

**Covid-19 Risk Assessment and Outbreak Management Plan**





**Leicester Partnership School COVID-19 Risk Assessment v5**

**& Infection Breakout management Plan v 1**

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| **Site / Premises: Carisbrooke Centre LE2 3PR** | **Assessment Carried Out By**  **Name: Shaun Whittingham**  **Signature:**  **U:\Sign FULL.JPG** | **Assessment Serial Number: SW / 005– 19.07.21** | | |
| **Department: Leicester Partnership School** | **Date Carried Out or Reviewed** | **Date for Next Review** | **Reviewed By**  **(Name)** |
| **Activity / Process:**  This Risk assessment has been revised following the removal of the large majority of the Government’s COVID-19 pandemic restrictions announced on the 19th July 2021. The aim of this Risk Assessment is to maintain a high degree of safety for LPS staff and students, while at the same time recognising that many restrictions and requirements have now been removed.  In the event that there is an incident of COVID-19 infection, the Breakout Plan in Appendix 1 of this Risk Assessment details the action[s] that will be taken should there be CVID-19 infection incident. | 1st August 2020 | October 2020 | J Aquilina |
| **Responsible Manager / Team Leader etc**  **Name: As above**  **Signature: U:\Sign FULL.JPG** |
| 3rd January 2021 | 1st February 2021 | J Aquilina |
| 25.02.21 | 17Tth May 2021 | S Whittingham |
| 20.05.21 | 21st June 2021 | S Whittingham |
| 19.07.21 | 30.09.21 | S Whittingham |

**Risk Rating.**

The Risk Rating process is provided for guidance only. It is the risk assessors’ evaluation of the risks that is important, and this may differ from the result indicated by the risk rating matrix. Even after taking the risk rating into consideration employers still have a duty to ensure that sufficient and adequate control measures are in place to ensure that any remaining risks are kept as low as is reasonably practicable.

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| **General Principles of Control** | There is no ‘one size fits all’ off-the-shelf suite of control measures to suit every school or circumstance. The control measures are based upon the principles of,   * Avoiding contact with those who have symptoms. * Frequent hand cleaning & good Respiratory hygiene practices. * Regular Cleaning of settings. * Minimising contact & mixing (with a strong focus on group/class separation).   Even where these principles cannot be adopted in full, even a partial adoption of them would be beneficial in reducing the risk.  It should also be remembered that more than one of the principles can be adopted simultaneously. | | **The wearing of respiratory protection (face masks) in Schools is NOT expected to be a routine control measure where no specific risk has been identified. However, the School will support any individual who chooses to wear one**.  Appropriate respiratory protective equipment/face masks are to be considered where effective separation cannot be maintained if dealing with a suspect case; This would normally be to the standard of a Fluid Resistant Surgical Mask.  Appropriate PPE must also be worn when staff are carryout a physical restraint on a child | | | | | | |
| **SECTION 1 – RISK ASSESSMENT** | | | | | | | | | |
| **What are the Hazards ?** (What can go wrong) | **Who might be Harmed & How ?** | **Existing Control Measures**  (What are you already doing to manage the hazards/risks?) | **Risk Rating with controls in place** | | | **Additional Controls Required** | **Action By Who ?** | **Action By When ?** | **Additional Action Completed (Initials)** |
| **Likelihood** | **Impact / Severity** | **Risk Rating Score** |
| **1.1**  **Catching or Spreading**  **COVID 19** | Staff, Pupils,  Visitors | Welfare facilities are provided which contain suitable levels of soap and hand sanitiser.  Maintain social distancing (2m separation where practicable) See below for Class/Group arrangements.  All persons to wash hands with soap regularly and thoroughly, for at least 20 seconds. Hands should then be dried using disposable towels etc, which should be disposed of into the bins provided.  Tissues will be provided for employees & students, along with bins provided for their disposal.  All persons should use a tissue when coughing or sneezing and then place the used tissue in the bin before washing their hands.  If a tissue is not available coughing or sneezing into the crook of the elbow, with washing hands afterwards is an acceptable alternative.  From the 19th July 2021 staff and students will no longer be required to wear face covering when they are in school. However, staff and students will be allowed to wear a face covering in doors if they feel that they are not able to socially distance  Contact with personnel suspected of having caught COVID-19 will be avoided.  All persons are reminded to not touch their eyes, nose or mouth if their hands are not clean.  Any existing individual risk assessments (disability, young persons or new / expectant mothers) to be reviewed.  Follow good respiratory hygiene and skin cleaning hygiene measures at all times.  Ensure frequent hand washing / sanitising is carried out by all persons throughout the day, including before & after eating, after sneezing & coughing or using tissues. After washing, hands should then be dried using disposable towels etc, which should be disposed of into the bins provided.  For pupils regular hand washing / sanitising would include washing / sanitising their hands, on arrival, after breaks, before and after lunch, after using the toilet and when changing rooms (Younger children & SEN pupils may need additional support & encouragement or supervision for this).  Clear signage and information is to be displayed reminding all persons of social distancing, hygiene and hand washing requirements.  This information should also be easily understandable to small children where necessary.  Parents, contractors, etc are to be informed of the COVID 19 safety precautions of the School (Based upon Government Guidance and this risk assessment).  Contingency plans are in place to provide e-learning for pupils should this become necessary.  This risk assessment and any safe systems of work must be communicated to staff before they start work, and be available in school.  Staff to sign to say they have read and will comply.  A system is in place to monitor which people are on site at one time, whether they are permitted to be there and where they are (no congregating) and this system should be enforced.  Records are kept of classes, groups & staff and their close contacts, such that these can be provided to the Local Public Health Team if required.  Employee support services (Occupational Health Service / Amica etc) are available to discuss any concerns employees may have directly related to their health, and to provide appropriate support. The full range of support available is identified in the Schools Wellbeing policy.  Managers / SLT / MLT to keep in regular contact with and monitor the wellbeing of Staff not currently working on the site.  **Clinically Extremely Vulnerable & Clinically Vulnerable** **Staff (including Pregnancy)** - These Staff are able to attend work, provided that they adhere to a all COVID-19 protective measures detailed in this risk assessment.  **Shielding Children** Generally, children who were shielding can return to school, however, those under the care of a specialist medical professional should follow medical advice regarding any potential return.  An individual risk assessment is carried out for any person who considers that the control measures in place are insufficient for their personal circumstances.  Individual risk assessments are carried out to determine the safety measures for those working with pupils who spit uncontrollably or use saliva as a sensory stimulant. In such circumstances a student may be required to wear a face covering while they are at school. | 2 | 3 | 6 | All staff will have access to PPE on request  In exceptional circumstances eg During an outbreak of COVID-19 infection clinically vulnerable staff may be allowed to work from home | SW | From 23.08.21 |  |
| **1.2**  **Risk of Transmitting the virus between staff and students during close contact and physical intervention** | Staff & Pupils | The large majority of students accessing LPS provision have social emotional and behavioural difficulties. This means that LPS staff have to frequently have close contact with students because they have to physically intervene to prevent students harming themselves or others or committing a criminal act.  A number of our students may also not be following Government guidance with regard to social distancing and meeting with others outside of their home environment. This puts them at significantly higher risk of contracting and spreading the COVID virus.  Taking these 2 risk factors into account there is a high risk of the virus transmitting between staff and students as a result of a physical intervention taking place.  **In order to address these higher levels of risk the LPS will be implementing the following protective measures …….**  If a member of staff has to physically intervene with a student they should wear appropriate PPE [Although it is recognised that it may not be possible to put on PPE before physically intervening because of the spontaneous and dynamic nature of students’ behaviour in a PRU].  All front line staff are trained in the use of TEAM TEACH which means that they know how to intervene safely.  Consenting staff will test themselves using home test kits twice per week  Consenting students will be test themselves twice per week [having had 2 supervised tests in school prior to being permitted to test themselves at home]. Consenting students who forget to home test will be provided with test kits to test themselves at school] | 2 | 3 | 6 | **Physical intervention presents a very high risk of transmitting the virus between staff and students therefore the LPS will be implementing the following protective measures until such time as all front line staff have been fully vaccinated against the COVID-19 virus.**  All students who are referred to the LPS will be risk assessed to determine their suitability for face to face education. If a student presents a high risk of requiring physical intervention their education provision will be planned accordingly and additional protective measures may need to be put in place. This may require the student to be educated separately remotely  [Students will only be educated remotely if they represent a significant risk to staff and other students and only after all other options have been considered]. | SW | From 23.08.21 |  |
| **1.3 Suspected case whilst on site or Positive Viral test result** | Staff, Pupils, Visitors | When a person develops symptoms compatible with COVID 19 they should be sent home and isolate for 7days. Their fellow household members should also self-isolate for 10 days.  All staff and students attending the school have access to a viral test if they display COVID 19 symptoms, and are encouraged to undertake the test in this scenario.  All staff and students who display COVID-19 symptoms will be advised to take a PCR test and to self-isolate until the result of this test is known  Parents and Staff have been requested to immediately inform the school of COVID 19 viral test results.  Where a person tests negative for COVID 19 they can return to school, and their fellow household members can end their self-isolation.  If the school receives notification of a positive COVID 19 viral test they should notify the local Public Health Team and the Local Authority.  (Parents are encouraged to report test results to the school).  Where a person tests positive for COVID 19 they should go home and self-isolate for 7 days (or longer if the high temperature symptom continues).  Where positive COVID 19 viral test results are notified from pupils, parents or staff the school will inform the Local Public Health Team and the Local Authority.  When notified of a positive test result, the Local Public Health Team will carry out a risk assessment and with the School Management to determine if the rest of the class, bubble or group and any staff members or contacts should be sent home and advised to self-isolate for 10 days (The other household members of that wider class or group do not need to self-isolate unless that person within that group or class subsequently develops COVID 19 symptoms).  As part of the NHS Test & Trace programme, if other cases are detected within the school, Public Health England’s Local Health Protection Teams will conduct a rapid investigation and will advise the school on the most appropriate action to take.  If a person receives a positive viral test result for COVID 19 or displays symptoms - A high temperature, a persistent cough, or a loss or change to the sense of taste or smell they should:   * Notify the Headteacher immediately. * Avoid touching anything. * Go home immediately (Children accompanied by their parent, etc). * All other persons are to maintain a safe distance from affected individual. * If they need to cough or sneeze this should be into a tissue which is then put into a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow. * Areas occupied and equipment used by the affected person are to be thoroughly cleaned and disinfected, with the waste materials stored securely, double bagged, for 72hrs before disposal. * They must then follow the guidance on self-isolation and not return to school until their period of self-isolation has been completed. * A note of all persons who the affected person has been in contact with is to be made, and these are to be monitored for symptoms throughout the following two weeks. **[Refer to Infection Outbreak Management Plan in Section 3 for more detailed guidance on self-isolation and monitoring arrangements]**   Where persons have been in contact with someone who has been taken unwell with COVID 19 symptoms they do not need to go home to self-isolate unless they develop symptoms themselves or if they have been deemed as being in close contact. They should wash their hands thoroughly after the contact. Hands should then be dried using disposable towels etc, which should be disposed of into the bins provided.  If a pupil with COVID 19 symptoms needs to remain at School until collected they should be located in a room separated from all other persons with the window open if possible, but with the door closed (A local decision should be made regarding whether or not adult supervision is required in the room).  A separate toilet facility should be used if necessary.    Staff should keep 2m away from the pupil where possible. If a member of staff needs to attend to the pupil by physical contact, PPE appropriate to the level of contact should be worn (gloves, apron, face mask & eye protection as necessary).    The toilet, room used, and any PPE used should be cleaned and disinfected after use.  If two or more cases are confirmed within 14 days, or if there is an overall rise in sickness absence where COVID-19 is suspected, the school will work with the Local Health Protection Team who will advise if additional action is required. | 2 | 3 | 6 | The school has a stock of self-testing kits that are available for use where it is considered that this would increase the likelihood of the test being taken.  From 23.09.21 all consenting staff and students will undertake COVID-19 Home Testing on a twice weekly basis.  If a positive case is detected the staff member / pupil will be advised to stay at home or be sent home to self-isolate for a period of 7 days. They will also be advised to take a PCR test and to confirm the result of this test as soon as possible.  If a positive PCR test is reported all **direct** **contacts** will be sent home and required to self-isolate for a period of 10 days from the time of contact with the infected person.  All **indirect / close contacts** will be required to either self-isolate for a period of 10 days or be tested on a daily basis to determine whether or not they have been infected by the virus.  This should avoid the need to send home all staff and students to self-isolate.  The school will always err on the side of caution and may ask indirect / close contacts to self-isolate for 10 days if they feel that there is a high probability that the virus will have been transmitted ie If it is evident that close contact has been made with the infected person for an extended period of time. | SW | From 23.08.21 |  |
| **1.4**  **Travel off site** | Staff, Pupils | Travel is only required for essential purposes.  Implement social distancing where possible.  When on foot - 2m clearance from other persons, or if this is not possible, then 1m apart with additional precautions i.e. wearing face masks, staying side by side, minimising time spent together.  All persons to limit their use of public transport (Where it is safe and practicable encourage the parents of children to get them to cycle or walk to school).  Where travel is essential, use private single occupancy where possible.  Travel by coach etc is to be minimised, with social distancing and/or groupings practiced throughout. Contact with the driver is to be avoided, and any SEN requirements taken into account when reducing risks and minimise contact.  School transport is to be cleaned before and after each use, with particular attention being paid to touch points.  All persons are to wash and dry their hands upon completion of the journey.  Drivers are to have access to and use hand sanitiser throughout the journey.  Individuals are **strongly advised** to wear a face covering when travelling as a passenger in a vehicle or when travelling in an enclosed space where social distancing isn’t possible and where you will come into contact with people you do not normally meet.  Children under the age of 11 years are also not required to wear face masks.  Where possible, open vehicle windows for increased ventilation.  If the vehicle is being used to transport a child with Covid 19 symptoms, wherever possible,   * Use a vehicle with a bulkhead for segregation. * The driver and the passenger should maintain a distance of 2 metres from each other. * The driver should wear PPE, and the passenger should wear a face mask if they are old enough to do so. * The vehicle should be cleaned & disinfected afterwards. * Tissues should be used if coughing/sneezing and recommend using plastic bags for collection and disposal of tissues/waste PPE * Handwashing/sanitising before and after transport activities and when disposing of waste.   **On dedicated transport,**   * Pupil groupings should reflect those operating in the school to maintain segregation. * Hands are to be sanitised on boarding & disembarking. * Vehicles are to be regularly cleaned, including touch points. * Social distancing is to be maintained as far as possible whilst queueing and when in the vehicle.   **External Visits,**   * The COVID 19 safety measures outlined in this risk assessment, and those of the venue being attended are to be complied with as far as possible during external visits. | 2 | 3 | 6 |  | SW | From 23.08.21 |  |
| **1.5**  **Contamination during Access to & egress from site** | Staff, Pupils, Visitors | * Staggered start and finish times to reduce congestion and contact at all times. * Monitoring of site access points to enable social distancing – additional access points in place to reduce congestion. * Use of entry systems with card fobs to reduce skin contact. (sanitiser in place if fob not available) * All persons to sanitise their hands before entering or leaving the site or hand wash. *Hand washing with soap to be at least 20 seconds each time.* * Allow plenty of space (two metres) between people waiting to enter site. * Regularly cleaning of common contact surfaces in reception, office, access control and delivery areas e.g. screens, telephone handsets, desks, particularly during peak flow times. * Reduction of the number of people in attendance at site (consider holding them outdoors wherever possible). * The process for removing & where appropriate disposing of face masks used during travel is communicated to staff & pupils, and covered bins provided. * Those arriving with re-useable face masks are to place these into plastic bags that can be taken home. * Hands are to be washed / sanitised upon removing face masks.   **Visitors**  No non-essential visitors are allowed onto the school site.  All visitors to be made aware of site rules.  Only visitors carrying out essential maintenance deemed necessary to the safe running of the school are to be allowed on site and will read signs in reception regarding good hygiene. Ensure a log is kept of areas visited and people they have been in contact with.  **Staff**  Staff who are showing any of the signs of COVID -19 may NOT come to school.  Staff MUST declare if they have a member of their family displaying signs of COVID-19 and may NOT come into school.  Staff have been informed about the need for self-isolation, etc. as advised by the Government.  Staff are to pay due regard to social distancing requirements when parking & accessing their vehicles.  Hand cleaning facilities or hand sanitiser is available at the entrances/exits and throughout the school and should be used by all persons when entering and leaving.  **Parents etc**  Contact with parents to be minimised, with only a single parent attending drop off & pick up of children, and 2m distancing to be observed.  Parents, etc. are reminded not to gather by the School gates etc whilst awaiting their children, and are only allowed on site by appointment.  A protocol should be in place to deal with those arriving at school who are not supposed to be there. | 2 | 3 | 6 | From the 25.08.21 the school day will be increased back to 5 periods and normal break and tutor times will be re-introduced. | SW | From 23.08.21 |  |
| **1.6**  **Contamination within Internal Areas** | Staff, Pupils, Visitors | SEN children may find it difficult to understand and maintain social distancing separation, therefore where this proves to be impracticable, the principles identified at the top of this risk assessment should be used to implement as high a standard of control as practicable.  **In Classrooms**:-  Desks are as far apart as possible, with the aim of placing the sitting positions 1m apart where possible.  Pupil sitting positions are side to side, forward facing and not facing each other.  Classrooms to be organised as far as possible to allow 1m separation between staff and pupil groups. Classroom floors are all marked with 1m distancing.  **In Zones or Bubbles:-**  Pupils are as far as practicable to be kept in separate zones or bubbles.  It is accepted that there will be some cross over between groups, particularly in Secondary education, but this should be kept to a minimum.  These groups remain consistent, separated from other groups with social distancing (2m separation) as far as possible between them.  The groups refer to the pupils only, and staff are permitted to work between groups, but this should be minimised as far as possible.  *Where the practicalities of the school or curriculum requirements render class sized groupings impractical, the school should look to implement year group zones or bubbles.*  These groups are as far as possible to keep to the same areas within the School.  Where possible staff must maintain a safe distance between each other (2 metres).  The use of the Staffroom is to be kept to a minimum.  The number of staff in each room/area has been limited as far as possible to follow social distancing guidance.  Where possible, Staff are to keep 2m apart from other Staff & Pupils, avoid close face to face contact, and minimise necessary contact within 1m of others.  All persons are to wash & dry/sanitize their hands upon entering classrooms.  Sanitizers are available on all corridors throughout the whole school site. Hands must be sanitised if moving through different rooms/zones/bubbles.  Strict hygiene rules to be implemented, all staff to be asked to do the following:  • Wash hands on entry and regularly thereafter.  • Use alcohol-based hand sanitiser.  • Wash hands if face is touched.  • All hand contact surfaces to be regularly cleaned.  Avoid working with paper/other materials that are shared in a way that may aid transmission, i.e. consideration to be given to marking work (done electronically), photocopying, etc.  **Staff to Staff interaction;**  • Staff should only complete authorised activities,  • No close contact activities (within 2 metre distance)  **Equipment, Activities and resources**   * Shared resources have been reduced. * Staff & pupils have their own allocated individual frequently used resources such as pens & pencils. * All equipment & resources are to be regularly cleaned by staff (including IT equipment), and equipment & resources that are shared between groups are cleaned between each use. * Pupils must be reminded only to bring essential items into the school. * Singing activities or playing brass or wind instruments is not permitted in groups of more than 15 persons, and where this does take place measures such as physical distancing, playing outside or with good ventilation, not facing others and not sharing instruments should be adopted. * For advice on practical school science, D&T, etc. see <https://www.cleapss.org.uk/> * Where possible, meetings are to be held by remote means, rather than face to face (i.e. video calling). A meeting space has been provided in zone 1 with social distancing in place. * Doors may be propped open to reduce contact points when the rooms are in use, provided fire safety, security & safeguarding requirements **are not** **compromised.** * Occupied rooms must be well ventilated, opening windows where possible. * Ventilation systems can be used as they are not on a centralised system. Use of natural ventilation is preferable. * When walking along corridors or using the stairs all persons are to keep to the left (or right) side in order to enhance segregation. Maintain a consistent side to walk on throughout the premises. * Access & exit to classrooms etc should be made by external doors where this option is available. * Before starting a lesson indoors, consider if it could be conducted outside instead. * The Screen separating the main Reception Staff from persons entering the building is only to be opened the minimum distance to allow work activities to proceed, and where their use cannot be avoided returned badge holders are to be cleaned immediately. * Bins are provided in each main room to collect used tissues, and emptied regularly. | 2 | 3 | 6 | The school will continue to be divided into the following zones, in order to minimise contact between staff and students working within the school as a whole  Zone 1 = Business & Admin and Visitors  Zone 2 = KS3  Zone 3 = KS4  The school will no longer hold assemblies or similar gatherings  Each Zone will have its own separate staffroom | SW | From 23.08.21 |  |
| **1.7**  **Contamination in Outdoor Areas** | Staff, Pupils | SEN children may find it difficult to understand and maintain social distancing separation, therefore where this proves to be impracticable, the principles identified at the top of this risk assessment should be used to implement as high a standard of control as practicable.  Areas to be organised to allow 2m separation between all Staff or pupil groups. Consider marking out separate areas for each group etc.  Review of timetables has been carried out in order to stagger lunch & break times and reduce congestion where possible.  Pupil groups are to remain consistent, separated from other groups with social distancing (2m separation) as far as possible between them.  These groups are as far as possible to keep to the same areas.  External play equipment if used, should be cleaned after each use.  Sanitizers are provided at the entry/exit points to the playground, and all persons sanitize their hands upon entering and leaving the playground.  Specific guidance on sports can be obtained from <https://www.afpe.org.uk/>  Currently, this includes prohibiting contact sports, cleaning equipment between each group use, and prioritising outside activities.  The pupil activities permitted are to be restricted to those where the potential for inadvertent close contact between pupils is minimised.  Contact sports are to be avoided.  Where lessons are taken outside, the same COVID 19 control measures (social distancing and hand washing protocols etc) should be adopted as for indoors lessons.  Facilities should be sufficient to provide adequate shelter from inclement or hot weather where necessary. | 2 | 3 | 6 | Students and staff will hand wash prior to exit and on re- entry to their respective Zone  Where facilities need to be shared across these zones thorough cleaning will take place after each use | SW | From 23.08.21 |  |
| **1.8**  **Allocation of Staff** | Staff | Staffing allocation is done on a daily basis and the following are considered:   * Authorisation onto the school site will be by the Headteacher. * All staff medical needs to be discussed with the Head teacher prior to them entering the school. * Staff to avoid the use of the staff room unless for individual use when using essential equipment * Staff to confirm if visitors need to go into school and this will be confirmed by the Headteacher. * Suitable and sufficient provision must be made for the provision of first aid, physical intervention, emergency procedures response, etc. * Staff to follow social distancing guidance in offices/staff rooms/close working in rooms etc. * There is an emphasis on ensuring social distancing, therefore the smallest number of staff are allocated to a classroom. * As far as possible, try to plan for the same teacher etc to be with the same group of pupils throughout, and for children to stay in the same groups. * Staff are allocated duties to enforce, as far as is reasonably practical, social distancing of pupils leaving school at the end of the school day. | 2 | 3 | 6 | Each zone will have a separate staff room. This will allow good social distancing within each of these staff areas  All classrooms will have a “safe area” at the front.  Staff who consider themselves to be more at risk of catching COVID-19 and or being seriously ill as a result of catching COVID should work from this “safe area” and advise other staff that they intend to do so, so that they can be supported to keep themselves safe. | SW | From 23.08.21 |  |
| **1.9**  **Work planning** | Staff, Pupils, | Areas are to be organised to allow effective separation between all Staff or groups (the desks should be as far apart as possible). Consider marking out areas so to provide a clear means of maintaining a minimum of 1m distance between students.  Timetables to be reviewed to determine acceptable activities, the potential for teaching outdoors, and minimising contacts and movement within the school.  Start & finish times (including for pupil drop off & pick up), breaks and lunchtimes to be staggered as much as possible in order to reduce congestion.  Any use of shared offices, etc. is also to be staggered.  Pupils are as far as practicable to be kept in separate groups.  All group sizes with be determined by local circumstances.  It is accepted that there will be some cross over between groups, particularly in Secondary education, but this should be kept to a minimum.  These groups are to remain consistent, separated from other groups with social distancing (2m separation) as far as possible between them.  The groups refer to the pupils only, and Staff are permitted to work between groups, but this should be minimised as far as possible.  *Where the practicalities of the school or curriculum requirements render class sized groupings impractical, the school should look to implement year group zones or bubbles. .*  Movement around the school site is to be kept to a minimum. These groups are as far as possible to keep to the same areas of use of the premises, and if possible each individual to the same desk.  Priority is to be given to outdoor PE activities over indoor ones.  The use of shared resources (i.e. stationery & equipment) is limited, and each item regularly cleaned considering change of user.  Where SEN pupils are attending School the same principles of segregation, hygiene, cohesive staffing and PPE use should be applied as far as is possible, but the actual measures to be adopted for each case should be determined by a review of each pupils Health Care/ Support Plan/ Risk Assessment, and considering the individual circumstances of each case. | 2 | 3 | 6 |  | SW | From 23.08.21 |  |
| **1.10**  **Cleaning** | Staff, Pupils, Visitors | A cleaning schedule is implemented throughout the site, ensuring that contact points, e.g. work surfaces, door handles, taps etc. are all thoroughly cleaned regularly.  **Cleaning protocol is as follows:**   * A combined detergent disinfectant solution or chlorine-based cleaner is to be used. (COSHH assessment required) * Extra attention is to be given to frequently touched areas and surfaces, e.g. doors, toilets, door handles, phones, light switches and door fobs, etc. * Rooms or areas shared by different groups are to be cleaned between each group use. * Hand towels and hand wash are to be checked and replaced as needed by the Premises Officer and cleaning staff. * Enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush, etc. * Cleaners are to wear disposable or washing-up gloves and aprons for cleaning - (if cleaning a heavily contaminated area eye and respiratory protection should also be used). * Where COVID 19 contamination is suspected or identified the waste cleaning materials and used disposable PPE should be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished * When disinfecting, use disposable cloths, to first clean hard surfaces with warm soapy water, then disinfect the surfaces. * Cleaners are to wash & dry their hands after removing the PPE.   Only cleaning products supplied by the school are to be used (Suppliers may need to be notified if additional stocks are necessary).  Bin liners should be used in all bins and bins emptied daily.  External play equipment is to be cleaned regularly and between each group use.  Where cleaning has been identified in the risk assessment this is normally with standard products such as detergents & bleach. If COVID 19 contamination is known or suspected, then the cleaning should be followed by disinfecting (using chlorine based products). | 2 | 3 | 6 | All staff and students to have their own equipment – In a separate named bag or box  Disinfecting will be carried out routinely as an additional assurance measure. | SW  TM & TB | From 23.08.21  From 23.08.21 |  |
| **1.11**  **Deliveries & Waste collection.** | Staff, Pupils,  Delivery drivers, Waste collection operators | If practicable drivers should wash or clean their hands before unloading goods and materials.  Do not approach delivery staff, allow packages to be left in a safe place.  Hands are to be thoroughly washed & dried after handling all deliveries or waste materials.  Waste bags and containers - to be kept closed.  Waste collections to be made when the minimum number of persons are on site (i.e. after normal opening hours). | 2 | 3 | 6 |  | SW  TM & TB | From 23.08.21  From 23.08.21 |  |
| **1.12**  **Contractors** | Staff, Pupils, Contractors | Only contractors carrying out essential maintenance deemed necessary to the safe running of the school are to be allowed on site and will read and comply with signs in reception regarding good hygiene.  Staff and contractors are to maintain a safe distance between themselves and others (2 metres).  All contractors are to wash their hands upon entering the site.  Strict hygiene rules to be implemented, all contractors are to be asked to do the following:   * Wash hands on entry into individual work areas – or use alcohol-based hand sanitiser. * Repeat the hand washing/sanitising regularly.   Site inductions are to be carried out following social distancing principles (2m separation). If possible, these should be carried out outside.  The contractor is to notify the premises staff of all areas visited, in order that these can then be thoroughly cleaned. Also who they have been in contact with for tracing purposes.  Where possible, contractor works are to be programmed for times when the minimum number of persons are on site (i.e. after normal opening hours).  Contractors &Third Party Organisations working on site are to have their own COVID 19 risk assessments and safe systems of work which are compatible with the school COVID 19 arrangements, or are to comply with the schools arrangements. | 2 | 3 | 6 |  | SW  TM & TB | From 23.08.21  From 23.08.21 |  |
| **1.13**  **Poor hygiene** | Staff, Pupils, Visitors | Hands should be washed thoroughly and regularly. Use soap and water for at least 20 seconds. Hands should then be dried using disposable towels etc, which should be disposed of into the bins provided.  Use alcohol-based hand sanitiser if soap and water is not available and hand washing technique to be adopted as directed by NHS guidance.  Avoid touching your face/eyes/nose/mouth with unwashed hands and cover your cough or sneeze with a tissue then throw it in the bin.  Provide additional hand washing & drying facilities where necessary.  Regularly clean the hand washing facilities and check soap and sanitiser levels.  Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.  Sites may need extra supplies of soap, hand sanitiser and paper towels and these should be securely stored. | 2 | 3 | 6 | Additional signage to be displayed around the school to provide a constant reminder to all staff, students and visitors | SW | 24,08,2020 |  |
| **1.14**  **Canteen use - exposure from large numbers of persons** | Staff, Pupils | All persons should be required to stay on site once they have entered it and not use local shops etc.  Food and drink should only be consumed in dedicated facilities where possible.  Break times are staggered to reduce congestion and contact at all times.  Hand cleaning facilities or hand sanitiser is available at the entrance of any room where people eat and should be used by all persons when entering and leaving the area.  In staff locations persons should sit 2 metres apart from each other whilst eating and avoid personal contact.  Payments should be taken by contactless methods wherever possible.  Drinking water should be provided with enhanced cleaning measures of the tap mechanism introduced.  Tables and chairs are cleaned between each use.  All rubbish and waste should be put straight in the bin by the user and not left for someone else to clear up.  All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles, vending machines and payment devices. | 2 | 3 | 6 | All students will have breakfast in their designated base rooms [No communal facilities will be provided at this time ]  From 25.08.21 KS3 students will have their lunch in the large assembly hall to enable greater social distancing  Zone 1, 2 and 3 staff will have separate staffroom facilities  Zone 2 and Zone 3 students will have separate dining facilities | SW | From 23.08.21 |  |
| **1.15**  **Use of Changing facilities, toilets, showers and drying rooms** | Staff, Pupils | Allow staggered start and finish times to reduce congestion and contact wherever possible.  Introduction of enhanced cleaning of all facilities throughout the day and at the end of each day.  Rubbish bins are provided in these areas with regular removal and disposal.  Bin liners should be used in all bins.  Limitation of the number of persons using the toilet and shower facilities to single groups or classes at any one time.  Wash & dry hands after using the facilities. | 2 | 3 | 6 |  | SW  TM & TB | From 23.08.21  From 23.08.21 |  |
| **1.16**  **Lack of awareness** | Staff, Pupils, Visitors | Clear posters, signage and information is to be displayed around the site (and particularly in welfare areas) reminding all persons of social distancing, hygiene and hand washing requirements.  This information should also be easily understandable to small children where necessary.  “Toolbox talks” are carried out for all personnel on site at the morning briefings, warning them of the risks posed by the virus as well as the control measures outlined in this assessment and from government guidance. This will include informing personnel of the known symptoms.  All staff are to challenge any person not adhering to the control measures within this risk assessment. | 2 | 3 | 6 |  | SW  TM & TB | From 23.08.21  From 23.08.21 |  |
| **1.17**  **Emergency procedures (Fire alarm activations etc)** | Staff, Pupils, Visitors, Contractors | Emergency evacuations are to take place following social distancing principles as far as is reasonably practicable. Particularly at assembly areas (2m separation).  Fire safety procedures have been reviewed to take account of social distancing and staffing levels. This includes a review of PEEP’s requirements, and contingencies for unplanned staff absences due to Covid 19. | 2 | 3 | 6 | Fire Safety Procedures to be reviewed and conveyed to all staff | SW  TM & TB | From 23.08.21  From 23.08.21 |  |
| **1.18**  **First Aid provision** | Staff  Pupils, Visitors | First aider numbers & locations may need to be reviewed to ensure appropriate cover is maintained.  Adequate social distancing of 2m separation is to be maintained at all times when direct physical contact is not necessary.  When physical contact is necessary PPE appropriate to the level of risk is to be worn (Gloves, face mask, apron, eye protection).  Upon completion of first aid, thoroughly wash & dry the hands and any points of contact, and clean & disinfect the affected area. | 2 | 3 | 6 | Majority of staff to have first aid training and to be instructed on appropriate use of PPE  [INSET days 1 & 2] | SW  TM & TB | From 23.08.21  From 23.08.21 |  |

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| **SECTION 2 - RISK ASSESSMENT SCORING TABLE** | | | | | | | | **Risk Scoring Guide** | | | | | |
|  | | | | | | | | |  | | | | |
| **LEVEL OF RISK** | | **OVERALL RATING** | | **HOW THE RISK SHOULD BE TACKLED/MANAGED** | | | | |  | **Consider the potential harm or injury that could result from the identified hazard if an accident or incident were to occur, based on the table below.** | | | |
| **HIGH RISK** | | **15-25** | | **Immediate Management Action** | | | | |
| **MEDIUM RISK** | | **9-12** | | **Plan for Change** | | | | |  | | | |
| **LOW RISK** | | **1-8** | | **Continue to Manage** | | | | | **Impact Criteria (B)** | **IMPACT** | **SCORE** | **HEALTH & SAFETY EFFECT** |
| **Likelihood (A)** | **5 Almost**  **Certain** | **5** | **10** | | **15** | **20** | **25** | | **Critical/ Catastrophic** | **5** | **Multiple deaths of employees, service users, members of the public, etc.** |
| **4 Probable /Likely** | **4** | **8** | | **12** | **16** | **20** | | **Major** | **4** | **Death of an employee, service user, member of the public, etc.** |
| **3 Possible** | **3** | **6** | | **9** | **12** | **15** | | **Moderate** | **3** | **Serious injury (acute, chronic of life-changing) to employee, service user or member of the public requiring medical intervention.** |
| **2 Unlikely** | **2** | **4** | | **6** | **8** | **10** | | **Minor** | **2** | **Minor injury such as a bump or bruise that may require First Aid treatment and the person returns to work.** |
| **1 Very Unlikely / Rare** | **1** | **2** | | **3** | **4** | **5** | | **Insignificant / Negligible** | **1** | **A day to day issue/problem but negligible harm would result.** |
|  | **1 Insignificant / Negligible** | **2 Minor** | | **3 Moderate** | **4 Major** | **5 Critical / Catastrophic** | |  | | | |
|  | **Impact (B)** | | | | | | | | **Now consider the likelihood of that harm or injury being realised based on the expected frequencies in the table below.** | | | |
|  | | | | | | | | |  | | | |
| **Risk Score** | | | | | | | | | **Likelihood Criteria (A)** | **LIKELIHOOD** | **SCORE** | **EXPECTED FREQUENCY** |
| **To calculate the Risk Score in the Risk Assessment Register above, simply multiply the Impact by the Likelihood to identify the level of risk as per the table above.** | | | | | | | | | **Almost Certain** | **5** | Reasonable to expect that the event **WILL** undoubtedly happen/recur, possibly frequently and is probable in the current year |
|  | | | | | | | | | | **Probable / Likely** | **4** | Event is **MORE THAN LIKELY** to occur, will probably happen/recur, but is not a persisting issue. Will possibly happen in the current year and be likely in the longer term |
| **Possible** | **3** | **LITTLE LIKELIHOOD** of event occurring. Not likely in the current year, but reasonably likely in the medium/long term. |
| **Unlikely** | **2** | Event **NOT EXPECTED**. Do not expect it to happen/recur. Extremely unlikely to happen in the current year, but possible in the longer term. |
| **Very Unlikely /Rare** | **1** | **EXCEPTIONAL** event. This will probably never happen/recur. A barely feasible event. |

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| **SECTION 3 – INFECTION OUTBREAK MANAGEMENT PLAN** | | | | |
| **Covid-19 Infection Scenario Description** | **Immediate Action to be taken** | | **Follow –up / On-going Action to be taken** | |
|  | **Responsibility** |  | **Responsibility** |
| Report of COVID-19 Infection of single staff member | **Follow guidance in section 1.3 of above risk assessment and as briefly described below …**   * If a staff member has COVID-19 symptoms they should report this to their Head Teacher / Line Manager ASAP * If at home do not attend work * If at work do not come into contact with anyone [Maintain a social distance of at least 2m and if possible isolate self in a secure area]. Go home ASAP. [Any staff members who are required to support the staff member should wear appropriate PPE] * As soon as possible provide a list of direct and indirect contacts [Direct and indirect contacts to follow procedures outlined under Follow-Up / On-going action in right hand column] * Staff member to take a PCR test and self-isolate until result is known * Members of household also need to self-isolate until PCR test result is known.   **Additional Action Required:-**   * Thoroughly clean all areas and equipment used by staff member. * Discard all PPE used when supporting staff member in sealed bags and store for minimum of 72 hours before placing in refuse. | **Staff Member** | **Direct Contacts:**   * Sent home to self –isolate for 10 days   **In-direct contacts:**   * Can remain in school but must take a daily lateral flow test and report this to their line manager ie Show NHS Confirmation text.   **PCR test = Negative:**   * **Staff member** and **direct contacts** can return to work and revert back to normal testing arrangements. * **Indirect contacts** can revert back to normal lateral flow testing arrangements   **PCR Test = Positive**:   * **Staff member** - Must continue to self-isolate for 7 days from the date of the positive PCR test result. Members of household also advised to self-isolate for 10 days from date of staff member’s positive PCR test. * **Direct contacts -** Must self-isolate for 10 days from the date they had direct contact with the staff member who tested positive. * **Indirect contacts** - Must continue to do daily lateral flow tests for 10 days from the date that they had indirect contact with the staff member who tested positive   **NB: IF DIRECT OR INDIRECT CONTACTS DEVELOP COVID-19 SYMPTOMS THEY SHOULD FOLLOW THE PROCEDURES OUTLINED UNDER IMMEDIATE ACTION IN LEFT HAND COLUMN**  **Additional Action Required: -**   * LA and PHE informed of positive COVID Test result – Follow LA / PHE advice if required to do so. At this point the identification of Direct and Indirect Contacts will be reviewed and refined. | **Head Teacher / Business Manager** |
| Report of COVID-19 Infection of multiple staff members | In the event that a number of confirmed infections each infection or suspected infection should be dealt with as indicated above. Ie Each individual should be advised to follow the guidance detailed for a single infection | **Staff Members** | If a number of COVID -19 infections are detected within a period of 14 days the DfE helpline will be contacted on 0800 046 8687 and by selecting option 1, then option 1 again. The school will follow the advice provided via the DfE’s helpline. | **Head Teacher / Business Manager** |
| Report of COVID-19 Infection of single student | **Follow guidance in section 1.3 of above risk assessment and as briefly described below …**   * If a student has COVID-19 symptoms they should report this to their school via a telephone call or a member of staff * If at home they will be asked not to attend school * If at school they will be isolated from other students and staff so that they do come into contact with anyone [Maintain a social distance of at least 2m and if possible isolate in a secure area]. The student will be sent home ASAP. [Any staff members who are required to support the staff student should wear appropriate PPE] * As soon as possible the student will be asked to provide a list of direct and indirect / close contacts [Direct and indirect contacts to follow procedures outlined under Follow-Up / On-going action in right hand column] * The student will be asked to take a PCR test and self-isolate until result is known * Members of household also need to self-isolate until PCR test result is known. * An Information / Guidance letter will sent to the parents / guardians of any child who is asked to self –isolate and take a PCR test. [Ref: <https://drive.google.com/file/d/1Uq753ojpHRM-pRIAwmGSRYCBhTz8FocF/view?usp=sharing> ]   **Additional Action Required:-**   * Thoroughly clean all areas and equipment used by staff member. * Discard all PPE used when supporting staff member in sealed bags and store for minimum of 72 hours before placing in refuse. | **Student / Parent / Guardian** | **Direct Contacts:**   * Sent home to self –isolate for 10 days   **In-direct contacts:**   * Can remain in school but must take a daily lateral flow test and report this to their school ie Show NHS Confirmation text.   **PCR test = Negative:**   * **Student** and **direct contacts** can return to school and revert back to normal testing arrangements. * **Indirect contacts** can revert back to normal lateral flow testing arrangements   **PCR Test = Positive**:   * **Student** - Must continue to self-isolate for 7 days from the date of the PCR test result. Members of household also advised to self-isolate for 10 days from date of student’s positive PCR test. * **Direct contacts -** Must self-isolate for 10 days from the date they had direct contact with the student who tested positive. * **Indirect contacts** - Must continue to do daily lateral flow tests for 10 days from the date that they had indirect / close contact with the staff member who tested positive   **NB: IF DIRECT OR INDIRECT CONTACTS DEVELOP COVID-19 SYMPTOMS THEY SHOULD FOLLOW THE PROCEDURES OUTLINED UNDER IMMEDIATE ACTION IN LEFT HAND COLUMN**  **Additional Action Required: -**  LA and PHE informed of positive COVID Test result – Follow LA / PHE advice if required to do so. At this point the identification of Direct and Indirect Contacts will be reviewed and refined. | **Head Teacher / Business Manager** |
| Report of COVID-19 Infection of multiple students | In the event that a number of confirmed infections each infection or suspected infection should be dealt with as indicated above. Ie Each individual should be advised to follow the guidance detailed for a single infection | **Student / Parent / Guardian** | If a number of COVID -19 infections are detected within a period of 14 days the DfE helpline will be contacted on 0800 046 8687 and by selecting option 1, then option 1 again. The school will follow the advice provided via the DfE’s helpline. | **Head Teacher / Business Manager** |
| COVID-19 infection reported in referring school[s] | In the event of confirmed infections in a referring school or number of referring schools and if the student is on a shared / dual registration placement the student will be asked to take a lateral flow test twice weekly and will be monitored carefully for any COVID-19 symptoms. | **Student / Parent / Guardian** | If a number of COVID -19 infections are detected within a period of 14 days the DfE helpline will be contacted on 0800 046 8687 and by selecting option 1, then option 1 again. The school will follow the advice provided via the DfE’s helpline. | **Head Teacher / Business Manager** |