

# Significant Findings of Risk Assessment

<b>Site / Premises: The City of Leicester College</b>	<b>Assessment Carried Out By: KDV, SDW, AEK</b>	<b>Assessment Serial Number: 001 – 23/02/21</b>		
<b>Department:</b>	<b>Name: Ken Vernon, Shaun Whiting and Alison Keen</b>	<b>Date Carried Out or Reviewed</b>	<b>Date for Next Review</b>	<b>Reviewed By (Name)</b>
<b>Encouraged Activity / Process:</b> School activities during COVID 19 outbreak <ul style="list-style-type: none"> <li>• During this evolving situation please monitor and follow government guidance given in the web links provided</li> <li>• All normal working practices should be assumed to continue unless they need to be changed for the duration.</li> </ul>	<b>Signature:</b>	11/08/20	21/08/20	
	<b>Responsible Manager / Team Leader, etc</b>	21/08/20	28/08/20	KDV, SDW, AEK
	<b>Name: Ken Vernon</b>	28/08/20	04/09/20	KDV, SDW, AEK
	<b>Signature:</b>	04/09/20	18/09/20	KDV, SDW, AEK
		18/09/20	02/10/20	KDV, SDW
		01/10/20	16/10/20	KDV, SDW
		06/10/20	20/11/20	KDV, SDW, AEK
		20/11/20	4/12/2020	KDV, SDW
		4/12/2020	4/01/2021	KDV, SDW
		11/01/2021	25/01/2021	KDV, SDW
		09/02/2021	23/02/2021	SDW, AEK
		23/02/2021	12/03/2021	SDW, KDV
		06/05/2021	27/05/2021	SDW, AEK

## 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.

<b>General Principles of Control</b>	<p>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,</p> <ul style="list-style-type: none"> <li>• Avoiding contact with those who have symptoms.</li> <li>• Frequent hand cleaning &amp; good Respiratory hygiene practices.</li> <li>• Regular Cleaning of settings.</li> <li>• Minimising contact &amp; mixing (with a strong focus on group/class separation).</li> </ul> <p>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.</p>	<p>The wearing of face masks/coverings in areas of the school where this is not required by Government guidance or legislation is not expected to be a routine control measure, unless specific risks have been identified, or if it is identified as a control measure within the body of this risk assessment</p> <p>However, the School will support any individual who chooses to wear one in those areas where it is not mandated</p> <p>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.</p>
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However, if dealing with a child with complex medical needs where aerosol generating procedures are performed an FFP3 standard face mask should be worn, for which face fit testing (FFT) must be completed beforehand. Other appropriate PPE may also be required – refer to latest government guidance

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 (Where the existing controls are insufficient to reduce the risk to an acceptable level) Use the scoring table below to assist in planning actions.	Action By Who?	Action By When?	Additional Action Completed (Initials)
			Likelihood	Impact / Severity	Risk Rating Score				
<b>Catching or Spreading COVID 19</b>	Staff, Pupils, Visitors	<p><b>Attendance - From 08 March 2021</b> On-site education will resume for all Pupils. Secondary schools have the discretion to phase Pupil start dates over this week to allow testing.</p> <p><b>Initial - Rapid Result Tests (Lateral Flow Tests)</b> Upon return Rapid Result Tests (Lateral Flow Tests) are to be offered on-Site to Pupils of Secondary School age. The testing available consists of 3 Lateral Flow Tests, taken 3 to 5 days apart. Although encouraged and prior consent is required, this testing is voluntary.</p> <p><b>Ongoing - Rapid Result Tests (Lateral Flow Tests)</b> Rapid Result Tests (Lateral Flow Tests) are available for All Schools to conduct weekly testing of Staff, and Secondary School age Pupils in order to help detect those who are carrying the Covid 19 virus without displaying symptoms. The testing available consists of two Lateral Flow Tests taken at home each week, 3 to 4 days apart. Pupils aged 12 to 17 are to be supervised by an adult whilst taking the tests, and Pupils aged 11 are to have the tests administered by an adult (Pupils aged 18 may self-administer the tests). The On-Site testing facility will remain in place (although potentially reduced in scale) to permit the testing of those unable to do this test at home. <i>For Pupils, the completion of 3 supervised On-Site tests is a pre-requirement to permit home testing.</i> Although encouraged (and consent is required for on-Site testing) this testing is voluntary.</p> <p><b>Lateral Flow Test Results</b> A negative result will allow the tested person to remain in school. A positive result will require the tested person to self-isolate for 10 days and if the Lateral Flow Test was undertaken taken at</p>	2	1-5 3 on avg.	6				

home using a Home Testing Kit they are encouraged to undertake a Covid 19 viral (PCR) Test.

*If Covid 19 symptoms are displayed, the person is required to self-isolate for 10 days regardless of any Lateral Flow Test result. Persons displaying symptoms are encouraged to undertake a Covid 19 viral (PCR) Test.*

Where tests are carried out at home the results must be reported to NHS Test and Trace as soon as the test is completed either online or by telephone as per the instructions in the home test kit. Staff should also share their result with the school to help with contact tracing.

Issuing of home test kits to Staff are to be recorded in an Issue Log, and results of home tests are to be recorded in a separate Results Register.

Results for tests taken at School will be recorded & reported in line with current School test logging protocols.

#### **LATERAL FLOW TEST INCIDENT REPORTING**

Incidents regarding LFT testing are to be reported as follows.

Home testing Clinical Incidents to -  
<https://coronavirusyellowcard.mhra.gov.uk> & the School Management.

Home testing Non Clinical Incidents to -  
NHS Test & Trace Service Telephone N° 119 & the School Management.

Incidents in School to -

It is important that all incidents related to testing are recorded, including void results.

Serious incidents, including those that require immediate pausing of all testing on site, should be escalated immediately to the DfE helpline.

Incidents that disrupt testing and/or could potentially impact quality or safety of testing and cannot be resolved locally should be reported to the DfE helpline.

Any other incidents that disrupt testing in any way, but that are resolved locally, should be reported to DfE through the Incident Reporting Form on [www.Gov.uk](http://www.Gov.uk). DfE will escalate issues to DHSC through the clinical governance process for rapid testing as required.

DfE Coronavirus Helpline 0800 0468687.

Records of all incidents are kept.

#### **SECONDARY SCHOOL LATERAL FLOW TEST FACILITY**

	<p>A dedicated Covid 19 Rapid Results Test Facility has been set up, the facilities &amp; procedures of which include,</p> <ul style="list-style-type: none"> <li>❖ Staff are appropriately trained for their roles.</li> <li>❖ Secure storage for LFD Test Kits at between 2 and 30 Degrees Celsius.</li> <li>❖ An operational temperature of between 15 and 30 Degrees Celsius is maintained.</li> <li>❖ A non-porous floor.</li> <li>❖ Good air flow/ventilation &amp; well lit.</li> <li>❖ One-way flow or adequate space for social distancing.</li> <li>❖ Test subjects seating in the Swabbing Area 2m apart from each other.</li> <li>❖ A Registration desk at the entrance to the facility.</li> <li>❖ Separate desks for Recording and Processing tests, and a Swabbing Area.</li> <li>❖ The Swabbing desk and Processing desk are in close proximity to each other [within 1m], with the Recording desk close by.</li> <li>❖ There is a clear demarcation between the Swabbing area and Processing area, and test subjects are not permitted to enter the Processing area.</li> <li>❖ Hand sanitising facilities are provided, which are to be used by all persons entering or leaving the test facility.</li> <li>❖ Facilities &amp; PPE for containing &amp; cleaning up bodily fluids are readily available (<i>Sneezing or vomiting may be expected</i>).</li> <li>❖ Established NHS Testing protocols are followed in line with the training and guidance provided.</li> <li>❖ Appropriate PPE is worn - Gloves, Apron, Fluid Resistant Surgical Mask &amp; Eye Protection for Processing Operatives &amp; Cleaners. Fluid Resistant Surgical Masks for All others. Results Recorders will need to wear Gloves if in contact with LFT Devices.</li> <li>❖ PPE should be replaced between test session, and Sample Processors are to change gloves after each Sample.</li> <li>❖ General Waste disposal facilities are provided. All Lateral Flow Test waste can now be treated as General waste.</li> <li>❖ The Swabbing area and Processing area are cleaned between each test, and the testing facility cleaned daily.</li> <li>❖ Routine 'quality audit' checks are carried out by the Site Supervisor, and records kept.</li> <li>❖ General School Covid 19 social distancing &amp; face covering requirements apply to those awaiting test and upon completion of testing.</li> <li>❖ Where someone has a positive test result, they are to be kept isolated until they can return home to self-isolate.</li> </ul>							
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	<p>Welfare facilities are provided which contain suitable levels of soap and hand sanitiser.</p> <p>Maintain social distancing (2m separation where practicable) See below for Class/Group arrangements.</p> <p>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.</p> <p>Tissues will be provided for employees, SEN &amp; early years children, 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.</p> <p>Contact with personnel suspected of having caught COVID-19 will be avoided.</p> <p>All persons are reminded to not touch their eyes, nose or mouth if their hands are not clean.</p> <p>Any existing individual risk assessments (disability, young persons or new / expectant mothers) to be reviewed.</p> <p>Follow good respiratory hygiene and skin cleaning hygiene measures at all times.</p> <p>Should persons disclose if personnel living with them are self-isolating, they should be encouraged to do the same for 10 days as per Government guidance.</p> <p>Ensure frequent hand washing/sanitising is carried out by all persons throughout the day, including before &amp; after eating, after sneezing &amp; 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 &amp; after lunch, after using the toilet and when changing rooms (Younger children &amp; SEN pupils may need additional support &amp; encouragement or supervision for this).</p>								
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	<p>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.</p> <p>Persons who are living with a person in the Shielding Category (but who are not ill themselves) should only be permitted to enter the School if stringent COVID 19 control measures can be implemented and if they fully understand them.</p> <p>Parents, contractors, etc are to be informed of the COVID 19 safety precautions of the School (Based upon Government Guidance and this risk assessment).</p> <p>Contingency plans are in place to provide remote learning for pupils where this becomes necessary.</p> <p>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.</p> <p>The SLT are to ensure that a system is in place to monitor and enforce the Covid 19 safety arrangements identified in this risk assessment.</p> <p>Records should be kept of classes, groups, staff, visitors and their close contacts, such that these can be provided to the Local Public Health Team if required.</p> <p>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.</p> <p>Managers/SLT are to keep in regular contact with and monitor the wellbeing of Staff not currently working on the site. Face coverings are to be worn by all adults and pupils of Year 7 &amp; above in corridors and communal areas where social distancing is difficult to maintain (with the standard exceptions for disabilities / breathing difficulties / lip reading etc applying. <i>There may also be valid reasons for not wearing masks during strenuous physical activity).</i></p>							
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		<p>As a temporary measure, face coverings are also to be worn in classrooms etc where 2m social distancing is difficult to maintain. A small stock of spare face coverings is held to support this measure.</p> <p><b>Clinically Extremely Vulnerable Staff</b> are to Shield at home and are NOT to attend the School (Working from home options may be considered if appropriate). <b>Clinically Extremely Vulnerable Pupils</b> who have been confirmed as such by their medical support team are to Shield at home and are NOT to attend the School (Remote learning solutions are to be provided). <i>Shielding guidance will be reviewed on 31 March 2021.</i></p> <p><i>Although persons from the Black, Asian &amp; Minority Ethnic (BAME) community, or those who possess other recognised high risk factors, are not officially categorised within the Clinically Vulnerable Group, due to their greater statistical likelihood of contracting the virus, it is recommended that they be considered for control purposes to be within this group.</i></p> <p>Other people who are living with Clinically Extremely Vulnerable persons may attend the School, in compliance with all Covid 19 safety measures identified.</p> <p>An individual risk assessment will be carried out for any person who considers that the control measures in place are insufficient for their personal circumstances.</p> <p>Individual risk assessments will also be carried out to determine the safety measures for those working with pupils who spit uncontrollably or use saliva as a sensory stimulant.</p> <p>Where working from home is possible ALL Staff who are able to work from home should do so and are supported by the School to do this.</p>							
<p><b>Suspected case whilst on site or Positive Viral test result</b></p>	<p>Staff, Pupils, Visitors</p>	<p>When a person develops symptoms compatible with COVID 19 they will be sent home and isolate for 10 days. Their fellow household members should self-isolate for 10 days.</p> <p>Under the NHS Test &amp; Trace system, all staff and students attending the school will have access to a viral (PCR) test <u>if they display COVID 19 symptoms</u>, and are encouraged to undertake the test in this scenario.</p>	<p>2</p>	<p>1-5 3 on avg.</p>	<p>6</p>				

*The school holds 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.*

Parents and Staff are requested to immediately inform the school of Covid 19 viral (PCR) 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.

Where a person tests positive for COVID 19 they should go home and self-isolate for 10 days (or longer if the high temperature symptom continues).

When notified of a positive COVID 19 test result, the school should contact the local authority Public Health team, who will work with the PHE Health Protection Team and the school to identify close contacts of the positive person. As established by these discussions, close contacts should be sent home and advised to self-isolate for 10 days. (The other household members of those close contacts 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 (PCR) 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.

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 unless the affected person later tests positive and they are informed to do so by the Local Public Health Team.

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.

Arrangements should be made for the parent etc to collect the child, and only under exceptional circumstances is school transport to be used to return the child home.

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.

<p><b>Travel off site</b></p>	<p>Staff, Pupils</p>	<p>Travel is only required for essential purposes and should be minimised at all times.</p> <p>When on foot – staff should remain 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.</p> <p>All persons to limit their use of public transport (Where it is safe and practicable we will encourage the parents of children to get them to cycle or walk to school).</p> <p>Where travel is essential, use private single occupancy where possible.</p> <p>Children must not board home to school transport if they or any member of their household has Covid 19 symptoms.</p> <p>Travel by coach etc is to be minimised (in the short term eliminated), with social distancing and/or groupings practiced throughout. Contact with the driver is to be avoided, and any SEN requirements considered when reducing risks and minimise contact.</p> <p>School transport is to be cleaned before and after each use, with particular attention being paid to touch points.</p> <p>All persons are to wash and dry their hands upon completion of their journey. Drivers are to have access to and use hand sanitiser throughout the journey.</p> <p>Unless there are compelling reasons not to (i.e. disabilities, breathing difficulties, etc.) when travelling as a passenger in a vehicle, individuals should wear a face covering in an enclosed space where social distancing isn't possible and where you will come into contact with people you do not normally meet.</p> <p>Where possible, open vehicle windows for increased ventilation.</p> <p>If the vehicle is being used to transport a child with COVID 19 symptoms, wherever possible,</p> <ul style="list-style-type: none"> <li>• Use a vehicle with a bulkhead for segregation.</li> <li>• The driver and the passenger should maintain a distance of 2 metres from each other.</li> </ul>	<p>3</p>	<p>1-5 3 on avg.</p>	<p>9</p>				
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		<ul style="list-style-type: none"> <li>• The driver should wear PPE, and the passenger should wear a face mask if they are old enough to do so.</li> <li>• The vehicle should be cleaned &amp; disinfected afterwards.</li> <li>• Tissues should be used if coughing/sneezing and recommend using plastic bags for collection and disposal of tissues/waste PPE.</li> <li>• Bags will be available in classrooms for students to dispose of disposable masks in the waste bin to ensure they are double bagged.</li> <li>• Handwashing/sanitising before and after transport activities and when disposing of waste.</li> </ul> <p>On dedicated transport,</p> <ul style="list-style-type: none"> <li>• Pupil groupings should reflect those operating in the school to maintain segregation.</li> <li>• Hands are to be sanitised on boarding &amp; disembarking.</li> <li>• Social distancing is to be maintained as far as possible whilst queueing and when in the vehicle.</li> <li>• Frequently touched vehicle surfaces are to be cleaned after each journey, and enhanced cleaning carried out at the end of each day.</li> <li>• Drivers are to have access to and use hand sanitiser throughout the journey and after assisting passengers.</li> <li>• Children are to be encouraged to carry &amp; use tissues on home to school transport. If used, these will need to be disposed of into a covered bin, either on board the vehicle or upon arrival at school.</li> <li>• Ventilation is to be maximised (i.e. opening windows).</li> <li>• The vehicle is to be regularly cleaned.</li> <li>• Unless there are compelling reasons not to (i.e. disabilities, breathing difficulties, etc.) when travelling as a passenger you should wear a face covering. Children under the age of 11 years are not required to wear a face covering.</li> </ul> <p>External Visits,</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• No overnight or overseas visits are to be undertaken.</li> <li>• It is not envisaged that there will be any external visits in the short or even medium term. This will be reviewed in line with local and national changes.</li> </ul>							
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<p><b>Contaminati on during Access to &amp; egress from site</b></p>	<p>Staff, Pupils, Visitors</p>	<p>Where possible, implement the following practices:</p> <ul style="list-style-type: none"> <li>• Post-16 students will not have morning registration or afternoon in lessons in school to minimise the number of students arriving and leaving site at the same time. They will arrive for their first lesson and leave after their last lesson (if this is before P4) to stagger movement.</li> <li>• Year groups will have their own entry point to the site and the building. Year 7 and 9 will enter through the community entrance, Year 8 and 10 will enter through the main entrance and Years 11-13 will enter through 6<sup>th</sup> form entrance.</li> <li>• All persons to wash &amp; dry or sanitise their hands before entering classrooms or catering facilities. Hand washing with soap to be at least 20 seconds each time.</li> <li>• Staff should maintain 2m distance between themselves and others and swipe in when they arrive and out when they leave. Staff must not tailgate other staff.</li> <li>• G4S will regularly clean common contact surfaces in reception, office, access control and delivery areas e.g. screens, telephone handsets, desks, particularly during peak flow times.</li> <li>• Site inductions will take place outdoors or via Teams where necessary to improve social distancing.</li> <li>• Students are able to wear their own plain face coverings to reduce the spread of COVID 19 throughout the day if they wish.</li> <li>• Staff are able to wear their own plain face coverings to reduce the spread of COVID 19 throughout the day if they wish.</li> <li>• Staff and students to be reminded of good mask hygiene practices.</li> </ul> <p><b>Visitors</b> No non-essential visitors are allowed onto the school site.</p> <p>All visitors to be made aware of site rules.</p> <p>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.</p>	<p>2</p>	<p>1-5 3 on avg.</p>	<p>6</p>				
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		<p><b>Staff</b> Staff who are showing any of the signs of COVID -19 must NOT come to school.</p> <p>Staff MUST declare if they have a member of their family displaying signs of COVID-19 and may NOT come into school.</p> <p>Staff will be informed about the need for self-isolation, etc. as advised by the Government.</p> <p>Staff are to pay due regard to social distancing requirements when parking &amp; accessing their vehicles.</p> <p>Hand cleaning facilities or hand sanitiser are available at the entrances/exits and throughout the school and should be used by all persons when entering and leaving.</p> <p><b>Parents, etc.</b> Contact with parents to be minimised, with only a single parent attending drop off &amp; pick up of children, and 2m distancing to be observed.</p> <p>Parents, etc. have been be reminded not to gather by the School gates etc whilst awaiting their children, and are only allowed on site by appointment.</p> <p>Individuals arriving on site without appointment will be turned away by reception. This is followed up by CLT when necessary.</p>							
<b>Contaminati on within Internal Areas</b>	Staff, Pupils, Visitors	<p>It is understood that Early Years &amp; Primary age and some 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 will be used to implement as high a standard of control as practicable.</p> <p>Desks will be positioned as far apart as possible with students sitting side by side and facing forwards unless there are specific reasons why this cannot be achieved. Desks are positioned to allow teaching staff to maintain 2m distance from students.</p> <p>Communal areas to be organised as far as possible to allow 2m separation between Staff and pupil groups.</p>	2	1-5 3 on avg.	6				

Each year group have their lessons and social time within one area of the school unless they require specific practical equipment. In these cases, students will be dismissed 5 minutes early to ensure minimal movement in corridors during lesson changeover and keep staff safe as they move to their next lesson when the bell goes.

For SEN students the group size will be determined by local circumstances.

It is acknowledged that there will be some cross over between groups, but we have minimised this as much as possible during the school day.

The groups refer to the pupils only, and Staff are permitted to work between groups in order to deliver the highest possible standards of teaching and learning and curriculum coverage during this period.

The use of the Staff work areas is to be kept to a minimum. All staff should maintain 2m distance when in these areas and work where possible, in the IWAs or empty classrooms to ensure refreshments are available for those who need them.

Wherever possible, Staff are to keep 2m apart from other Staff and students, avoid close face to face contact, and minimise unnecessary contact within 1m of others. Meetings could be relocated to an outside area for instance or still take place on Teams if space is a limiting factor.

Assemblies will take place in form rooms, delivered via Teams in the short term. This may be reviewed as the Local or National picture changes.

All persons are to wash & dry/sanitize their hands upon entering classrooms.

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.

Try to avoid working with paper/other materials that are shared in a way that may aid transmission. Paper resources should be laid out for students collect as they enter for example and

verbal feedback should be built in to lessons to avoid the need for marking in the immediate term. Work that needs distance feedback (e.g. tests, controlled assessment, etc.) should be placed in a tray/box by the students and left for 72 hours before marking.

Staff to Staff interaction;

- Staff should only complete authorised activities,
- No close contact activities (within 2 metre distance) unless there is an emergency situation that demands it.

Equipment, Activities and resources

Limit the use of shared resources and maximise the impact of projected resources.

Individuals should not share equipment unless absolutely required. When this is required, hand sanitiser should be used before and after and 2m distance should be maintained between staff and students.

All equipment & resources are to be regularly cleaned (including IT equipment), and equipment & resources that are shared between groups are cleaned between each use. Staff are provided with anti-viral spray to spray on the equipment after use and students will be provided with cloths/paper towel, to wipe equipment down before use to remove excess spray. Pupils to be reminded only to bring essential items into the school.

Singing activities or playing brass or wind instruments is permitted only,

- Where social distancing of 2m between each individual can be maintained.
- Voices are not be raised unduly.
- Where possible musical instruments should be cleaned by the pupils using them.
- Participants are not facing others and not sharing instruments.
- Good levels of ventilation are provided, with preferably the activity being carried out outdoors.
- Where larger groups or choirs are singing the ventilation rate should be at least 10l/sec per person.

For advice on practical school science, D&T, etc. see <https://www.cleapss.org.uk/>

If equipment is only used rarely, it can be for 48hrs (or 72hrs for items containing plastics) between use by different

		<p>persons/classes/groups as long as this equipment is stored securely.</p> <p>Doors should be propped open to reduce contact points and increase ventilation. In the event of a fire alarm the responsible member of staff should close the door after the room is evacuated, or immediately in the event of needing an invacuation.</p> <p>Maglocks will release on corridor doors to slow the progress of any fire but ensure minimal contact points and maximum ventilation during the normal working day.</p> <p>Ensure occupied rooms are well ventilated with teachers to ensure windows are open.</p> <p>Centralised ventilation system to be turned off, and fresh air ventilation selected.</p> <p>When walking along corridors or using the stairs all persons are to keep to the left side in order to enhance segregation.</p> <p>PE lessons should be conducted outdoors wherever possible.</p> <p>Lifts to only be used by students as identified in their risk assessment Lift touch points are to be cleaned regularly. Hands are to be washed &amp; dried or sanitised after using the lift.</p> <p>A permanent screen in reception is in place to reduce contact between reception staff and visitors. Students should not be sent down to student reception. Returned badges are to be cleaned immediately.</p> <p>Bins are to be provided in each main room to collect used tissues, and emptied regularly.</p> <p>Drinking water fountains are not in use (Additional drinking water will be provided at break and lunch and water will be available in first aid in emergency situations).</p>							
<b>Contaminati on in Outdoor Areas</b>	Staff, Pupils	It is understood that Early Years & Primary age and some 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.	1	1-5 3 on avg.	3				



		<p>Areas for duty staff marked out in each outdoor area to allow 2m separation between all Staff or pupil groups. Each year group to have their own area for social times.</p> <p>Break and lunch times staggered to minimise the chance of contact between groups.</p> <p>Student groups are to remain consistent, separated from other groups with social distancing (2m separation) as far as possible between them.</p> <p>The outside gym to be taped off.</p> <p>Hand washing &amp; drying facilities are to be provided at the entry/exit points to the playground, and all persons are to wash their hands upon entering and leaving the playground.</p> <p>Specific guidance on sports can be obtained from <a href="https://www.afpe.org.uk/">https://www.afpe.org.uk/</a> 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 if possible. Acceptable sporting activities at lunchtime will be reviewed in line with Local and National guidance.</p> <p>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.</p> <p>Students will be allowed to stay in the IWA and classrooms will be available in the event of serious inclement weather.</p>							
<b>Allocation of Staff</b>	Staff	<p>Staffing allocation is done on a daily basis and the following are considered:</p> <ul style="list-style-type: none"> <li>• Authorisation onto the school site will be by the Headteacher.</li> <li>• All staff medical needs to be raised during risk assessment for Headteacher to review.</li> <li>• Staff to avoid the use of the staff room unless for individual use when using essential equipment</li> <li>• First aid rota will be available to ensure adequate availability of first aid and PPE throughout the day.</li> <li>• Staff to follow social distancing guidance in offices/staff rooms/close working in rooms etc.</li> </ul>	2	1-5 3 on avg.`	6				

		<ul style="list-style-type: none"> <li>• There is an emphasis on ensuring social distancing, therefore the smallest number of staff are allocated to a classroom.</li> <li>• Cleaning staff rotas should be reviewed to ensure appropriate coverage.</li> <li>• 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.</li> </ul>						
<b>Work planning</b>	Staff, Pupils,	<p>Areas are to be organised to allow effective separation between all Staff or groups (the desks should be as far apart as possible). Areas are marked so to provide a clear means of maintaining 2m distance.</p> <p>Timetables have been reviewed to ensure minimal movement of students to reduce the contact between individuals throughout the building.</p> <p>Any use of shared offices, etc. to be staggered so that 2m is maintained at all times unless alternative arrangements such as face shields are agreed in advance with the staff member who conducted their risk assessment.</p> <p>Priority is to be given to outdoor PE activities over indoor ones.</p> <p>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.</p>	2	1-5 3 on avg.	6			
<b>Cleaning</b>	Staff, Pupils, Visitors	<p>A cleaning schedule will be implemented throughout the site, ensuring that contact points, e.g. worksurfaces, door handles, taps etc. are all thoroughly cleaned regularly.</p> <p>Cleaning protocol is as follows:</p> <ul style="list-style-type: none"> <li>• A combined detergent disinfectant solution or chlorine-based cleaner is to be used. (COSHH assessment required)</li> <li>• 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.</li> <li>• Rooms or areas shared by different groups are to be cleaned between each group use.</li> </ul>	2	1-5 3 on avg.	6			

		<ul style="list-style-type: none"> <li>• Hand towels and hand wash are to be checked and replaced as needed by the Premises Officer and cleaning staff.</li> <li>• Enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush, etc.</li> <li>• 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).</li> <li>• 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</li> <li>• When disinfecting, use disposable cloths, to first clean hard surfaces with warm soapy water, then disinfect the surfaces.</li> <li>• Cleaners are to wash &amp; dry their hands after removing the PPE.</li> <li>• Teaching and support staff may have to do some basic or remedial cleaning of equipment to ensure continuity of experience for students. A toolbox talk has been conducted in the training week for these individuals.</li> </ul> <p>Only cleaning products supplied by the school are to be used (Suppliers may need to be notified if additional stocks are necessary).</p> <p>Bin liners should be used in all bins and bins emptied daily.</p> <p>The outdoor gym is to be taped off and not used.</p> <p>Where cleaning has been identified in the risk assessment this is normally with standard products such as detergents &amp; bleach. If COVID 19 contamination is known or suspected, then the cleaning should be followed by disinfecting (using chlorine based products). Although disinfecting may also be carried out routinely as an assurance measure.</p>							
<b>Deliveries &amp; Waste collection.</b>	Staff, Pupils, Delivery drivers, Waste collection operators	<p>If practicable drivers should wash or clean their hands before unloading goods and materials.</p> <p>Do not approach delivery staff, allow packages to be left in a safe place.</p>	2	1-5 3 on avg.	6				

		<p>Hands are to be thoroughly washed &amp; dried after handling all deliveries or waste materials.</p> <p>Waste bags and containers - to be kept closed.</p> <p>Waste collections to be made when the minimum number of persons are on site (i.e. after normal opening hours).</p> <p>Deliveries are quarantined in the delivery bay – be aware that this may delay the delivery of items ordered.</p>						
<b>Contractors</b>	Staff, Pupils, Contractors	<p>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.</p> <p>Staff and contractors are to maintain a safe distance between themselves and others (2 metres).</p> <p>All contractors are to wash their hands upon entering the site.</p> <p>Strict hygiene rules to be implemented, all contractors are to be asked to do the following:</p> <ul style="list-style-type: none"> <li>• Wash hands on entry into individual work areas – or use alcohol-based hand sanitiser.</li> <li>• Repeat the hand washing/sanitising regularly.</li> </ul> <p>Site inductions are to be carried out following social distancing principles (2m separation). If possible, these should be carried out outside.</p> <p>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.</p> <p>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).</p> <p>Contractors and 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.</p>						

<p><b>Poor hygiene</b></p>	<p>Staff, Pupils, Visitors</p>	<p>Wash hands 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.</p> <p>Use alcohol-based hand sanitiser if soap and water is not available and hand washing technique to be adopted as directed by NHS guidance.</p> <p>Alcohol free sanitiser is used in the Science labs.</p> <p>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.</p> <p>Additional hand washing &amp; drying facilities outside the building have been provided.</p> <p>Regularly clean the hand washing facilities and check soap and sanitiser levels.</p> <p>Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.</p> <p>Monitor supplies of soap, hand sanitiser and paper towels and these will be securely stored out of the main building.</p>	<p>2</p>	<p>1-5 3 on avg.</p>	<p>6</p>				
<p><b>Canteen use - exposure from large numbers of persons</b></p>	<p>Staff, Pupils</p>	<p>Extra catering areas provided to minimise the mixing of groups and lunchtimes staggered to ensure adequate cleaning in between lunch sittings.</p> <p>All persons are advised to stay on site however, should they wish to leave site for their own health &amp; Wellbeing they must observe social distancing rules when off site and ensure that they wash/sanitise hands when leaving and returning to site. Please note no more than 6 persons in one group allowed. TCOLC is a non-smoking site and staff should not regularly be leaving site to smoke. If, however this is required, staff should maintain social distancing and not enter public buildings.</p> <p>Food and drink should only be consumed in designated areas and ideally outdoors where possible.</p> <p>Break times and lunchtimes are staggered to reduce congestion and contact at all times.</p>	<p>2</p>	<p>1-5 3 on avg.</p>	<p>6</p>				

		<p>Hand cleaning facilities or hand sanitiser are available at the entrance of any room where people eat and should be used by all persons when entering and leaving the area.</p> <p>In staff locations persons should sit 2 metres apart from each other whilst eating and avoid personal contact.</p> <p>Only one group of students to be eating in one area at a time.</p> <p>Where possible food served or displayed should be individually wrapped to avoid contamination. Touching multiple items before making final selection should be discouraged.</p> <p>Food displays should be protected against contamination by coughing, sneezing, etc).</p> <p>Any cutlery provided should be handed out by staff wearing gloves or allocated separately to users and not provided in communal storage where users select their own.</p> <p>Payments should be taken by contactless methods.</p> <p>Drinking water available for purchase at break and lunch and also available in first aid in case of emergency.</p> <p>Canteen windows and doors to remain open wherever possible to maximise ventilation.</p> <p>Tables and chairs should be cleaned between each use.</p> <p>All rubbish and waste should be put straight in the bin by the user and not left for someone else to clear up.</p> <p>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.</p>							
<p><b>Use of Changing facilities, toilets, showers and drying rooms</b></p>	<p>Staff, Pupils</p>	<p>Students will come to site in PE kit on days they have PE to avoid the need for changing areas. Students will be allowed to change their clothes at the end of a lesson in changing rooms if absolutely necessary but these areas will be sprayed down after the lesson.</p> <p>Enhanced cleaning of all facilities throughout the day and at the end of each day.</p>	<p>1</p>	<p>1-5 3 on avg.</p>	<p>3</p>				

		<p>Pedal bins provided for rubbish in these areas with regular removal and disposal. Bin liners should be used in all bins.</p> <p>Limit the number of persons using the toilet and shower facilities to single groups or classes at any one time.</p> <p>Wash &amp; dry hands after using the facilities.</p> <p>Staff cyclists will be allowed to use shower facilities and will have a toolbox talk regarding how to use anti-viral spray after they have used the shower. Showers will be cleaned every day.</p>							
<b>Lack of awareness</b>	Staff, Pupils, Visitors	<p>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.</p> <p>Signs to be displayed outside meeting rooms and offices etc identifying the maximum occupancy levels to ensure appropriate segregation.</p> <p>“Toolbox talks” will be carried out for all personnel on site, 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.</p> <p>Staff are to challenge any person not adhering to the control measures within this risk assessment.</p>	1	1-5 3 on avg.	3				
<b>Emergency procedures (Fire alarm activations etc)</b>	Staff, Pupils, Visitors, Contractors	<p>Emergency evacuations are to take place following social distancing principles as far as is reasonably practicable. Particularly at assembly areas (2m separation).</p> <p>Fire safety procedures have been reviewed to take account of social distancing and staffing levels.</p> <p>This includes a review of PEEP’s and Evac Chair requirements, and contingencies for unplanned staff absences due to COVID 19.</p>	2	1-5 3 on avg.	6				
<b>First Aid provision</b>	Staff Pupils, Visitors	<p>First aider signage updated with staff photographs added for ease of location. Duty first aiders to be designated per lesson to be contacted by the base in emergencies.</p>	2	1-5 3 on avg.	6				

		<p>Adequate social distancing of 2m separation is to be maintained at all times when direct physical contact is not necessary.</p> <p>When physical contact is necessary PPE appropriate to the level of risk is to be worn (Gloves, face mask, apron, eye protection).</p> <p>Upon completion of first aid, thoroughly wash &amp; dry the hands and any points of contact, and clean &amp; disinfect the affected area.</p> <p>Students should only be sent to first aid if there is a genuine need as COVID 19 safety needs to take priority in the majority of cases.</p>						
<b>Community Lettings</b>	Staff, Pupils, Lettings	<p>Lettings have been suspended since 4<sup>th</sup> January 2021 and will resume once current restrictions are lifted and will strictly follow Government guidance. The latest guidance that is likely to be from 12<sup>th</sup> April, 2021.</p> <p>After hours lessons and remote tutoring can still take place on site as this does not increase the number of visitors across the day and neither does it need to mix bubbles.</p>	1	2	2			

## Government & NHS Guidance

### Coronavirus Guidance

<https://www.gov.uk/coronavirus>

### Guidance on infection prevention and control for COVID-19

<https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control>

### Managing premises

<https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak#other-points-to-consider>

### Cleaning Guidance

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

### Check if you have coronavirus symptoms

<https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/>



Extremely Vulnerable Persons <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>

Travel guidance

<https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers#exemptions-face-coverings>

Guidance on actions for early years and childcare providers:

<https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures>

Guidance for the full opening of special schools and other specialist settings from the start of the autumn term:

<https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings>

Guidance on what further education colleges and providers will need to do from the start of the 2020 autumn term:

<https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-further-education-provision>

Guidance for the full opening of schools

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

## Scoring Table

LEVEL OF RISK		OVERALL RATING		HOW THE RISK SHOULD BE TACKLED/MANAGED		
HIGH RISK		15-25		Immediate Management Action		
MEDIUM RISK		9-12		Plan for Change		
LOW RISK		1-8		Continue to Manage		
Likelihood (A)	5 Almost Certain	5	10	15	20	25
	4 Probable /Likely	4	8	12	16	20
	3 Possible	3	6	9	12	15
	2 Unlikely	2	4	6	8	10
	1 Very Unlikely / Rare	1	2	3	4	5
		1 Insignificant / Negligible	2 Minor	3 Moderate	4 Major	5 Critical / Catastrophic
<b>Impact (B)</b>						

### Risk Score

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.

## Risk Scoring Guide

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.

Impact Criteria (B)	IMPACT	SCORE	HEALTH & SAFETY EFFECT
	Critical/ Catastrophic	5	Multiple deaths of employees, service users, members of the public, etc.
	Major	4	Death of an employee, service user, member of the public, etc.
	Moderate	3	Serious injury (acute, chronic or life-changing) to employee, service user or member of the public requiring medical intervention.
	Minor	2	Minor injury such as a bump or bruise that may require First Aid treatment and the person returns to work.
	Insignificant / Negligible	1	A day to day issue/problem but negligible harm would result.

Now consider the likelihood of that harm or injury being realised based on the expected frequencies in the table below.

Likelihood Criteria (A)	LIKELIHOOD	SCORE	EXPECTED FREQUENCY
	Almost Certain	5	Reasonable to expect that the event <b>WILL</b> undoubtedly happen/recur, possibly frequently and is probable in the current year
	Probable / Likely	4	Event is <b>MORE THAN LIKELY</b> 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	<b>LITTLE LIKELIHOOD</b> of event occurring. Not likely in the current year, but reasonably likely in the medium/long term.
	Unlikely	2	Event <b>NOT EXPECTED</b> . 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	<b>EXCEPTIONAL</b> event. This will probably never happen/recur. A barely feasible event.