	Test subject (pupil or staff)	Serious Injury	<p>Staff to wear PPE as described in Schools and Colleges Handbook.</p> <p>Samples to be transferred using receptacles provided.</p> <p>Signage advises that test subjects must not enter processing area.</p>	Possible	Medium (item 7 on action plan)
Sample processing and analysis	Contact between subjects and staff increasing the risk of transmission of COVID19:	All members of school community	Serious Injury	<p>Access to area restricted to processing and recording staff only. All to be wearing PPE as described in Schools and Colleges Handbook.</p> <p>Processing of samples to be completed by staff who have completed relevant training module ONLY.</p> <p>Processing will be carried out following the process set out in the training.</p> <p>Quality control measures in place as described in competency framework.</p>	Possible	Medium (item 8 on action plan)

Recording Process and disposal of sample	Cross contamination of samples. Contamination of Recorder from samples	Test subject (pupil or staff)	Serious Injury	One sample to be recorded at a time. Then SCAN LOG CLEAN for each sample. (As described in prescribed training).  Samples to be disposed of in medical bin (yellow bag).	Unlikely	Low
Incorrect result communication	Wrong samples miscoding of results	Test subject (pupil or staff)	Serious Injury	2 identical barcodes are provided to subject at check in  The subject registers their details to a unique ID barcode before conducting the test.  Barcodes are attached by trained staff at the sample processing area.  Barcodes are checked for congruence at the analysis station and applied to Lateral Flow Device at this station.	Unlikely	Low
Damaged barcode, lost LFD, failed scan of barcode	Orphaned record on registration portal & No result communicated to individual.	Test subject (pupil or staff)	Serious Injury	Subjects are called for a retest.	Unlikely	Low
<b>2.5 MANAGEMENT AND COMMUNICATION OF RESULTS</b>						
Reintegration of pupils into school	Potential for infected person to come into contact with other individuals.	All members of school	Serious Injury	When the testing is part of routine weekly or mass testing, individuals can return to regular school or college activities. However, anyone tested as part of	Possible	Medium (item 9 on action plan)

		community		the daily/serial testing of contacts programme will need to wait somewhere before being allowed to begin normal school/college activities until they receive a negative test result. These holding spaces will be separated for each group of close contacts and cleaned after all individuals leave.		
Management of results	Failure to respond to positive LFT means that a pupil/ staff member who potentially has coronavirus comes into contact with the school community.	All members of school community	Serious Injury	<p>Arrangements will be made for anyone with a positive LFT to isolate and leave the premises (pupils to be collected by a parent/carer) and take a confirmatory PCR test. (NB: Parent/carer will be informed of result via an email from NHS test and trace however school will need to take proactive action in the meantime).</p> <p>A COVID-19 Test Register will be set up (this is mandatory). This will enable the school to track results. We will use this so that we know when someone has tested positive or gets a void result. This will allow us to ensure that people self-isolate or are retested.</p> <p>The COVID -19 Test Register will be retained for a minimum of 14 days and will be securely destroyed within 1 month of the testing programme ending. This is to comply with data protection law.</p>	Possible	Medium (item 10 on action plan)

## Section 3: Action plans:

### LFT Risk Assessment Action Plan

What is the <b>Hazard</b> you need to Control? (medium to high from the risk rating above)	What <b>additional precautions</b> do you need to either eliminate or reduce the risk to an acceptable level?	Who is <b>responsible</b> for implementing these controls?	<b>When</b> are these controls to be implemented (Date)?	When <b>Were</b> these controls implemented (Date)?
1.Arrangements for social distancing, face coverings etc. across the site(Test subjects)  Non-compliance leads to spread of coronavirus	Re-Launch of the expectations of staff and pupils when onsite. Leaflets  Additional risk assessments for individual pupils where necessary.	SLT	02.9.21	2.9.21
2.Test site set up, Buffer solution used in test processing, COSHH, Waste disposal	Site-Set-Up - Due to pupil anxiety Hubs set up for initial testing. All subsequent testing is at pupil and staff homes which reduces the on site risks.	SLT	02.9.21	02.9.21
Workforce requirements				
3. Inadequate training and supervision of staff leads to:	Pupils (secondary) and staff are to self swab for testing	SLT	Initial training completed 08/01/2021	Initial training completed 08/01/2021

<ul style="list-style-type: none"> <li>• Transmission of the virus</li> <li>• Injury or distress to participants/colleagues</li> <li>• Inaccurate test results</li> </ul>				
<p>4.Lack of PPE or inappropriate use of PPE.</p>	<p>Training for initial staff completed. Donna Bidder to monitor stock (02.09.21)</p>	<p>Site Manager</p>	<p>Ongoing</p>	<p>Ongoing</p>
<p>5.School transport, Transmission of the virus leading to ill health or potential death</p>	<p>Jo Trott to inform relevant transport managers of any pupils who have been identified as a close contact and intend to take the serial lateral flow test.</p>	<p>Office</p>	<p>02.09.21</p>	<p>02.09.21</p>
<p>6.Sample taking, Injury or distress to pupil during the swabbing process (Those able to self-swab), Injury or distress to pupil/staff during the swabbing process (Those not able to self-swab), Use of testing area by</p>	<p>Pupils (Secondary) to self swab</p>	<p>SLT</p>	<p>02.09.21</p>	<p>02.09.21</p>

consecutive subjects leads to contamination.				
7.Sample Transport, Contact with sample  Contact between subjects and staff increasing the risk of transmission of COVID19:	Training for staff – Completed 08/01/2021 Pupils to self administer swabs and dispose of in PPE bins  No one else therefore has any contact with samples	SLT	02.09.21	02.09.21
8.Sample processing and analysis. Contact between subjects and staff increasing the risk of transmission of COVID19:	Training for staff – Completed 08/01/2021 Pupils to self administer swabs and dispose of in PPE bins  No one else therefore has any contact with samples	SLT	02.09.21	02.09.21
9.Reintegration of pupils into school Potential for infected person to come into contact with other individuals.	Training for staff – Completed 08/01/2021	SLT	02.09.21	02.09.21

<p>10.Management of results Failure to respond to positive LFT means that a pupil/ staff member who potentially has coronavirus comes into contact with the school community.</p>	<p>Testing will primarily be done in the pupil’s homes which will take steps to mitigate this risk.  Parents have been provided with information on Covid-19 testing and controls to mitigate risks.</p>	<p>SLT</p>	<p>02.09.21</p>	<p>02.09.21</p>
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### Overall Action plan:

<p>What is the <b>Hazard</b> you need to Control? (Medium to high from the risk rating above)</p>	<p>What <b>additional precautions</b> do you need to either eliminate or reduce the risk to an acceptable level?</p>	<p>Who is <b>responsible</b> for implementing these controls?</p>	<p><b>When</b> are these controls to be implemented (Date)?</p>	<p>When <b>were</b> these controls implemented (Date)?</p>
<p>Concerns from staff in identified work groups</p>	<p>All above controls plus</p> <ul style="list-style-type: none"> <li>• HR advice sought on individual basis</li> <li>• Flexibility and support on an individual basis</li> </ul>	<p>Head/Office manager</p>	<p>14.9.21</p>	<p>14.9.21</p>
<p>Pupil anxiety</p>	<p>All above controls plus</p> <ul style="list-style-type: none"> <li>• Individual pupil plans as and where needed</li> <li>• Adapted curriculum</li> </ul>	<p>All staff team</p>	<p>14.9.21</p>	<p>14.9.21</p>

	<ul style="list-style-type: none"> <li>Start of term focus on pupil wellbeing</li> </ul>			
Increases likelihood of serious illness resulting from exposure to CV	All above controls plus <ul style="list-style-type: none"> <li>Individual plans as and when necessary</li> </ul>	Head/Office manager	14.9.21	14.9.21
Illness or injury to those who are unable to access their medication	All above controls. Medication access will continue. Considered medium risk due to the severity of harm	SENDCo	14.9.21	14.9.21

**Table 1: Definitions**

Potential Severity of Harm	Meaning of the harm description	Likelihood/Probability of Harm	Meaning of likelihood/probability
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<b>Fatal/Major Injury</b>	Death, major injuries or ill health causing long term disability/absence from work.	<b>High (Likely/probable)</b>	Occurs repeatedly/ to be expected.
<b>Serious Injury</b>	Injuries or ill health causing short-term disability/absences from work (over three days absence)	<b>Medium (possible)</b>	Moderate chance/could occur sometimes.
<b>Minor Injury</b>	Injuries or ill health causing no significant long-term effects and no significant absence from work.	<b>Low (unlikely)</b>	Not Likely to occur

**Table 2: Risk rating matrix: Potential severity of harm + Likelihood/ probability of Harm = Risk rating**

	High (Likely/Probable)	Medium (Possible)	Low (Unlikely)
Fatal/Major Injury	VERY HIGH	HIGH	MEDIUM
Serious Injury	HIGH	MEDIUM	LOW
Minor Injury	MEDIUM	LOW	LOW

**Table 3: Action required: Key to ranking and what action to take**

<b>VERY HIGH Risk</b>	STOP ACTIVITY! Take action to reassess the work/activity and apply reduction hierarchy before proceeding.
<b>HIGH Risk</b>	Action MUST be taken as soon as possible to reduce the risks and before activity is allowed to continue.
<b>MEDIUM Risk</b>	Implement all additional precautions that are not unreasonably costly or troublesome within an agreed timeframe. Reduce risk to a tolerable level.
<b>LOW Risk</b>	Monitor and review your rolling programme.