

Longdendale High School

**COVID-19 Risk Assessment –
Autumn Term 2021/22**

COVID-19 RISK ASSESSMENT

Revision History

Version	Date	Responsible Person	Changes
Rev 2	18.10.21	Andrea Jones – HT	<p>Section 1 – strike through and in red reference to testing 2nd October 21.</p> <p>Section 2 – deleted wording about face masks being personal choice and back to advised to wear in all communal areas and when moving around school.</p> <p>Section 15 – add wording as shown in yellow around advise for close contacts.</p>
Rev 1	29 Sept 21	Andrea Jones – HT	<p>Section 1 – Adds reference to onsite testing following advice from PHE. (yellow)</p> <p>Section 2- Changed wording to capture or some areas. Staff are now aware for this two week period staff are advised to wear face masks in all communal areas and this will be reviewed.</p> <p>Section 2 – Staff asked to go back to meeting virtually where possible.</p>
Rev 0	23 Aug 21	Andrea Jones - HT	


COVID-19 RISK ASSESSMENT



Activity: COVID-security – Autumn Term 2021/22

Residual Risk Factor: 8 Medium

Acceptable Risk: Yes

Establishment: Longdendale High School	Assessment by (Block Capitals): Andrea Jones HT – reviewed by school based covid committee.	Signature:	Date: 18 th October 21
Review Date: Reviewed by school based covid committee and then Trust Board fortnightly or on significant change of Government guidance, on corona virus incident in school or failure of control measures.	Approved by (Block Capitals): Anton McGrath (Principal)	Signature: 	Date: 10 th November 21
<p>Activity Description: COVID-19 is an illness that can affect your lungs and airways. It is caused by a virus known as Coronavirus. Symptoms can be mild, moderate, severe, or fatal. This is a specific risk assessment for dealing with a return to work during the current COVID-19 situation in the workplace. Please note, this assessment is, additional to, and should be read in conjunction with existing activity-based risk assessments including COSHH, manual handling, work at height, cleaning duties.</p>			
<p>Who might be harmed: All staff (particularly first aiders and cleaners), students, visitors to school (including contractors, drivers and anyone else who physically meets in school), vulnerable groups (including elderly, new or expectant mothers, or those with existing underlying health conditions.)</p>			
<p>How might they be harmed (context): On 22 Feb 21, the UK government announced a four-step roadmap to ease restrictions across England and provide a route back to a more normal way of life. On 19 Jul 21 England moved to Step 4 of the roadmap; this including the removal of some restrictions, and some prescriptive guidance, essentially moving the focus of COVID-security towards individual/personal responsibility and balancing risk, as well as remaining with other key parties (e.g., employers and facilities owners). This assessment has been written to directly address risks associated with coronavirus, as restrictions are removed, to maintain (and instigate where necessary) sensible measures to minimise identified risks for all members of the Trust community.</p> <ul style="list-style-type: none"> • Individuals may be harmed through: <ol style="list-style-type: none"> a) Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body or direct contact with respiratory droplets of an infected person generated through coughing and sneezing). Controlled generally by <u>SOCIAL DISTANCING AND RESPIRATORY HYGIENE</u>. b) Indirect transmission of COVID-19 virus from touching surfaces contaminated with the virus and then touching your face (e.g. eyes, nose, mouth). Controlled generally by <u>HAND AND RESPIRATORY HYGIENE</u> and <u>SANITATION</u>. 			

COVID-19 RISK ASSESSMENT

Assessment: The following general school activities have been considered in this assessment	
<ol style="list-style-type: none"> 1. Minimising contact and maintaining social distancing 2. Hand and respiratory hygiene 3. Cleaning and sanitation 4. Ventilation 5. Visitors to site (including external organisations) 6. Meetings and communication 7. Room occupancy and usage 8. Trips and visits 9. Extracurricular and sporting activity 	<ol style="list-style-type: none"> 10. School minibus usage 11. Work experience 12. Internal events 13. Contractors 14. Emergency responses 15. Managing cases of coronavirus 16. Support for higher risk groups 17. Wellbeing support for staff and students 18. Contingency planning

Risk Rating. The Risk Level is the result of the likelihood of the hazard being realised multiplied by the severity of potential injury or loss.

Likelihood of hazard being realised:		Severity of potential injury or loss:		Risk Rating Table:																																												
<ol style="list-style-type: none"> 1. Unlikely (probably will not occur) 2. Low (may occur) 3. Medium (could occur) 4. High (probable) 5. Certain (above probable) 		<ol style="list-style-type: none"> 1. Incident (non first aid injury or insignificant loss) 2. Minor injury (first aid/minor illness or minor loss) 3. Moderate (over a 7-day injury or significant loss) 4. Serious (major RIDDOR injury/illness or major loss) 5. Fatality (death or catastrophic loss). 		<table border="1"> <tr> <td rowspan="6" style="writing-mode: vertical-rl; transform: rotate(180deg);">Likelihood of hazard being realised</td> <td>5</td> <td style="background-color: #ffff00;">5</td> <td style="background-color: #f08080;">10</td> <td style="background-color: #f08080;">15</td> <td style="background-color: #f08080;">20</td> <td style="background-color: #f08080;">25</td> </tr> <tr> <td>4</td> <td style="background-color: #90ee90;">4</td> <td style="background-color: #ffff00;">8</td> <td style="background-color: #f08080;">12</td> <td style="background-color: #f08080;">16</td> <td style="background-color: #f08080;">20</td> </tr> <tr> <td>3</td> <td style="background-color: #90ee90;">3</td> <td style="background-color: #ffff00;">6</td> <td style="background-color: #ffff00;">9</td> <td style="background-color: #f08080;">12</td> <td style="background-color: #f08080;">15</td> </tr> <tr> <td>2</td> <td style="background-color: #90ee90;">2</td> <td style="background-color: #90ee90;">4</td> <td style="background-color: #ffff00;">6</td> <td style="background-color: #ffff00;">8</td> <td style="background-color: #f08080;">10</td> </tr> <tr> <td>1</td> <td style="background-color: #90ee90;">1</td> <td style="background-color: #90ee90;">2</td> <td style="background-color: #90ee90;">3</td> <td style="background-color: #ffff00;">4</td> <td style="background-color: #ffff00;">5</td> </tr> <tr> <td></td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> <tr> <td colspan="6" style="text-align: center;">Severity of potential injury/loss</td> </tr> </table>		Likelihood of hazard being realised	5	5	10	15	20	25	4	4	8	12	16	20	3	3	6	9	12	15	2	2	4	6	8	10	1	1	2	3	4	5		1	2	3	4	5	Severity of potential injury/loss					
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Low Risk	1 – 4 (green)	If after control measures are applied the risk remains low additional control measures will not be required.																																														
Medium Risk	4 – 9 (amber)	If after control measures are applied the risk remains medium additional measures may be required.																																														
High Risk	10 -25 (red)	If after control measures are applied the risk remains high then additional measures will be required.																																														

COVID-19 RISK ASSESSMENT

N°	Activity (and/or hazard)	Unmanaged			Existing Control Measures	Managed			Residual Risk L/M/H
		Likeli- hood	Severity	Risk Level		Likeli- hood	Severity	Risk Level	
1	<p>Minimising contacts and maintaining social distancing</p> <p>Reducing the number of possible contacts with symptomatic or asymptomatic others thereby reducing the potential for indirect and direct transmission of coronavirus.</p>	Medium 3	Serious 4	High 12	<p>Clear verbal and written communication to all staff, students and others, detailing guidance on when not to attend school, and on self-isolation, including the actions to be followed.</p> <p>Encouragement of the continuation of 'at home' LFD testing for staff and students. This extends to the provision of 'on-site' ATS testing for students at the start of the academic year...</p> <p>Verbal and written communication to all staff, students and others, advising that individuals should consider their personal balance of risk surrounding social distancing.</p> <p>The general offer of NHS vaccination has been extended to include 16- and 17-year-olds (and some younger under specific circumstances).</p> <p>The use of external social spaces is encouraged to all students, particularly at breaks.</p> <p>Movement on internal circulation routes remains subject to 'keep left' guidance. This is supported by signage and staff supervision.</p> <p>Perspex screens previously installed in teaching spaces are to remain in place.</p> <p>Lifts remain as single occupancy where possible or if not standing back to back. Smaller offices are encouraged to have limited occupancy and the signs remain in place. Lunch and break times remain staggered to help support with smaller number of students using the toilet blocks.</p> <p>Staff are encouraged to hold meetings virtually where possible.</p>	Low 2	Serious 4	Medium 8	M
2	<p>Hand and respiratory hygiene</p> <p>To ensure suitable and sufficient standards of personal and collective hygiene to help reduce the potential for indirect and direct transmission of coronavirus.</p> <p>To help reduce indirect transmission by managing shared resources.</p>	Medium 3	Serious 4	High 12	<p>Current regimes for frequent and thorough hand cleaning should remain in place. All individuals should be encouraged to clean their hands regularly with soap and water or hand sanitiser when arriving on site, when leaving site, before any eating or drinking, when moving between buildings, at regular intervals and more frequently than normal.</p> <p>Hand sanitiser remains available in the entrances to all buildings, in offices, staffrooms and classrooms. All hand sanitiser stations will remain operational and hand sanitiser replenished. Existing controls relating to surfaces touched by multiple individuals (such as photocopiers and the use of ICT rooms) must remain in place.</p> <p>Staff and students encouraged to protect the skin by applying emollient cream regularly, and are encouraged to report any skin problems, such as Irritant Contact Dermatitis, to their line manager or member of staff (if a student)</p> <p>Staff and students are still advised to bring in their own personal (full) water bottles although the water fountains are now back in operation.</p> <p>The 'catch it, bin it, kill it' approach continues to be very important and should continue to be adopted.</p>	Low 2	Serious 4	Medium 8	M

COVID-19 RISK ASSESSMENT

					<p>- Staff and Students are advised to go back to wearing face coverings in all communal area and when moving around school. Where face coverings are chosen to be worn this will be supported. Clear information regarding acceptable face coverings is written in the Trust COVID-19 Guidance Note. These will be re-introduced as an expectation they be worn by all in all or some areas of the school should the advice from public health suggest this</p> <p>A small number of face coverings will be available for issue to a student should they become unwell.</p> <p>It is strongly recommended that face coverings are worn on public transport and the school minibus.</p> <p>Ideally, shared teaching resources should be identified and set aside for 72 hours before re-use. Where this is not practical, staff should ensure that equipment is cleaned prior to re-use.</p> <p>Staff and students are encouraged to clean their workspace (table, keyboard, and mouse) prior to use and if office equipment is shared, cleaning between usage is encouraged.</p>				
3	<p>Cleaning and sanitation</p> <p>To ensure suitable and sufficient standards of sanitation to control indirect transmission.</p>	Medium 3	Serious 4	High 12	<p>Existing standard and enhanced cleaning routines remain in place for all areas, including:</p> <ul style="list-style-type: none"> • Thorough cleaning and disinfection routines for all areas which have been occupied within the previous 3 days (72 hours). • Additional frequent cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods. • Frequent cleaning and disinfecting of all areas with high strength disinfectant including door handles, light switches, reception areas. • Bins emptied daily. • Disinfectant supplies/wipes are provided to wipe down keyboards and work surfaces prior to use. • Specific cleaning of areas and surfaces where someone who is symptomatic has spent any time. • Where absolutely possible, single use items to be used and disposed of. Other items to be thoroughly cleaned. <p>A member of SLT have instructed cleaning and site staff in donning, doffing and the use of issued PPE.</p> <p>Rigorous checks carried out by site team to ensure that the required standards of cleaning and sanitation are being followed. (To be supported by Trust Head of Estates).</p> <p>Upholstered seating replaced with plastic seating as much as is reasonably practicable. Plastic seating is to be thoroughly cleaned and disinfected at the start and end of the working day and if possible spot checks throughout the day. Where other upholstered seating is still in use (e.g. workstation chairs), all hard surfaces will be disinfected routinely as a frequent 'touch' surface, upholstered surfaces will be sprayed with disinfectant spray if soiled or as an element of enhanced or deep cleaning.</p> <p>Lidded pedal bins are provided throughout school.</p>	Low 2	Serious 4	Medium 8	M

COVID-19 RISK ASSESSMENT

4	<p>Ventilation</p> <p>Adequate ventilation reduces how much virus is in the air. It helps reduce the risk from aerosol transmission.</p>	Medium 3	Serious 4	High 12	<p>All office, staffroom and teaching spaces must remain well ventilated, while maintaining a comfortable teaching and working environment. It is encouraged that all internal classroom doors remain open throughout the day. External windows must be opened to improve natural ventilation. External windows need not be opened fully, just sufficiently to create a throughput of air.</p> <p>Where Heating Ventilation and Air Conditioning (HVAC) is in use it is operated in accordance with industry guidance specific to coronavirus, however the requirement for natural ventilation still exists.</p> <p>Poorly ventilated spaces should be identified and not used where possible, but if unavoidable then steps should be taken to improve fresh air flow in these areas, this will be aided by future roll-out of carbon dioxide monitors.</p> <p>Ventilation should be a key factor when identifying areas used for holding events, particularly where visitors are on site.</p>	Low 2	Serious 4	Medium 8	M
5	<p>Visitors to site (including external organisations).</p> <p>To reduce the risk of direct and indirect transmission between 3rd parties.</p> <p>Safeguarding and supervision.</p>	Medium 3	Serious 4	High 12	<p>Lettings for external organisations that use school internal spaces and facilities will not automatically re-commence unless pre-agreed. Permission to allow an external organisation access and/or usage of school real estate must be firstly agreed (in principle) by a member of SLT. The Trust Head of Estates and Head of H&S must be informed to ensure that correct lettings and health, safety and COVID-security procedures are followed</p> <p>Existing protocols and authorisation for any external speakers must be followed. Guest speakers must always be escorted. The greeting member of the team the speaker is visiting is responsible for all briefings including the settings specific procedures surrounding COVID-security, particularly that they should not attend school if they have coronavirus symptoms, have tested positive for coronavirus in the 10 days preceding their visit, or are self-isolating due to any reason.</p> <p>Any visitor attending school will be requested to use hand sanitiser before entering the Main Building, their decision to wear a face covering will be made on personal choice, unless the school has reinstated face coverings in the event of an outbreak and on the advice of Public Health</p> <p>Dependent on the purpose of any visit a specific risk assessment may be required, this should be completed by the team the visitor is visiting.</p>	Unlikely 1	Serious 4	Low 4	L

COVID-19 RISK ASSESSMENT

6	<p>Meetings and communication</p> <p>To reduce the risk of direct and indirect transmission between 3rd parties.</p> <p>Safeguarding and supervision.</p>	Medium 3	Serious 4	High 12	<p>Face-to-face meetings that include external participants (including parents/carers) may be arranged. If practicable, remote meetings should be considered utilising telephone conference calling, and 3rd party applications such as Microsoft Teams.</p> <p>Where an external visitor is attending school, their visit must follow existing school visitor procedures. Visitors must always be escorted. The greeting member of the team the visitor is visiting is responsible for all briefings including the settings specific procedures surrounding COVID-security, particularly when not to attend the meeting.</p> <p>Face-to-face meetings between school staff, or that include colleagues from within any of the Trust settings may go ahead. School visitor and COVID-security procedures are in place and must be followed. Informal meetings between staff and visits to other staff rooms are subject to COVID-security procedures.</p>	Unlikely 1	Serious 4	Low 4	L
7	<p>Room occupancy and usage</p> <p>To ensure suitable and sufficient standards of personal and collective hygiene, sanitation, and ventilation to control indirect and direct transmission.</p>	Medium 3	Serious 4	High 12	<p>All timetabled classrooms, staffrooms and offices are in use.</p> <p>Rooms are naturally ventilated by open windows balancing the need for increased ventilation while maintaining a comfortable temperature and naturally ventilated by open windows even if this causes some thermal discomfort. Where Heating Ventilation and Air Conditioning (HVAC) is in use it is operated in accordance with industry guidance specific to coronavirus, however the requirement for natural ventilation still exists. All staff are reminded of the need to ensure all spaces are adequately ventilated through ensuring windows and doors remain open wherever possible.</p> <p>All rooms in school are thoroughly cleaned by members of the cleaning staff, in accordance with current coronavirus cleaning guidance (activity 3).</p> <p>Hand sanitiser, disinfectant wipes and boxes of tissues and lidded bins supplied for personal hygiene; individuals to be informed to sanitise hands on entry and exit.</p> <p>The practice of 'hot desking' should be avoided where practicable, but where unavoidable, staff are advised to clean surfaces before use and maintain strict hand/respiratory hygiene.</p> <p>Where screens have been installed in teaching spaces for example in IT rooms, they should remain in place.</p> <p>All teaching classrooms should remain uncluttered; tables cannot be removed due to storage constraints but the number of 'surfaces' should be reduced as much as possible.</p> <p>Communal staffrooms might be occupied by staff from multiple departments. Individuals using these staffrooms are requested to be mindful and courteous of other users. Given the size of the space the window is to remain open for ventilation in the rooms they are in and users should adopt strict hand/respiratory hygiene. Staff are requested to use a sensible approach and not overcrowd these spaces; it is requested that users occupying the staff room vacate once finished to allow others access.</p>	Low 2	Serious 4	Medium 8	M

COVID-19 RISK ASSESSMENT

8	<p>Trips and visits</p> <p>To ensure suitable and sufficient standards of safety, safeguarding and supervision in all aspects of the activity including all elements of COVID-security.</p>	High 4	Serious 4	High 16	<p>International, residential, and domestic travel is permissible however may only be undertaken if the educational visit is appropriate and safe.</p> <p>International travel is discouraged unless it is an absolute requirement; under which circumstances it must be approved at Trust Board level. Residential trips must be approved through the current school 'trips and visits' process.</p> <p>All educational trips and visits are subject to an approval process that includes a full and thorough trip risk assessment; the risk assessment must include any public health advice, such as hygiene and ventilation requirements relating to all aspects of the trip and must include travel and the venue(s) COVID-security procedures.</p> <p>Trip forms that are not submitted within directed lead-times (4 weeks for international, residential or higher risk activities; and 2 weeks for domestic day visits of medium and lower risk activities) will not be processed.</p>	Low - Medium 2-3	Serious 4	Medium - High 8-12	M-H Each trip viewed on specifics
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COVID-19 RISK ASSESSMENT

9	<p>Extracurricular and sporting activities</p> <p>To ensure suitable and sufficient standards of safety, safeguarding and supervision in all aspects of the sporting or extracurricular activity including all elements of COVID-security.</p>	<p>Medium</p> <p>3</p>	<p>Serious</p> <p>4</p>	<p>High</p> <p>12</p>	<p>School retains the flexibility to decide how, and what, sport and physical activity can be conducted; the following measures to reduce the risk of transmission are in place:</p> <ul style="list-style-type: none"> • Nobody allowed to attend or undertake any sporting or extracurricular activity, in any capacity, if they have symptoms. They will be directed to follow guidance, self-isolate and request a PCR test. • Participants reminded of the importance of general and respiratory hygiene, including not spitting or spitting out water on the playing area. • Water bottles or refreshment containers will not be shared. • Generally, equipment that is used around the head and face (such as masks and helmets) will not be shared. If this is not possible/practicable, it must be cleaned between users. • Sports or activity equipment should be thoroughly cleaned between each use by different groups. • A supply of fresh air to enclosed spaces used for sporting activity must be maintained either through natural or mechanical ventilation. Poorly ventilated spaces should be avoided as venues for sporting activity. • Medical provision must be considered and school guidance for first-aid responders followed. • Guidance from each sport National Governing Body should be reviewed and considered. <p>Existing departmental risk assessments regarding curriculum sport, sports clubs and activities, and fixtures with other settings must be continuously reviewed and include practical steps to reduce coronavirus transmission.</p> <p>Any sporting activity (either curricular or extra-curricular) involving external coaches, clubs and organisations must also take steps to reduce the risk of transmission through participation.</p> <p>External coaches, clubs and organisations must complete their own risk assessment (including COVID-security) which school must receive sight of.</p> <p>COVID reasons for non-attendance is re-iterated to external coaches, clubs and organisations.</p>	<p>Low</p> <p>2</p>	<p>Serious</p> <p>4</p>	<p>Medium</p> <p>8</p>	<p>M</p>
10	<p>School minibus usage</p> <p>The requirement to encourage and maintain social distancing, hand, and respiratory hygiene, effectively reducing the likelihood of direct and indirect transmission of coronavirus.</p>	<p>Medium</p> <p>3</p>	<p>Serious</p> <p>4</p>	<p>High</p> <p>12</p>	<p>The school minibus may be used, for those qualified and authorised to drive it, to transport staff and students to sporting fixtures, extracurricular activities or trips and visits.</p> <p>No-one who is displaying any coronavirus symptoms, or who has tested positive for the virus in the previous 10 days before travel, or who should be self- isolating / in isolation for any reason will be permitted to travel.</p> <p>Passengers are required to wear a face covering (unless exempt), the driver will not be required to wear a face covering if, by doing so, their driving is impacted in any way – it is recommended that the driver’s window is opened to allow ventilation.</p> <p>Passengers will be encouraged to socially distance while waiting to board the transport, and must sit apart, when on the transport, where space allows.</p>	<p>Low</p> <p>2</p>	<p>Serious</p> <p>4</p>	<p>Medium</p> <p>8</p>	<p>M</p>

COVID-19 RISK ASSESSMENT

					<p>Should any driver or passenger subsequently test positive for coronavirus, the minibus will be taken out of service, left to sit for 72 hours, before being deep cleaned ready for use again.</p> <p>School protocols for who may drive the minibus still apply.</p>				
11	<p>Work experience</p> <p>To ensure suitable and sufficient standards of safety, safeguarding and supervision in all aspects of the activity including all elements of COVID-security.</p> <p>To reduce the risk of direct and indirect transmission between 3rd parties.</p>	High 4	Serious 4	High 16	<p>Work experience (or work placements) may be undertaken but will be subject to robust assessment. Where there is an agreed requirement for a work placement to go ahead the following must be undertaken:</p> <ul style="list-style-type: none"> • All work placements must follow school established procedures. • Work placement co-ordination procedures must include confirmation with any prospective placement provider that they: <ul style="list-style-type: none"> ○ are following current Government and sector COVID-19 guidance. ○ have a COVID-19 risk assessment in place. ○ conduct a COVID-19 induction for new starts/placements that includes responsibilities and actions for staying safe and protecting others. • Students going on placement must be given a COVID-19 safety briefing by their department (including when not to attend their placement) – this must be documented. • Where applicable, students are responsible for conducting twice weekly LFD tests, prior to and during their placement. The outcome of these tests must be evidenced to school and the placement provider (a photograph of results should be sufficient). • Students are responsible for uploading their LFD results to the NHS site (standing procedure). <p>Should a student develop any COVID-19 symptoms they must stay at home, self-isolate, and arrange a PCR test.</p> <p>Students must not attend their arranged work placement, and must contact the Head of Subject or Work Placement Co-ordinators, if:</p> <ul style="list-style-type: none"> • an LFD test and subsequent PCR test indicates that they are positive for COVID-19. • they should be self-isolating for any reason (including if told to self-isolate by NHS Test and Trace or the NHS COVID-19 app). • they have tested positive for COVID-19 in the previous 10 days prior to the start of their placement. 	Low - Medium 2-3	Serious 4	Medium - High 8-12	M-H Each placement viewed on specifics
12	<p>Internal events</p> <p>To ensure suitable and sufficient standards of safety, safeguarding and supervision in all aspects of the activity including all elements of COVID-security.</p> <p>To reduce the risk of direct and indirect transmission between 3rd parties.</p>	High 4	Serious 4	High 16	<p>Select internal events may be undertaken but are subject to the following absolute provisions:</p> <ul style="list-style-type: none"> • That they have been agreed and authorised by SLT. • That they are subject to a separate rigorous risk assessment of the event and activities, which must include covid-security as a key risk. • That covid-security measures must (at least) be equal to school COVID-security measures, including, but not limited to: <ul style="list-style-type: none"> ○ Strict non-attendance if symptomatic, or self-isolating for any reason. ○ Distinct groups maintaining social distancing (where possible). ○ Maximum use of external spaces. 	Low 2	Serious 4	Medium 8	M

COVID-19 RISK ASSESSMENT

					<ul style="list-style-type: none"> ○ Strict personal hand and respiratory hygiene, and sanitation is kept. ○ Any existing space mitigations such as layouts and screening are retained. ○ School guidance regarding first aid and becoming symptomatic on site are followed. <ul style="list-style-type: none"> ● External organisations undertaking any activity at school produce their own risk assessment which must include COVID-security measures; this risk assessment must be made available to those staff organising the event. 				
13	<p>Contractors</p> <p>To ensure suitable and sufficient standards of safety, safeguarding and supervision in all aspects of the contracted works including all elements of COVID-security.</p> <p>To reduce the risk of direct and indirect transmission between 3rd parties.</p>	Medium 3	Serious 4	High 12	<p>All contractors to be informed not to attend school if they are symptomatic of coronavirus, have tested positive in the last 10 days, or are required to self-isolate for any reason.</p> <p>Contractors required to attend school for routine works should do so outside of core opening times where possible or unless agreed otherwise.</p> <p>Emergency works are to be conducted as soon as possible; areas where emergency works are required to be undertaken must be cleared of all personnel. If the works are in a circulation space, then signage, barriers and diversions are to be put in place and senior management informed.</p> <p>Emergency works must be supervised by a member of site staff.</p> <p>All contractors to be briefed by the Site Management teams, and must adhere to, schoolguidelines/procedures in respect of COVID-19 security.</p> <p>Contractors must book in and out of school in the usual way.</p> <p>Contractors should be strongly encouraged to wear a face covering at all times while at the setting (unless within a designated construction site).</p> <p>Delivery of construction work to include detailed programming to reduce the impact to the school community.</p> <p>Construction work will require a specific activity-based risk assessment</p>	Unlikely 1	Serious 4	Low 4	L
14	<p>Emergency responses</p>	High 4	Serious 4	High 16	<p>FIRST AID</p> <p>H&S Guidance Note written for school immediate response first aiders includes specific information in respect of coronavirus (administering first aid, social distancing, hygiene, and PPE).</p> <p>PPE provided for school immediate response, and emergency first aiders.</p> <p>Training in donning and doffing PPE has been delivered to immediate response first aiders by a member of SLT.</p> <p>Briefing on new coronavirus protocols has been given to all staff including first aiders.</p>	Low 2	Serious 4	Medium 8	M

COVID-19 RISK ASSESSMENT

		Unlikely 1	Fatality 5	Medium 5	<p>EMERGENCY EVACUATION (Fire and security)</p> <p>Note: In all cases where there is an immediate or real threat to life, the evacuation of all personnel, by the quickest, safest means is the main concern. Any social distancing and hygiene will remain a consideration but may not be the highest priority.</p> <p>Fire alarm and detection systems tested weekly, and all routes and final exits reinstated.</p> <p>On fire alarm, all staff and students are still to evacuate to their nearest (safe) assembly point.</p> <p>Systems in place to identify if any member of staff or student have any temporary or permanent mobility issues that may prevent them from evacuating a building if required to do so.</p> <p>Standard procedures for and incident management remain in place but include COVID-security protocols where the circumstances of the incident realistically allow.</p> <p>Fire Marshalls are in place.</p> <p>Existing protocols and procedures in place for emergency evacuation.</p>	Unlikely 1	Fatality 5	Medium 5	M
15	<p>Managing cases of coronavirus</p> <p>Where staff and students are symptomatic or potentially symptomatic.</p> <p>Where staff and students test positive, through either:</p> <p>a) Onsite through a lateral flow test b) At home through a lateral flow test or PCR test</p>	High 4	Serious 4	High 16	<p>Existing protocols for staff and students regarding seeking medical assistance (non-coronavirus related).</p> <p>Clear verbal and written communication to all staff, students and others, detailing guidance on when not to attend school, and on self-isolation, including the actions to be followed.</p> <p>Existing protocols for staff and students regarding seeking medical assistance (coronavirus related). Spare face masks provided to students if required.</p> <p>Anyone presenting with the symptoms of coronavirus while in school will be sent home and advised to follow NHS guidance. Staff briefed to inform the admin team if they have a symptomatic student who needs to be in isolation in the main building meetings room. Reception briefed to relay this to attendance officer/operations manager</p> <ul style="list-style-type: none"> If symptomatic while in school, students sent into isolation in the Covid First Aid Room in the staff corridor. Students asked not to remove their facemask, and to leave the classroom immediately and wait for a first aider. Teaching staff will contact reception (or a first aider directly) and inform them that the individual needs to go into isolation. A first aider will make their way to the symptomatic student and escort them to the First Aid Room (observing social distancing), will don PPE, and verbally assess the individual (observing social distancing). 	Low 2	Serious 4	Medium 8	M

COVID-19 RISK ASSESSMENT

					<p>The first aider will remain in visual contact until the individual is picked up by an immediate member of family. Public transport or taxis must not be used.</p> <ul style="list-style-type: none"> If symptomatic while in school, staff are to socially distance, inform 'on-site' senior management and go home immediately and directly thereafter and book a PCR test. <p>If symptomatic students are unable to be transported, the attendance officer will contact NHS 111 for triage and advice.</p> <p>Students and their parents/carers have been informed of the protocol, and school expectations, regarding the requirement for isolation and the collection of symptomatic (or potentially symptomatic) individuals.</p> <p>Areas where anyone presenting with the symptoms of coronavirus have been to be kept well ventilated and cleaned once empty.</p> <p>School is holding a small number of home testing kits which can be used in exceptional circumstances such as an individual with symptoms who may have barriers to accessing a test elsewhere and the home kit would significantly increase their chance of getting tested. This will enable school to take swift action to protect others if the test result is positive.</p> <p>Contact tracing undertaken directly by NHS Test and Trace.</p> <p>Government/DfE guidance issued relating to self-isolation, including exemptions to the requirement to self-isolate.</p> <p>Information on protocols as a result of a positive test from asymptomatic on-site testing are outlined in the risk assessment for asymptomatic testing on site.</p> <p>Advise that any student or member of staff who is identified as a close contact to have a PCR test. However, even if that test is negative, they should now take a lateral flow test everyday until the period of isolation is over. If the LFT is positive, they should get a PCR and follow the usual rules</p>				
16	<p>Support for higher risk groups</p> <p>Acknowledgement of staff and students, including those with protected characteristics and/or specific vulnerabilities, who by being in a higher risk group may be at more risk of being infected and/or experiencing an adverse outcome if infected by coronavirus.</p>	High 4	Serious 4	High 16	<p>Some staff and students may have been previously identified as Clinically Extremely Vulnerable (CEV), or Clinically Vulnerable (CV). Some staff and students may have been previously advised to shield. From step 4, all staff are expected to work on site unless they are symptomatic or are self-isolating due to any reason. All staff must follow government and school guidance.</p> <p>There is acknowledgement that some staff or students fall into a higher risk group. Higher-risk groups include those who:</p> <ul style="list-style-type: none"> are older males have a high body mass index (BMI) have health conditions such as diabetes are from some Black, Asian or minority ethnicity (BAME) backgrounds 	Low 2	Serious 4	Medium 8	M

COVID-19 RISK ASSESSMENT

					<p>Generally, there are no additional controls required, above those identified in this risk assessment, for these groups.</p> <p>All levels of management to emphasise the importance of individual and wider staff engagement, buy-in and cooperation to ensure controls are applied stringently.</p> <p>Any member of staff or student who is a new or expectant mother is not at any higher risk of catching COVID-19 although, if you are pregnant, as a minimum, you should follow the same guidance as everyone else.</p> <p>Expectant mothers who are more than 27 weeks pregnant, or who are pregnant and have an underlying health condition that puts them at a greater risk of severe illness from COVID-19 at any point in pregnancy, should consider limiting close contact with people they do not normally meet with regularly to reduce the risk of catching COVID-19.</p> <p>Those individuals identified as being in a higher risk group, or new and expectant mothers, are encouraged to have individual discussions with their line managers around risk management measures and may request an individual risk assessment should they still have un-met concerns.</p>				
17	Wellbeing support for staff and students	High 4	Serious 4	High 16	<p>STAFF:</p> <p>SLT and the Trust HR continue promoting mental health & wellbeing awareness to staff. Staff wellbeing booklet has been issued to all staff.</p> <p>All staff are enrolled in the Employee Assistance Scheme which offers telephone counselling support and other welfare services for all staff.</p> <p>The EAP service includes an app (My Healthy Advantage) which includes a personalised news feed, useful articles, webinars and a live chat facility. The app also includes an enhanced set of wellbeing tools and engaging features to support wellbeing and wellness, breathing techniques and Bright TV.</p> <p>Access to Occupational Health and CBT therapy available through HR if required.</p> <p>The school has named wellbeing health champions amongst the school staff.</p> <p>Staff receive signposted support from the school around mental ill health support.</p> <p>The school takes seriously our responsibility to care for the welfare of all members of staff and is flexible and supportive in its use of support mechanisms.</p> <p>New EAP service (My Healthy Advantage app), free download via google and app stores and the code to sign up is: MHA113334.</p> <p>Regular communication with staff through the line management system to complete regular welfare checks.</p> <p>Individual Risk Assessment in place if requested.</p>	Medium 2	Serious 4	Medium 8	M

COVID-19 RISK ASSESSMENT

				<p>STUDENTS:</p> <p>SLT and inclusion staff promote mental health & wellbeing awareness to students. All students have access to their form tutor for support in the first instance.</p> <p>Identified students have access to additional support should this be raised as a concern and should further expert support be required.</p> <p>Regular welfare checks from the form tutors, learning leaders and wider inclusion team take place as required.</p> <p>Individual Risk Assessment if requested or identified as a requirement by the SEND/inclusion teams.</p>				
<p>Contingency planning</p> <p>Progressive escalation or concurrent measures that may be introduced on advice from Directors of Public Health, or through SLT to manage local outbreaks of Coronavirus (COVID-19) (including responding to variants of concern).</p>	High 4	Serious 4	High 16	<p>School SLT retain an Outbreak Management Plan which includes contingency information and details measures that may be required to be introduced, in order to break chains of transmission, should it be required.</p> <p>Links maintained with PHE/PHT and the Director of Public Health at Tameside MBC.</p>	Medium 2	Serious 4	Medium 8	M

ACTION PLAN

The following actions are specific to this revision of the risk assessment. Any incomplete actions will be carried over to the next revision.

Serial	Activity N°	Activity and requirement	Completed by whom	Completed by
1	1	Issue information to staff, parents and students that face masks are to remain in place in all communal areas and whilst moving around school for a further 4 week period from after the half term. Will be reviewed in 4 weeks time. (26 th November 21)	AJ	20.10.21
2	2	Issue information to staff and parents about expectation if close contact as highlighted in section 15	AJ	20.10.21
3				