

THIS IS A GUIDE OF CONSIDERATIONS FOR A RISK ASSESSMENT FOR COVID-19 UNDERTAKEN AT BISHOP STOPFORD'S SCHOOL, IT CONSIDERS WORK ACTIVITIES AND THE ENVIRONMENT

BISHOP STOPFORD'S RISK ASSESSMENT –CORONAVIRUS PANDEMIC (COVID-19)



School:			
Headteacher:	Mrs Tammy Day	Persons undertaking the assessment:	Headteacher/ Senior Leadership Team/ School Business Manager
Work Activity being assessed:	Risk Assessment for Schools in response to Coronavirus	Risk Assessment Number:	5
Date of assessment:	13 th January 2021	Date of next review:	Wkb 8 th February 2021

The following model is based on:

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- Return of all pupils in Y7 – Y13 as directed by the DFE, (the opening of the school for vulnerable students and the students of critical workers in the event of a National Lockdown)
- Delivery of a full curriculum model to Y7 – Y13
- Delivery of a modified curriculum model for Y7-Y9 to enable students to be based in a static teaching room when learning in school.
- The formation of year groups bubbles for purposes of arrival, teaching, breaks and departures to minimise mixing of students between age groups.
- At KS3 creation of class bubbles within the year group to restrict movement around the site and mixing of different groups.
- The zonation of year group bubbles to minimise student movement within the teaching day.
- The staggering of arrival and departure times to enable separation of year group bubbles
- The most up to date information that we have regarding staff availability to work in school
- The proposal is subject to the appropriate staff risk assessments having taken place. It is, therefore, subject to amendment to accommodate changes in staff availability
- The strategic use of cover supervisors and teaching assistants to support with lesson transition and staggered breaks to reduce demand on teachers and in the event of a National Lockdown to support staffing of the in school provision for vulnerable students and those of critical workers.
- Using available classroom spaces to match the sizes of the classes that need to be taught, e.g. smaller rooms used for 6th form teaching, largest rooms used for delivery to biggest teaching sets to ensure that staff remain 2m from students and that students are spaced as much as possible.
- Specialist classrooms and equipment for DT, Music and Drama are not currently being used, with all lessons being delivered to students within their zoned area this will be reviewed in Spring 2

Proposed model – Staffing

- During National Lockdown a minimum number of staff will be on site
- Where possible a rota system will be employed for support staff and the staffing of the face to face provision for vulnerable students and he children of critical workers
- Staff to be on site every day, when requested – subject to individual risk assessments
- Staff delivering their own subject specialism.
- Staff to move to students within their allocated zones to ensure that 2m distance can be maintained and reduce exposure to pupils moving around site
- Staff to have clearly demarcated 2m teaching zone in each classroom to enforce social distancing
- Provision of multiple designated rest areas for staff to use when not teaching to restrict staff to staff interactions.
- All calendared staff meetings to be held via remote access platforms to reduce need for face to face interactions with other staff.

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Proposed model – KS5

- Students to follow their normal curriculum timetable including in the event of a National Lockdown through remote learning
- Students to only be on site when they have a scheduled lesson – temporary suspension of private study to maximise usable space within the school.
- Students zoned and taught within a year group bubble.

Proposed model – KS4

- Students to follow their normal curriculum timetable.
- Students zoned and taught within year group bubbles.
- Curriculum timetable structured to minimise number of room changes within the day.

Proposed model - KS3

- Students to follow a broad but modified curriculum in the first instance
- Students zoned and taught within year group bubbles and wherever possible tutor group bubbles of no more than 30
- Individual tutor groups allocated to 1 base classroom and taught within this room for all lessons to minimise movement within corridors

In the event of a National Lockdown

- Only students identified as vulnerable or the students of key workers will be on site. Whilst on site they will follow strict infection control measures including; social distancing, hand hygiene regimes, wearing of face coverings, and where consent is given Lateral Rapid Flow testing (LFT). See LFT Risk assessment in Appendix 1

SCOPE OF OPERATION, LOCATION AND TIME	ASSOCIATED GUIDANCE
<p>SCOPE OF OPERATION (description of tasks being undertaken): <i>facilities/activities relevant to your school</i></p> <p>Education settings must be able to achieve the following controls as defined by the Department of Education before schools return full-time. This document has been completed by the Headteacher of Bishop Stopford's School in collaboration with the Senior Leadership Team.</p> <p>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p>	<p>https://111.nhs.uk/covid-19</p> <p>HSE - Making your workplace COVID secure</p> <p>https://www.hse.gov.uk/toolbox/workers/mothers.htm</p> <p>Government guidance:</p>

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<p>Where points are not completed but will need to be addressed, they have been placed in Further Actions Required column with a time frame for completion.</p>	<p>GOV.UK - Guidance NHS Test and Trace how it works last updated 11/1/21</p> <p>GOV.UK - Stay at home guidance for households with possible coronavirus (COVID-19) infection Last updated 18 December 2020</p>
<p>Staffing Guidance for the Clinically Extremely Vulnerable (CEV) was updated on 5th January 2021 in line with the National Lockdown and is as follows.</p> <p>Guidance for staff who are clinically or extremely vulnerable states that 'You are strongly advised to work from home because the risk of exposure to the virus in your area may currently be higher. If you cannot work from home, then you should not attend work. You may want to speak to your employer about taking on an alternative role or change your working patterns temporarily to enable you to work from home where possible'.</p> <p>People who are defined as clinically extremely vulnerable are at very high risk of severe illness from coronavirus. There are 2 ways you may be identified as clinically extremely vulnerable:</p> <ol style="list-style-type: none"> 1. You have one or more of conditions listed as per Gov guidance 2. Your clinician or GP has added you to the Shielded Patient List because, based on their clinical judgement, they deem to you be at higher risk of serious illness if you catch the virus. <p>If you do not fall into any of these categories, and have not been contacted to inform you that you are on the Shielded Patient List, follow the national lockdown guidance for the rest of the population.</p> <p>The school will adapt this risk assessment for CEV as we move forward and in line with Government guidance.</p> <p>Clinically Vulnerable Staff: (CV)</p>	<p>GOV.UK - Guidance on coronavirus testing (who is eligible for a test and how to get tested) Last updated 6 January 2021</p> <p>GOV.UK - Safe working in education, childcare and children's social care settings (including the use of personal protective equipment PPE) Last updated 14 December 2020</p> <p>GOV.UK - Safe working in education, childcare and children's social care Last updated 14 December 2020</p> <p>GOV.UK Guidance for Schools Coronavirus - COVID19 Last updated 18 December 2020</p> <p>GOV.UK - Guidance - COVID-19: cleaning of non-healthcare settings outside the home Last updated 16 October 2020</p> <p>HSE - Handwashing-using hand sanitiser - Coronavirus</p> <p>Next review due: 29 January 2021</p>

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<ul style="list-style-type: none"> • School to undertake a risk assessment in the first instance or revise and update the one currently in place • Reasonable adjustments to be made to ascertain how these staff can come into the school to undertake work, offering the safest available on-site role if necessary, staying 2 metres away (or 1 metre plus mitigations) from others wherever possible • Working from home should endeavour to be supported if practically possible <p>Where schools apply the full measures of Government guidance the risks to all staff will be mitigated significantly, we expect this will allow most staff to return to the workplace, although we advise those in the most at risk categories to take particular care. The school will be flexible in how members of staff are deployed to enable them to work remotely where possible or in roles in school where it is possible to maintain social distancing.”</p> <p>Further guidance for full opening can be found at: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p>	<p>GOV.UK - Contacts: Public Health England (PHE) Teams Last updated 19 November 2020</p> <p>NHS Testing and Tracing for Coronavirus</p> <p>https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers Last updated 5 January 2021</p> <p>GOV.UK - Guidance on Shielding and Protecting People who are Clinically Extremely Vulnerable from COVID-19 Last updated 7 January 2021</p>
<p>LOCATION: <i>Bishop Stopford's School, Brick Lane, Enfield, EN1 3PU</i></p>	<p>Royal College of Paediatrics and Child Health - Guidance on Clinically Extremely Vulnerable Children and Young People Last modified 21 December 2020</p>
<p>WHEN DOES THE ACTIVITY TAKE PLACE? Daily for all students during normal school working hours.</p>	<p>https://www.gov.uk/guidance/national-lockdown-stay-at-home#clinically-vulnerable-people Last updated 6 January 2021</p> <p>GOV.UK - (Press Release) Extra mental health support for pupils and teachers</p> <p>GOV.UK - Coronavirus (COVID-19): how to self-isolate when you travel to the UK Last updated 24 December 2020</p>

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[GOV.UK - Guidance for food businesses on Coronavirus \(COVID-19\)](#)

Last updated 6 January 2021

[HSE - Legionella risks during the Coronavirus pandemic](#)
<https://www.cibse.org/coronavirus-covid-19/emerging-from-lockdown>

[CIBSE \(Chartered Institution Building Services Engineers\) Coronavirus, SARS-COV-2, COVID-19 and HVAC Systems](#)

[HSE - Air Conditioning and Ventilation during the Coronavirus Pandemic](#)

Last reviewed 3 December 2020

[GOV.UK - Health & Safety on Educational Visits](#)

Published 26 November 2018

[GOV.UK - Protective Measures for Holiday/After-School Clubs and Other Out of School Settings](#)

Updated 8 January 2021

[GOV.UK - Coronavirus \(COVID-19\) Guidance on phased return of sport and recreation](#)

Last updated 21 December 2020

[GOV.UK - Coronavirus \(COVID-19\) Guidance](#)

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<https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3>

[Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings](#)

[GOV.UK - What parents/carers need to know about early years providers schools and colleges COVID-19](#)

Last updated 8 January 2021

[Nursing Times - Paper Towels \(much more effective\) at removing viruses than hand dryers](#)

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

Last updated 5 January 2021

[HSE - Using PPE at work during the Coronavirus pandemic](#)

<https://www.hse.gov.uk/coronavirus/ppe-face-masks/non-healthcare/index.htm>

[HSE - Respiratory Protective Equipment PPE - Fit Testing Basics](#)

<https://www.hse.gov.uk/coronavirus/ppe-face-masks/non-healthcare/supply-issues-and-working-safely.htm>

[HSE - Protect home workers - Coronavirus \(COVID-19\)](#)

<https://www.gov.uk/guidance/national-lockdown-stay-at-home>

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Council Risk Assessment Sheet			
Activity:	Risk Assessment for Bishop Stopford's School in response to Coronavirus National Lockdown and return to school as directed by the DFE 2021	No. of pages:	47

What are the hazards?	Who is at risk and How would they be harmed? (e.g. staff, public, contractors – trip, slip, fall, assault)	What is currently done to reduce / control the risk?	Risk level scoring (H,M,L)	What more can be done to reduce risk?	Action by whom, by when?
1. Increased risk of infection due to mutations of the Coronavirus.	All staff, pupils and others may be at greater risk of contracting the virus as with current new variant is also prevalent as well as the original strain. At this time the Government advise that the new variant does not appear to be more harmful.	All mitigation measures listed throughout the risk assessment are still relevant. The increased chance of infection highlights the importance of adherence to control measures. Where practicable consider reviewing controls and monitoring/checks on behaviours and controls taking place.		Advice and guidance is being constantly updated and particular attention should be given to guidance, should any be produced, where it refers to any required measures relating to the new variant.	Senior Leadership Team

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<p>2. Preparation of the school</p>	<ul style="list-style-type: none"> • Staff and their families • Students, parents and family members • Public contractors inc cleaning staff and catering staff • All other visitors to the school 	<p>Premises and utilities have been health and safety checked and building is compliant (use usual compliance checklist)</p> <ul style="list-style-type: none"> ✓ Usual premises checks ✓ Water treatments/checks (eg legionella) ✓ Fire alarm testing ✓ Repairs ✓ Grass cutting ✓ Portable Appliance Testing ✓ Fridges and freezers ✓ Boiler/ heating servicing ✓ Internet services ✓ Any other statutory inspections ✓ Insurance covers reopening arrangements ✓ Consideration given to premises lettings and approach in place. ✓ Carry out a formal / recorded full pre-opening premises inspection. 	<p>L</p>	<p>Planned maintenance and normal holiday premises checks will be carried out in preparation for wider opening</p> <p>Refresh health and safety training for all staff members to ensure that they are aware of protocols for space, face, hands and Lateral Flow testing</p>	<p>Business Manager and site team. ongoing</p> <p>Business manager 11th Jan 2021</p>
		<ul style="list-style-type: none"> ✓ Posters erected about handwashing and persons with COVID symptoms not to enter the school ✓ Measure classrooms and other available rooms to assess capacity for staff and students KAP1.1, 2.4, 3.2 ✓ Arrangements in place to support individuals with reduced mobility for evacuation including cover arrangements in the case of reduced numbers of staff. ✓ Outside of school hours. No indoor lettings considered at present ✓ Review evacuation routes and signage. 	<p>L</p>	<p>Mark out social distancing, one-way flows including entrances and exits and queuing arrangements where required for lateral flow testing</p>	<p>DHT Pastoral and Business Manager to distribute updated guidance</p>

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		<ul style="list-style-type: none"> ✓ Adherence to additional guidance as provided in the schools Health and Safety booklet for staff distributed in June 2020 		<p>Update Health and Safety booklet to reflect guidance for lateral flow testing</p> <p>Review fire evacuation process in light of National Lockdown</p>	<p>week beginning 11th January 2021</p> <p>DHT Pastoral 11th January 2021</p>
		<ul style="list-style-type: none"> ✓ Consider the staffing needs at any one time (and cover arrangements in case of staff absence/sickness) ✓ ✓ Consideration given to staffing roles and responsibilities with regards to the continued remote provision alongside in-school provision. ✓ The school's annual calendar of events has been reviewed and decisions made on cancelling or going ahead with events in the immediate term, including school trips. 	L	<p>Updated individual risk assessments completed for all relevant staff to include those who are extremely clinically vulnerable, clinically vulnerable or who have a protected characteristic</p> <p>RA to include DSE working from home for all those staff identified as having back problems or other concerns re long term use of screen and keyboards</p>	<p>Deputy Headteachers, staffing</p> <p>By 8th January to allow for individual risk assessments to be completed in light of updated government guidance-</p>
<p>3. Increased risk of infection and complications for vulnerable pupils and staff</p> <p><u>Staff who have higher risk</u></p>	<p>WHO Staff with protected characteristics</p> <p>HOW Emerging evidence suggests that alongside</p>	<ul style="list-style-type: none"> ✓ Staff protected characteristics being considered in plan for wider opening post Feb half term and will be in consultation with the LA, LDBS and unions. ✓ SLT to discuss the needs of staff in relation to protective characteristics and underlying health conditions through staff questionnaire designed in consultation union rep. 	M	<p>Wherever there is increased risk for a staff member despite existing control measures the manager/headteacher will provide support and make necessary adjustments to mitigate those risks. It may be</p>	<p>Business manager, DHT 11th January 2021</p>

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<p><u>factors to Covid-19</u> Such as: Shielding staff Clinically vulnerable (over 60 or underlying health conditions) Pregnant BAME Carer for a vulnerable person Men over 40)</p>	<p>underlying health conditions, there are key demographic factors that can affect people's vulnerability or is a 'risk factor' in relation to COVID-19. Such as: Older people, Men (from 40 and over), and people from Black and Asian and Minority Ethnic communities (BAME) and a combination of these factors.</p> <p>The causes of these increased risk factors are not yet fully understood, and further research is taking place.</p>	<ul style="list-style-type: none"> ✓ Managers/headteachers should consult with staff to determine who can come into School safely taking account of a person's journey, caring responsibilities and other individual circumstances. Extra consideration should be given to those staff at higher risk ✓ Consideration has been made for measures or reasonable adjustments to take account of duties under the equality's legislation. ✓ There has been consideration of evacuation procedure for such staff in case of an emergency. ✓ Face shields to be available on request and following training and adherence to guidance on their usage ✓ Identify staff who require further individual risk assessments (for example, those who are extremely clinically vulnerable or those who are clinically vulnerable or living with someone who is extremely clinically vulnerable) and how they can be supported and deployed. Update and review regularly in accordance with government guidance and risk assessments ✓ Follow up individual risk assessments with all staff who have previously identified as having a protected characteristic to include pregnant women, older staff, ECV, CV, disabled and BAME staff ✓ Deployment of cover supervisors, TAs and support staff to support with duties and to minimise contact time where possible for identified staff ✓ Agree any staggered working times to reduce risk of transmission. 		<p>that an individual risk assessment can help to discuss issues</p> <p>RA to include DSE working from home for all those staff identified as having back problems or other concerns re long term use of screen and keyboards</p> <p>For Schools with access to Schools Health & Safety Team Service, they should carry out the Individual COVID-19 Risk Assessment for those at increased risk version 5a and for New and Expectant Mothers Briefing version 6a</p>	<p style="text-align: center;">DHT Pastoral</p>
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	<p>Disability might impact on how staff can move around the building or use the adjusted workplace</p>	<ul style="list-style-type: none"> ✓ All staff shielding should remain at home during the National Lockdown, advice updated on 7th Jan. shielding advice. ✓ Some pupils no longer required to shield but who generally remain under the care of a specialist health professional have had the opportunity to need to discuss their care with their health professional before returning to school. ✓ Review of evacuation procedure for such staff that might be needed in an emergency. ✓ 		<p>During the National Lockdown, scheduling to ensure duty teams include teaching staff and where possible SLT or MLT. Teams should always include qualified first aider with a member of the safeguarding always contactable.</p>	
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<p>4. Increased risk of infection and complications for clinically extremely vulnerable pupils, staff, parents and guardians</p>	<p>Pupils/staff who are shielding</p> <p>Parents or guardians for children that are clinically extremely vulnerable will have received a letter and advice from a doctor/clinician</p>	<p>Note: Shielding advice is currently in place and children who are clinically extremely vulnerable are advised not to attend education or childcare.</p> <p>If a doctor has confirmed that a child is still clinically extremely vulnerable, the advice is that they should not attend nursery, school or college during the period of national restrictions. If this is the case for a child, the parent will receive a letter confirming this advice.</p> <p>Children who live with someone who is clinically extremely vulnerable, but who are not clinically extremely vulnerable themselves, should still attend school in all local restriction tiers.</p> <p>https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/guidance-for-full-opening-special-schools-and-other-specialist-settings#clinically-extremely-vulnerable-children</p>	<p>M</p>	<p>Put systems in place so people know when to notify you if they fall into one of these categories</p>	
<p>5. Increased risk of infection to and from vulnerable children, SEND or children with disabilities</p>	<p>Staff and Pupils</p> <p>HOW</p> <p>Increased risk of infection due to either physical difficulties or behaviour issues related to children's needs</p>	<p>Whilst following all other mitigation and control measures in this risk assessment where there is a care/support plan in place then this should be reviewed and adjusted to take account of extra measures required relating to the Coronavirus and its spread.</p>	<p>M</p>	<p>Review relevant support/care/other plans relating to individual children.</p>	

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<p>6. New and Expectant Mothers Contracting Corona virus, whilst at work or using public transport.</p> <p>NOTE: New or expectant mothers under Government advice are designated as Clinically Vulnerable (CV), and those at 28 weeks as Clinically Extremely Vulnerable (CEV).</p>	<p>Infection of Covid 19 and resultant illness with a wide range of symptoms. The effects of this disease are still being learned about and can vary.</p> <p>New and expectant mothers are vulnerable, meaning they may be at higher risk of severe illness from coronavirus.</p>	<ul style="list-style-type: none"> ✓ The school will carry out and regularly review the New and Expectant Mothers risk assessment for the individual, (EACH TRIMESTER) and do everything reasonably practicable to protect the worker from harm ✓ Discussion with the new or expectant mother will take place before any physical return to the school/workplace ✓ The School will support expectant mothers, in particular those in the CEV group (28 weeks plus) to work from home. ✓ Where it is not possible to work from home, ensure robust measures to mitigate risks: Expectant mothers can return to work as long as the workplace is COVID secure. A full individual risk assessment must be undertaken, but if 28+ weeks and in third trimester should work from home. ✓ New and Expectant Mother's guidance ✓ https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees 	L	<p>Ensure full RA be completed by new mothers returning to work.</p> <p>Review Risk assessments each trimester for expectant mother</p>	DHT staffing 17 th January 2021
<p>7. Clinically Extremely Vulnerable (CEV) Children</p> <p>GOV.UK - What parents/carers need</p>	<p>Parents or guardians for children that are clinically extremely vulnerable will have received a letter and advice</p>	<p>Note: Shielding advice is currently in place and children who are clinically extremely vulnerable are advised not to attend education or childcare.</p> <p>If a doctor has confirmed that a child is still clinically extremely vulnerable, the advice is that they should not attend nursery, school or college during the period of national restrictions. If</p>	M	<p>This advice is prone to review (latest January 2021) and guidance on this needs to be monitored closely</p>	DHT Pastoral

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<p>to know about early years providers schools and colleges COVID-19</p>	<p>from a doctor/clinician</p>	<p>this is the case for a child, the parent will receive a letter confirming this advice.</p> <p>Children who live with someone who is clinically extremely vulnerable, but who are not clinically extremely vulnerable themselves, should still attend school in all local restriction tiers.</p> <p>https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/guidance-for-full-opening-special-schools-and-other-specialist-settings#clinically-extremely-vulnerable-children</p>			
<p>8. Potential transmission of Covid-19 Coronavirus from staff/students with symptoms</p>	<p>WHO</p> <ul style="list-style-type: none"> • Students • Staff • Visitors to School Premises • Cleaners • Contractors • Drivers • Vulnerable groups (i.e., pregnant workers, those with underlying health conditions, elderly etc. 	<ul style="list-style-type: none"> ✓ Staff, students to be reminded on a regular basis to wash their hands for 20 seconds with water and soap. Sanitiser available in every operational room ✓ During the National Lockdown all members of the community will be required to use a face coverings inside the building ✓ During the National Lockdown staff and students will be encouraged to use the LFT as set out in Government guidance to reduce the spread of the virus. See appendix 1 for RA for LFT. ✓ Also reminded to catch coughs and sneezes in tissues – Follow `Catch it, Bin it, kill it` and to avoid touching face, eyes, nose or mouth with unclean hands. Consider making tissues available throughout the workplace. Tissues available in every operational room with lidded pedal bins. ✓ Engage fully with the NHS Test and Trace process and provide all staff and parents/carers with full information regarding this including how to book a test and the need to self-isolate 	<p>M</p>	<p>Full monitoring of reasons for student and staff absence</p> <p>Distribute LFT RA to all parties and ensure on the school website</p>	<p>DHT Pastoral and Business Manager to distribute updated guidance</p> <p>DHT Pastoral and Business Manager to monitor reasons for staff and student absence - ongoing</p>

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	<p>HOW The virus is spread by droplets from coughs and sneezes and droplets picked up from surfaces</p>	<ul style="list-style-type: none"> ✓ Liaise and work with the local health protection team if a member of the school community tests positive for COVID-19 as identified by NHS Test and Trace ✓ Follow school health and safety protocols for any students or staff member displaying symptoms ✓ Daily Staff Briefings, Internal communication channels and cascading of messages through Senior Leadership Team will be carried out regularly to reassure and support staff, parents, and carers in a fast-changing situation. ✓ Line managers will offer support to staff who are affected by Coronavirus or has a family member affected. DHT pastoral lead to ensure that there are regular updates for bereavement counselling etc ✓ Consistent monitoring of staff and student absence because of covid-19 contact / symptoms to ensure prompt return to work and full follow up as per government guidance ✓ To help reduce the spread of coronavirus (COVID-19) by providing up to date information and guidance from the government <p>Follow the HSE guidance on cleaning, hygiene and hand sanitiser https://www.hse.gov.uk/coronavirus/working-safely/cleaning.htm</p> <ul style="list-style-type: none"> ✓ ✓ All staff to receive an updated health and safety booklet to include LFT protocol return to work document including all guidance on hygiene, social distancing and managing student movement around the school ✓ Staff to be reminded that wearing of gloves is not a substitute for good hand washing. 			
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		<ul style="list-style-type: none"> ✓ Internal communication channels and cascading of messages through Senior Leadership Team will be communicated to all staff concerned. ✓ KAP 3.1-3.7 			
<p>9. Mental health and wellbeing affected through isolation or anxiety about coronavirus</p> <p>9.1 Potential for Stress or Anxiety caused by fears associated with the virus, isolation, potential bereavement situations or other effects from the changes to living and working.</p> <p>NOTE: NHS research shows that around 30% of staff may suffer from post-traumatic stress disorder and similar challenges in the</p>	<p>All staff and Workers- anxiety stress or other mental health issues</p>	<p>The School will follow HSE guidance on stress and mental health and;</p> <ul style="list-style-type: none"> ✓ Have regular keep in touch meetings/calls with people working at home to talk about any work issues ✓ Talk openly with workers about the possibility that they may be affected and tell them what to do to raise concerns or who to go to so they can talk things through ✓ Involve workers in completing risk assessments so they can help identify potential problems and identify solutions ✓ Keep workers updated on what is happening so they feel involved and reassured ✓ Discuss the issue of fatigue with employees and make sure they take regular breaks, are encouraged to take leave, set working hours to ensure they aren't working long hours 		<p>Further advice and support</p> <ul style="list-style-type: none"> - Share information and advice with workers about mental health and wellbeing - Consider an occupational health referral if personal stress and anxiety issues are identified - Where we have an employee assistance programme encourage workers to use it to talk through supportive strategies 	<p>All follow up to be completed by 17th January 2021 DHT Pastoral</p>

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wake of the pandemic crisis					
10. Musculoskeletal disorders as a result of using DSE at home for a long period of time	Staff and students working from home	<p>For Schools with access to Schools Health & Safety Team Service, refer to the Schools Hub advice sheets; "DSE Self Assessment – COVID-19 – Sheet No. 4 and Working from Home for Schools – COVID-19 CBT Advice Sheet".</p> <p>The School will follow guidance on display screen equipment in the HSE Protect homeworkers page https://www.hse.gov.uk/toolbox/workers/home.htm</p> <p>There is no increased risk for people working at home temporarily but if this arrangement becomes long term the School will assess risks</p> <ul style="list-style-type: none"> - For all people working at home using display screen equipment (DSE) the school will provide information and training on how to protect themselves, e.g. take regular breaks, stretching exercises, set the equipment up properly - For people working at home longer term the School will complete DSE assessment with them and identify what equipment is needed to allow them to work safely at home - Schedule or build in breaks of minimum of 5 minutes every hour for pupils studying. 		<p>Musculoskeletal disorders as a result of using DSE at home for a long period of time</p> <p>Further information on how to set up a workstation for short duration home working and also what to do for long term home working can be found on HSE's https://www.hse.gov.uk/toolbox/workers/home.htm</p>	<p>Bus manager to send all staff detail for reporting symptoms and ensure staff are forwarded relevant guidance.</p>

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<p>11. Getting or spreading coronavirus in common use high traffic areas such as canteens, corridors, rest rooms, toilet facilities, entry/exit points to facilities, lifts, changing rooms and other communal areas</p>	<p>Workers Customers Visitors Contractors Drivers coming to your business</p>	<p>The School will carefully monitor inc. procedures for areas where people will congregate, e.g. rest rooms, canteens, changing rooms, reception, meeting rooms, tea points, kitchens etc</p> <p>The school has set up an email for reporting health and safety concerns healthandsafety@bishopstopfords.enfield.sch.uk</p> <p>leave non-fire doors open to reduce the amount of contact with doors and also potentially improve workplace ventilation fire doors should normally be closed; HOWEVER; WHERE AREAS ARE OCCUPIED- providing staff are briefed to only keep open whilst area/vicinity is in use, there is robust monitoring on procedure, the Fire Risk Assessment is amended and records of briefing to staff maintained, then fire doors can be kept open to improve ventilation-</p> <ul style="list-style-type: none"> - areas where there are pinch points meaning people can't meet the social distancing rules, eg narrow corridors, doorways, customer service points, storage areas - areas and equipment where people will touch the same surfaces, such as in kitchens, eg kettles, shared condiments etc - areas and surfaces that are frequently touched but are difficult to clean - communal areas where air movement may be less than in other work areas, eg kitchens with no opening windows or mechanical ventilation <p>The school will have a combination of controls in place to reduce the risks. This can include but is not limited to:</p>	<p>L</p>	<p>- Put in place monitoring and supervision to make sure people are following controls put in place, e.g. following hygiene procedures, washing hands, following one-way systems</p> <p>- Near-miss reporting may also help identify where controls cannot be followed, or people are not doing what they should</p>	
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		<ul style="list-style-type: none"> - limiting the number of people in rooms so that social distancing rules can be met, eg stagger breaks, have maximum occupancy numbers for meeting rooms - reorganise facilities in communal areas such as spacing out tables in meeting rooms, canteens etc so social distancing rules can be met - where possible put in place physical impervious barriers (e.g. Perspex in reception areas) to reduce contact - increase the use of online meeting facilities, even for people working in the same building, to reduce the number of people moving around - put in place one-way systems in corridors or regularly used pedestrian traffic routes to manage the flow of people moving around workplaces and to allow social distancing rules to be met - leave non-fire doors open to reduce the amount of contact with doors and also potentially improve workplace ventilation - provide lockers for people to keep personal belongings in so that they aren't left in the open - keep surfaces, such as kitchen sides and tables, in communal areas clear for people to sit and eat at to make cleaning easier - provide washing facilities and hand sanitiser at accessible places near to where people will have contact with high traffic communal areas, e.g. sanitiser/washing facilities at the entrance/exit to canteens - put signs up to remind people to wash and sanitise hands and not touch their faces 			
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		<p>are consistent, kept apart and movement around the allocated zone is kept to a minimum</p> <ul style="list-style-type: none"> ✓ Double lessons have been timetabled in KS4 in order to ensure that movement within the allocated zone is kept to a minimum ✓ One way systems in place in KS4 zones to minimise overcrowding in corridors ✓ Specialist rooms for DT, Music and Drama to not be used due to size of rooms and the risk of contamination via shared equipment ✓ PE lessons to take place outside or in the sports hall, where distancing is possible and equipment is able to be cleaned between usage ✓ Changing rooms for PE will be closed, students will wear school PE kit on days when PE lessons are taking place ✓ Breaks will be staggered as will the start and end times of the school day to reduce the number of children entering and leaving the building at any one time. ✓ Staff and Student questionnaires will be used to glean information regarding greater risk. Questionnaires, where necessary, will be reviewed with a member of SLT to further investigate extenuating circumstances or increased risk. ✓ Staff members to be grouped according to year teams, with allocated staff spaces provided for each discreet group ✓ All classrooms will have clear demarcation to ensure 2 metre distancing between students and staff ✓ Wherever possible meetings are held virtually rather than face to face ✓ Use empty spaces in the school to allow for rest breaks where safe to do so 			
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		<ul style="list-style-type: none"> ✓ provide facilities to support travel by foot or cycling ✓ Daily checklists will be used to monitor cleaning of key areas e.g. toilets. ✓ Cleaning regime will be enhanced to ensure that a schedule is in place to ensure all toilets, higher volume and communal areas have additional cleaning throughout the day. ✓ Checklists in place to monitor cleaning and that all classroom, staff rooms and toilets have the required cleaning materials in them (Sanitiser, Soap, Wipes, Disinfectant Spray, Paper Towels, disposable one use gloves) ✓ Frequently cleaning and disinfecting objects and surfaces play equipment that are touched regularly particularly in areas of high use such as door handles, light switches, etc. using appropriate cleaning products and methods. ✓ Premises Staff should carry out their usual health and safety checks (i.e., fire safety checks, regular flushing regime) to ensure the building remains safe. ✓ Redesigning processes to ensure social distancing in place where possible and at all times for staff. ✓ One-way flows should be in place for circulation around the school where possible. Separate entry and exits. Mark out queuing arrangements. ✓ Taking steps to review work schedules including start & finish times/rotas, working from home etc.. ✓ Fixed/standalone sanitisers stations or containers of hand sanitiser will be set up at various locations including entry and exit points. ✓ Staff are to regularly wash hands or use hand gel frequently i.e. on arriving at work, after handling 			<p>Business Manager to ensure signage updated 11th January 2021</p>
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		<p>parcels/post/books, moving from room to room, before eating.</p> <ul style="list-style-type: none"> ✓ Avoid touching people, surfaces and objects where possible and regular hand washing. ✓ Cough and sneeze into a tissue and dispose of immediately into the bin (or the crook of their elbow if no tissue to hand) and wash hands afterwards. ✓ If possible open windows to ventilate rooms/corridors. ✓ Toilets – Separate toilet blocks allocated to each Year group/zone ✓ Operate on a one-in-one-out basis if the space is not allowing 2 metre separation. Maintain hot water and soap at wash hand basins. ✓ Meeting rooms and any shared office space – will have signage with maximum number of occupants to maintain 2 metre distance. Avoid inviting external visitors at present. ✓ All calendared staff meetings to take place remotely via Zoom ✓ Reduce face to face meetings where possible and use other digital/remote means. ✓ Staff Kitchen areas/ Staff rooms - operate on a one-in-one-out basis if the space is not allowing 2 metre separation. ✓ Reduce the number of people using lifts 			
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		<ul style="list-style-type: none"> ✓ Lifts demarcated to show how people should stand in them ✓ Staggered break and lunch breaks for students and staff. ✓ Ensuring sufficient rest breaks for staff. ✓ Printers - Cleaning wipes available at printers for touch points. Staff advised to keep 2 metre distance at all times . Printing will be kept a minimum and where possible all resources will be electronic; students will receive individual resources prior to lessons to minimise/avoid the need for distribution by teachers. Students in school accessing the provision will be doing online lessons with their year groups and the need for printed resources will be minimised. ✓ All desks to be arranged to ensure that they are forward facing ✓ Creating additional space for staff (eg for staff rooms) by using other parts of the building that are vacant or have been freed up by remote working. ✓ All staff will have an allocated area to store personal belonging within their identified zone within school to include facilities for refreshments ✓ Water fountains to be switched off <p>Regulating use of locker rooms:</p>			<p>DHT and AHT Pastoral</p>
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		<ul style="list-style-type: none"> ✓ Encouraging storage of personal items and clothing in personal lockers during shifts. ✓ Staff to avoid sharing the lockers. Where this is not possible the lockers to be cleaned between uses. ✓ Access classroom via outside door if possible, using one-way system. ✓ Hand sanitising on entering and exiting rooms, all operational rooms to have hand sanitiser in them ✓ Classrooms to be re-arranged to ensure social distancing. This would also include other learning environments such as workshops, science labs etc., maintaining space between seats and desks where possible. ✓ Class sizes – will be kept to the lowest possible number, with larger groups being accommodated in larger rooms in school. All rooms allocated have the capacity to ensure 2 metre distancing for staff ✓ Employment of additional cover supervisors to support wider staff body and in the event of staff absence ✓ Use of cover supervisors, TAs and support staff to provide capacity at break and lunch times ✓ No unnecessary equipment to be brought into school. Students in KS3 to be provided with in school work packs for all lessons. Students encouraged to bring their own pencil cases from home. Additional equipment 			<p>DHT Pastoral/SENCO</p>
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		<p>such as pens, pencils, paper to be available in every classroom to prevent sharing</p> <ul style="list-style-type: none"> ✓ Students to submit all work for marking and feedback via Google Classroom, self assessment to be used to supplement this and to avoid teacher handling of exercise books ✓ Additional lesson resources to be provided in advance of sessions to minimise/avoid the need for teacher distribution during lessons ✓ Students to be reminded on a daily basis of the importance of social distancing both in the School and outside. In particular, consideration needs to be adopted with students in early years groups. How to keep small groups of children together throughout the day and to avoid larger groups of children mixing. ✓ Additional support for SEND and children with challenging behaviour to be considered. ✓ Plan activities which can be undertaken outdoors with the students. ✓ One-to-One sessions with students. Where unavoidable this to be done outdoors or in well ventilated area maintaining adequate distance. Try to use any digital devices to ensure minimum contact. ✓ Regular cleaning regime of classrooms. Removal of any unnecessary items from classroom. Removal of soft furnishings, soft toys that are hard to clean and 			
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		<p>furniture to enable 2 metre social distancing for all staff.</p> <ul style="list-style-type: none"> ✓ Regular/frequent cleaning of toilets for student use. Checklists in use to check robust and frequent cleaning. Checked by on a daily basis by site team. ✓ Wipes and hand sanitisers available in class and students reminded to clean/wash their hands frequently. ✓ Staff to raise any concerns with the management as soon as possible. <p>https://www.hse.gov.uk/coronavirus/working-safely/cleaning.htm https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p>			
<p>14. Poor workplace ventilation leading to risks of coronavirus spreading https://www.cibse.org/coronavirus-covid-19/emerging-from-lockdown</p>	<p>Workers Customers Contractors</p>	<ul style="list-style-type: none"> - Follow HSE guidance on heating ventilation and air conditioning (HVAC) - https://www.cibse.org/coronavirus-covid-19/coronavirus,-sars-cov-2,-covid-19-and-hvac-systems - Fresh air is the preferred way of ventilating your workplace so opening windows and doors (fire doors should normally be closed; HOWEVER; WHERE AREAS ARE OCCUPIED- providing staff are briefed to only keep open whilst area/vicinity is in use, there is robust monitoring on procedure, the Fire Risk Assessment is amended and records of briefing to staff maintained, then fire doors can be kept open to improve ventilation) 	L	<p>maintain air circulation systems in line with manufacturers' recommendations</p> <p>Identify if there is any additional ventilation needed to increase air flow in any parts of the building particularly computers rooms</p>	

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		<ul style="list-style-type: none"> - If you need additional ventilation provide it, e.g. mechanical ventilation, desk fans, air movers etc <p>Switch heating ventilation and air conditioning (HVAC) systems to drawing in fresh air where they can be, rather than recirculating air</p> <p>https://www.cibse.org/coronavirus-covid-19/coronavirus,-sars-cov-2,-covid-19-and-hvac-systems</p> <p>leave non-fire doors open to reduce the amount of contact with doors and also potentially improve workplace ventilation</p> <ul style="list-style-type: none"> - keep surfaces, such as kitchen sides and tables, in communal areas clear for people to sit and eat at to make cleaning easier - provide washing facilities and hand sanitiser at accessible places near to where people will have contact with high traffic communal areas, e.g. sanitiser/washing facilities at the entrance/exit to canteens - put signs up to remind people to wash and sanitise hands and not touch their faces - put in place cleaning regimes to make sure high traffic communal areas are kept clean – consider frequency, level of cleaning and who should be doing it 			
15. Potential transmission of Covid-19 Coronavirus from staff/pupils with symptoms	WHO <ul style="list-style-type: none"> • Pupils • Staff • Visitors to School Premises 	Schools must ensure they understand the NHS Test and Trace process and how to contact their local Public Health England health protection team if they become aware of staff or pupil who has tested positive. Records of staff and pupils in each bubble (see later) must be kept to assist Track and Trace.	M	To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice	Completed
				Daily Staff Briefings, Internal communication	

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<p>15.1 Test and Trace</p>	<ul style="list-style-type: none"> • Cleaners • Contractors • Drivers • Vulnerable groups (i.e., pregnant workers, those with underlying health conditions, elderly etc. <p>HOW The virus is spread by droplets from coughs and sneezes and droplets picked up from surfaces</p>	<p>Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to undertake the actions below.</p> <p>Anyone with symptoms of COVID-19 should not attend School and report to their relevant School Liaison.</p> <p>Staff should access NHS 111 online which is an online interactive and personal checklist: https://111.nhs.uk/covid-19</p> <p>Staff who develop symptoms of COVID-19 should stay at home and self-isolate immediately.</p> <p>If they have a positive test result but do not have symptoms stay at home and self-isolate as soon as you receive the result. Your household needs to isolate too.</p> <p>The isolation period should include the day the symptoms started (or the day your test was taken if you do not have symptoms and the next 10 full days.</p> <p>You can return to your normal routine and stop self-isolating after 10 full days if your symptoms have gone, or if the only symptoms you have are a cough or anosmia (loss of smell), which can last for several weeks. If you still have a high temperature after 10 days or are otherwise unwell, stay at home and seek medical advice.</p> <p>If staff/pupil develop symptoms whilst at work, inform Staff Liaison at school and immediately go home. Staff liaison should provide information of how to get tested and provide information about returning to work when safe to do so.</p>	<p>.</p>	<p>channels and cascading of messages through Senior Leadership Team will be carried out regularly to reassure and support staff, parents and carers in a fast-changing situation.</p> <p>Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.</p> <p>Consistent monitoring of staff absence because of covid-19 contact / reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels.</p> <p>Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, kill it and to avoid touching face, eyes nose.</p>	
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		<p>By the autumn term, all schools will be provided with a small number of home testing kits that they can give directly to parents/carers collecting a child who has developed symptoms at school, or staff who have developed symptoms at school, where they think providing one will significantly increase the likelihood of them getting tested.</p> <p>Provide details of anyone they have been in close contact with if they were to test positive for COVID-19 or if asked by NHS Test and Trace</p> <p>If a child is awaiting collection, they will be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.</p> <p>If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom must be cleaned and disinfected using usual cleaning products and normal household bleach before being used by anyone else. Please see advice on cleaning if someone develops symptoms in school https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p> <p>PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). More information on PPE use can be found in the safe working in</p>		<p>Tissues to be available throughout school.</p> <p>Staff who become symptomatic should self-isolate for 10 days.</p> <p>If a staff member is a household contact of someone who becomes symptomatic (the case) the staff member should self-isolate. If the staff member starts symptoms, they need to self-isolate for 10 days from that date. The most important symptoms of COVID-19 are recent onset of any of the following:</p> <ul style="list-style-type: none"> • a new continuous cough • a high temperature • a loss of, or change in, your normal sense of taste or smell (anosmia) 	
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		<p>education, childcare and children's social care settings, including the use of personal protective equipment (PPE) guidance.</p> <p>The Schools will ask parents and staff to inform them immediately of the results of a test:</p> <ul style="list-style-type: none"> • if someone tests negative and they feel well and no longer have symptoms similar to COVID-19, they can stop self-isolating • if someone tests positive they should self isolate for 10 days from onset of the symptoms and only return to school once symptoms have stopped (except for loss of smell/taste or a cough whist can persist even when the infection has gone) 			
<p>16. Potential transmission of virus from students presenting challenging behaviours (eg spitting and biting)</p>		<ul style="list-style-type: none"> ✓ All staff will be issued with PPE should they choose to wear it. Staff will be encouraged to wear PPE when necessary to manage challenging behaviour ✓ Addendum for behaviour policy written to support behaviour management during COVID . ✓ Clear protocols for students not following the school's behaviour policy considering COVID. ✓ Letter to parents reminding them of the School's expectations ✓ Limited IEU provision for students warranting isolation for behavioural issues. Cross-bubble procedures may be used where appropriate (i.e. maximum number of students agreed by DHT/AHT Behaviour, social distancing, individual workstations, staggered entry/exit, face masks if appropriate, ventilated rooms. 	M	<p>All students and staff to receive updated school expectations booklet (in line with DFE Guidance) on return to school.</p> <p>(KAP 1.7)</p> <p>CPD for teaching staff on consequences and how to deal with challenging behaviour in line with the Behaviour Policy.</p> <p>Updated student risk assessments/pastoral plans and EHCP reviews</p>	<p>DHT Pastoral To review prior to school wider opening post February half term</p> <p>SENCO and DHT Pastoral 11th Jan 2021</p>

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<p>17. Potential exposure to Coronavirus – Use of PPE</p>		<p>Follow guidance from the HSE HSE - Using PPE at work during the Coronavirus pandemic</p> <p>Face coverings and masks help control the risk of Coronavirus. However, they are not designated as PPE which is equipment of a higher standard for specified settings. It may be that a PPE standard face mask is required if so, it should meet the requirements of FFP3.</p> <p>Generally, you will be aware of the other workplace situations where PPE is required that is not related to Coronavirus.</p> <ul style="list-style-type: none"> - Where required, ensure that those using RPE are face-fit tested. - HSE - Respiratory Protective Equipment PPE - Fit Testing Basics - Where supplies are difficult to obtain follow the HSE guidelines and put in place controls suitable to your workplace HSE - Supply issues with PPE and working safely during the Coronavirus pandemic <p>(Please note – face coverings are not PPE.</p> <p>PPE is predominately for specified tasks e.g., using machinery.</p> <p>Where it is used for risk reduction in the case of Coronavirus it would be for specific use – in general healthcare settings ordinary face masks are considered adequate.</p>	<p>M</p>	<p>CPD for both teaching and support staff on Health and Safety and protocols for PPE to be undertaken Communication to staff and students re safe use of face mask via training and tutorial sessions</p>	<p>DHT Pastoral Review training for staff and students re face coverings (publish new guidance from Gov) 2021</p>
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		<ul style="list-style-type: none"> ✓ Children, young people, and students whose care routine already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way. ✓ Ensure that there is full PPE equipment for any member of staff treating suspected cases. ✓ PPE to be ready and available to all first aiders. ✓ Face shields to be available for all staff as requested, with training and ensuring adherence to guidance being followed regarding proper and safe use. ✓ Face shields to be used in any situation where it may be deemed that it is not possible to maintain 2 metre distancing between students and staff ✓ During the High Level COVID alert all members of the community will be required to wear face coverings indoors in communal areas. ✓ The wearing of face coverings in communal areas by all members of the school is compulsory during National Lockdown- guidance suggests that face coverings in the building may improve teacher and students confidence when returning to school. ✓ The school will provide updated government info regarding use of masks for students and staff in communal areas with clear guidance for students e.g. posters/ slides in tutorial sessions. https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education?priority-taxon=b350e61d-1db9-4cc2-bb44-fab02882ac25 			
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<p>18. Exposure to workplace hazards because it isn't possible to get normal PPE</p> <p>Note: PPE will still need to be used in settings not related to Coronavirus e.g. operating machinery</p> <p>HSE - PPE in non-healthcare work during the (COVID-19) pandemic</p> <p>HSE - Using PPE at work during the Coronavirus pandemic</p>	<p>Workers that may be in situations where social distancing and other general precautions are not adequate may require PPE or there may be a requirement for PPE as a control measure in certain settings not relating to Coronavirus.</p>	<p>Follow guidance from the HSE HSE - Using PPE at work during the Coronavirus pandemic</p> <p>Face coverings and masks help control the risk of Coronavirus. However, they are not designated as PPE which is equipment of a higher standard for specified settings. It may be that a PPE standard face mask is required if so, it should meet the requirements of FFP3.</p> <p>Generally, you will be aware of the other workplace situations where PPE is required that is not related to Coronavirus.</p> <ul style="list-style-type: none"> - Where required, ensure that those using RPE are face-fit tested. - HSE - Respiratory Protective Equipment PPE - Fit Testing Basics - Where supplies are difficult to obtain follow the HSE guidelines and put in place controls suitable to your workplace HSE - Supply issues with PPE and working safely during the Coronavirus pandemic <p>(Please note – face coverings are not PPE.</p> <p>PPE is predominately for specified tasks e.g., using machinery.</p> <p>Where it is used for risk reduction in the case of Coronavirus it would be for specific use – in general healthcare settings ordinary face masks are considered adequate.</p> <ul style="list-style-type: none"> - The school has identified full use of PPE for any medical member of staff treating those with symptoms. 	<p>L</p>		
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		<ul style="list-style-type: none"> - Where supplies are difficult to obtain follow the HSE guidelines and put in place controls suitable to your workplace https://www.hse.gov.uk/coronavirus/ppe-face-masks/non-healthcare/supply-issues-and-working-safely.htm <p>(Please note – face coverings are not PPE and are not required to be worn in the workplace, however the School is recommending that face masks are worn inside the building https://www.hse.gov.uk/coronavirus/ppe-face-masks/non-healthcare/supply-issues-and-working-safely.htm)</p>			
19.Potential transmission of virus from Welfare office		<ul style="list-style-type: none"> ✓ Staff to adhere to infection control policy. ✓ Infection control policy to be written and available to staff in the COVID Health and Safety booklet ✓ Regular medication protocols to be followed. ✓ Washing facility and sanitisers available in the welfare room. ✓ Staff to frequently wash their hands. ✓ Avoid/reduce close contact with students where possible. ✓ Use face mask/gloves where appropriate or close contact is unavoidable. ✓ Posters in place for 2m social distancing around the school as well as hand hygiene posters in all toilets that re open 	M		

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<p>20. Potential transmission of virus from desks, monitors, keyboards and mouse</p>		<ul style="list-style-type: none"> ✓ Teacher desks to be located or will be taped off so that distance between staff and students will be 2 metres apart. ✓ Clear desk policy will be robustly applied to enable effective cleaning ✓ Enhanced cleaning regime - including desks every night and where possible between use. ✓ Cleaning wipes/ disinfectant spray/ paper towels/disposable, one use gloves available in each operational room and equipment as needed before and after use of a desk and throughout day as needed. ✓ Staff will be responsible for disinfecting their keyboard, computer, mouse etc at the start and end of each session. ✓ All teaching staff to have their own portable mouse/remote and remote clicker ✓ All keyboards in shared areas to be covered with a plastic cover to facilitate cleaning ✓ Individual staff iPads to be used by teaching staff where possible and for work to be completed outside of the classroom ✓ Allocation of static computers for individual use as needed, to be clearly identified with staff name and restricted usage protocol to be followed ✓ Regular handwashing by staff and students or use a sanitiser if not near a wash hand basin. 	<p>L</p>		<p>Business Manager/Site Team/IT manager ongoing</p>
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		<ul style="list-style-type: none"> ✓ Above applies to the ICT suite for student use as well. Computer rooms will only be used for exam groups, with an allocated classroom for each teaching group and individual computer allocated to each student ✓ Health and safety protocols in place. ✓ Rota for routine cleaning activities to be drawn up by Business manager in conjunction with cleaning contractors and caretakers. ✓ Cleaning regimes monitored on daily basis by site team. ✓ Staff asked to report concerns on a daily basis 			
21. Home visits		<ul style="list-style-type: none"> ✓ Home visits to be ceased for now. Information about the students to be obtained over the phone or other digital/remote means. ✓ EWO fully involved for those students who have been hard to reach 	L		DHT to monitor on ongoing basis
22. Kitchen Operations/food preparation		<p>During Provision</p> <ul style="list-style-type: none"> ✓ Canteen is currently closed, we do not have enough students accessing the provision to justify keeping the canteen open. ✓ Students bring in packed lunch and snacks are kept on site to support those without ✓ FSM students are all being sent vouchers, currently through school and will use national scheme when re-launched <p>Return to School</p>	L	<p>Letter to go to all those accessing provision to explain the need to bring in a lunch</p> <p>Parents to be written to explaining lunch system to be provided</p>	<p>DHT Pastoral sent letter Monday 4th Jan</p> <p>Business manager to liaise with catering contractors to</p>

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		<ul style="list-style-type: none"> ✓ All packaging to be wiped down using approved methods before storage ✓ All cooking items, plates, cutlery to be washed at 60 degrees ✓ Trolleys/other surfaces to be regularly cleaned. ✓ Staff to wash hands frequently. ✓ Staff need to take responsibility for following H & S guidance and for reporting any issues or concerns as they arise 			information from government
23. Potential transmission of virus during lunch/play breaks / food served in the dining hall		<p>During National Lockdown students within the vulnerable and critical workers provision will bring in lunch from home and will not access the canteen</p> <p>Return to school</p> <ul style="list-style-type: none"> ✓ For Year 7, and 8 they will be handed lunch in their pre lunch lesson. Yr 9 and 12/13 will access the hatch to queue and collect and eat outdoors in zoned areas. Yr 10 and 11 will collect from canteen and eat in their zoned areas. No seating in dining hall unless can maintain 2 metre separation. ✓ When Dining hall is operational: ✓ Dining hall seating to be arranged in line with government's guidance on social distancing ✓ At present the dining hall is not operational as an eating area as students will be encouraged to eat in an allocated area within their zone. 	L		.

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		<ul style="list-style-type: none"> ✓ Staggered lunch breaks for students and limiting students to their zoned areas in playground or eating areas. ✓ Students encouraged to dispose of their left- over food in the bins. ✓ Bins provided at various location around school and within zoned areas. ✓ Additional closed top bins sourced Students will be supervised as normal. ✓ Staggered play/break times. 			
24. Handling Deliveries		<ul style="list-style-type: none"> ✓ Considering methods to reduce frequency of deliveries, for example by ordering larger quantities less often. All non-essential deliveries kept to a minimum ✓ Local arrangements to be made whether deliveries made external to the building or to pre-allocated area as appropriate. ✓ Staff wiping the outer surfaces of delivery boxes before handling/relocating/sorting the delivery ✓ Deliveries to be moved immediately on delivery to the store area ✓ Wash hands after handling deliveries/packaging. ✓ New practice document for working in reception written COVID Health and safety booklet, to ensure deliveries handled safely. 	L		
25. Potential transmission of virus from visitors/parents		<ul style="list-style-type: none"> ✓ Parents to observe social distancing when dropping and picking children from school. ✓ Only one parent to pick/drop the children. 	M	Where parents wish to discuss any concerns with the teacher, this to be done outdoors where	Communication to parents HT - completed

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		<ul style="list-style-type: none"> ✓ Minimise and ensure the co-ordination of the number of external visitors coming into the school ✓ External visitors from approved Alternative Providers may be admitted into school adopting school protocols on health and safety. It is important that, where possible, vulnerable students have access to wrap around provision provided by external agencies ✓ Staggered school start and finish timings to avoid crowding by the school gates. ✓ Notices displayed in Reception office reminding the parents not to send their child to school if they or anyone in the household have symptoms and to remind the public to practice social distancing when on school site. ✓ Parents visiting reception office to wait outside. When queues are likely parents to maintain 2 metre distance. <ul style="list-style-type: none"> • social distancing arrangements put in place with good signage, floor markings etc ✓ Only one parent will be allowed in the reception area at any one time. ✓ Fixed/standalone sanitisers stations will be set up at various locations including entry and exit points. ✓ Screens installed at reception desk. ✓ Staff are to regularly wash hands or use hand gel frequently i.e. on arriving at work, after handling parcels/post/books, moving from room to room. 		<p>possible maintaining social distance.</p> <p>Communication to parents on social distancing outside of the building to reduce risk. Liaise with Suffolk's Primary to ensure the two schools work together on staggered opening when school returns post Feb half term</p>	<p>DHT Pastoral and AHT behaviour</p> <p>Business manager</p> <p>Ongoing via parental letters and website Business Manager</p>
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		<ul style="list-style-type: none"> • Reduce intake of any paper documentation from parents. Advise parents to email any documentation. ✓ Where it is unavoidable, staff to ensure wash and sanitise hands regularly. 			
26. Potential transmission of virus from contractors attending the school site		<ul style="list-style-type: none"> ✓ Contractors to be notified in advance not to attend the premises if they have symptoms ✓ Attendance by contractors notified to reception desk in advance ✓ Contractors to sign in at reception desk and declare they do not have symptoms. ✓ Site manager to ensure area of the work is clear beforehand. Any students and staff to leave that area. ✓ Site manager to liaise with and monitor the contractor maintaining social distancing where possible. ✓ Sanitisers stations will be set up at various locations including entry and exit points. ✓ Supervised and limited access to other parts of the building. ✓ Regular cleaning regime of public/communal areas. ✓ Staff lead to observe and ask any contractors to leave the building if they have symptoms and report immediately to Business manager and staff liaison. 	L		Business manager Completed
27. Potential Spread of virus from School Library		<ul style="list-style-type: none"> ✓ Library to closed for time being and redeployed as a classroom within the vulnerable students' provision. ✓ Staff to make use of any digital resources for students. 	L		

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<p>28. Potential enhanced infection risk from music (eg singing, playing wind/brass instruments)</p>		<ul style="list-style-type: none"> ✓ The School will consider physical distancing and playing outside wherever possible, limiting group sizes to no more than 15, positioning pupils back-to-back or side-to-side, avoiding sharing of instruments, and ensuring good ventilation. ✓ Singing indoors is not recommended as it increases the exhalation of droplets etc. 	<p>L</p>		
<p>29. Physical education, sport and physical activity (enhanced risk via exhalation during exercise)</p>		<ul style="list-style-type: none"> ✓ Pupils should be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided. ✓ Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and enhanced cleaning and handwashing. 	<p>L</p>		
<p>30. Accidents, security and other incidents</p>		<ul style="list-style-type: none"> ✓ In an emergency, for example, an accident or fire, people do not have to stay 2m apart if it would be unsafe. ✓ People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards including washing hands. ✓ Re-visit your first aid and fire safety arrangements which may need some alterations due to reduced staffing levels ✓ Guidance to include in return to work document. 	<p>L</p>	<p>Updated evacuation protocol</p>	<p>DHT pastoral Week beginning 11th Jan 2021</p>

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		<ul style="list-style-type: none"> ✓ Medigold used as provider for Occupational Health ✓ The Education Support Partnership provides mental health & wellbeing support to the Education sector: https://www.educationsupport.org.uk/ 		union meetings and work collaboratively with unions on Risk Assessments	
<p>32. Travel between schools or other travel whilst at work</p> <p>33. Travelling to and from school</p>		<ul style="list-style-type: none"> ✓ Encourage greater use of walking, cycling or own car rather than public transport if possible with staff and students ✓ Consider how children and young people arrive at School and reduce any unnecessary travel on coaches, buses or public transport where possible. (<u>Coronavirus (COVID-19), safer travel guidance for passengers.</u>) ✓ Make sure transport providers, as far as possible, follow hygiene rules and try to keep distance from their passengers ✓ Take appropriate actions to reduce risk if hygiene rules and social distancing is not possible, for example when transporting children and young people with complex needs who need support to access the vehicle or fasten seatbelts etc. ✓ Review questionnaires of staff and student travel. to ensure full information on public transport usage ✓ Ensure that in HT communication there are clear guidelines to limit broader social interaction outside of school ✓ Ensure that as per current protocol, all communication with parents and staff provides guidance on minimising the use of public transport and the safer travel guidance as per the government documentation https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers 	L		DHT Pastoral.

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34. Potential Spread of virus Nuture Support		✓ Nurture provision for students warranting SEN and nurture support may include cross-bubble procedures where appropriate (i.e. maximum number of students agreed by DHT SEN and Wellbeing, social distancing, individual workstations, staggered entry/exit, face masks if appropriate, ventilated rooms	L		DHT Pastoral/SENCO
35. Fire Evacuation Procedures during the COVID-19 Pandemic	All occupiers of school buildings. Evacuations require movements of large amounts of people which may compromise social distancing etc.	Generally review procedures consider lower frequency of fire drills, zonal evacuation for drills etc. For Schools with access to Schools Health & Safety Team Service, refer to the Schools Hub advice sheets; "Fire Evacuation Procedures" – COVID-19 – Sheet No. 5 ✓	L		DHT Pastoral 14/01

APPENDIX 1
LFD Risk Assessment

Why is this document needed: Public Health England and the Health and Safety Executive require this documentation to ensure end to end health, safety and infection control risks for mass lateral flow testing are identified, pre-assessed, managed and monitored regularly by the site owners and testing operators

Assessment Date	07/01/2021	Lead Assessor	Liz Davies	Contract		Assessment Number	Centre Number BSSK Version 1
Activity / Task							
Description of task / process / environment being assessed	General and clinical activities on the asymptomatic testing site at Bishop Stopford School						
Activities Involved	Traversing the site on foot Testing school staff and students					Location	Enfield, EN1 3PU
Who Might be affected	Employee ✓	Client ✓	Contractor ✓	Visitor ✓	Service User ✓		

Hazard Identification and evaluation

No	Hazards	Associated risks	Current Control/ Mitigation Measures	Risk valuation (po easures)		Additional control needed?
				Probability	Severity	Action No
						Risk

1	Contact between subjects increasing the risk of transmission of COVID19	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> • Asymptomatic: All subjects are to be advised in advance not to attend if they have any symptoms of COVID 19, or live with someone who is showing symptoms of COVID 19 (including a fever and/or new persistent cough) or if they have returned within 14 days from a part of the world affected by the virus or have been in close contact with someone who is displaying symptoms. • Face masks: Prominent signage reminding attending subjects of the above to be displayed at the entrance to the building. • Face coverings/masks to be worn by subjects at all times whilst on the premises except for brief lowering at time of swabbing. • Requirement to wear face covering/mask to be reminded to all subjects in advance at time of test booking. • Compliance with wearing of face covering/mask of all subjects to be visually checked on arrival by reception. • Hand hygiene: All subjects to use hand sanitiser provided on arrival & adherence to this enforced by reception staff. • Social distancing: Two metre social distancing to be maintained between subjects with measured floor markings in place to ensure compliance in addition to verbal reminders if necessary from reception, queue management & sampling staff. • A one-way flow of subjects through the building is to be initiated and maintained at all times. Compliance with this is to be ensured by queue management staff. • Cleaning: Regular cleaning of the site including wipe down of all potential touchpoints in accordance with PHE guidance. • Limited clutter-chairs only on request; no physical handing of documents to subjects except barcodes and PCR test kits for first 200 subjects 	1	4	4	
2	Contact between subjects and staff increasing the risk of transmission of COVID19 : Welcome & registration	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> • Staff member registering to have completed all training modules as identified in the NHS Covid-19 National Testing Programme • Facemasks: Prominent signage reminding attending subjects to wear a mask in the test centre • Staff member registering to be wearing a medical grade face mask and to be disposed of and replaced between each sessions or anytime they leave the test site • Staff member to confirm with test subject that they do not have any symptoms and are asymptomatic • Only contact with the test subject to be when handing over barcode and packaged swab test. Hands to be sanitised after by staff member • Hands to be sanitised by test subject on entry to the building • Registration area to be cleaned after each testing centre or if they are any spillages 	1	4	4	

3	Contact between subject and sampler increasing the transmission of COVID19: <u>Sample taking</u>	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> • Test assistant to have completed all training modules as identified in the NHS Covid-19 National Testing Programme • Screen to be in place at sampling desk – layer of protection between subject and test assistant • Test subject to test themselves. Test assistant to only give advice and support on the test process – no contact between the test subject and test assistant • Medical grade mask and gloves to be worn at all time by the test assistant(change between each session and dispose of between sessions (e.g. morning and afternoon or anytime you leave the testing site) • Test subject to only lower mask when they are swabbing and to put in back on as soon as swabbing is complete • Test subject to place swab direct in the vial on desk in the tube holder • Test subject to clean the swabbing desk / screen with wipes provided after swab and dispose of waste in the bin at the desk 	1	4	4	
4	Contact between sample and test centre runner increasing the transmission of COVID19: <u>Sample transport</u>	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> • Test assistant to have completed all training modules as identified in the NHS Covid-19 National Testing Programme • Medical grade mask and gloves to be worn at all time by the test assistant(change between each session and dispose of between sessions (e.g. morning and afternoon or anytime you leave the testing site) 	1	4	4	
5	Contact between samples and sample testers increasing the transmission of COVID19: <u>Sample processing & analysis.</u>	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> • Processor to have completed all training modules as identified in the NHS Covid-19 National Testing Programme • Processor to wear full PPE as outlined in NHS Covid-19 National Testing Programme • No subject being tested to access processing area – area clearly demarcated and clear that test subjects should not access • Swab to be immediately disposed of after the liquid has been extracted g in the clear waste bin and the cap to be placed immediately on the extraction tube • Processor to change gloves after each sample and dispose of in PPE waste bin • Processor to clean processing desk after each sample with disinfectant wipes / spray after each sample 	1	4	4	

6	Contact between samples and sample testers increasing the transmission of COVID19: <u>Sample disposal and waste disposal</u>	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> • Processor to have completed all training modules as identified in the NHS Covid-19 National Testing Programme • Processor to wear full PPE as outlined in NHS Covid-19 National Testing Programme • LFD device to be disposed of in the clear bag waste bin after test result has been recorded • Processor to change gloves after each sample and dispose of in PPE waste bin • Processor to clean processing desk after each sample with disinfectant wipes / spray after each sample 	1	4	4	
7	Incorrect result communication	Wrong samples or miscoding of results	<ul style="list-style-type: none"> • 2 identical barcodes are provided to subject at check in • The subject registers their details to a unique ID barcode before conducting the test • Barcodes are attached by trained staff at the sample collection bay • Barcodes are checked for congruence at the processing station and applied to Lateral Flow Device at this station 	1	4	4	
8	Damaged barcode, lost LFD, failed scan of barcode	Orphaned record on registration portal & No result communicated to individual	<ul style="list-style-type: none"> • Rule based recall of subjects who have not received a result within 24 hrs of registration • Subjects are called for a retest 	1	4	4	
9	Extraction solution which comes with the lab test kit contains the following components: NA2HPO4 (disodium hydrogen phosphate), NaH2PO4 (sodium phosphate monobasic), NaCl (Sodium Chloride)	These components do not have any hazard labels associated with them, and the manufacturer states that there are no hazards anticipated under conditions of use as described in other product literature. This is the case for exposure to: eye, skin, inhalation, ingestion, chronic toxicity, reproductive and developmental toxicity, carcinogenicity, and medical conditions aggravated by exposure.	<ul style="list-style-type: none"> • PPE: nitrile gloves which meet the Regulation (EU) 2016/425 to be used at all times when handling the extraction solution. Safety glasses with side shields which are tested and approved under appropriate government standards to be worn at all times when handling the extraction solution. Impervious clothing to be worn to protect the body from splashes or spillages. • Environmental: do not let product enter drains • Spillages: wipe surfaces which the solution has been spilt on and dispose of cleaning material in line with the lab's waste disposal procedures • Do not use if the solution has expired • Training to be provided in handling potentially biohazardous samples, chemicals and good lab practice. Adhere to guidelines in these training procedures to prevent improper handling. • Follow procedures on the MSDS form provided by Innova to mitigate against inhalation, skin contact or ingestion of these chemicals. 	1	3		

10	Occupational illness or injury		All staff fully trained as per the NHS National Testing Programme Accident book on site to record any accidents / injuries which will be reported as per HSE requirements	1	4		
11	Manual handling		There will be no lifting of heavy boxes – any heavy boxes will be moved by the site team Staff accessing the storage area to access the testing equipment and PPE will be advised to follow manual handling procedures for bending and lifting. As far as possible items will be all stored at an access level	1	3		
12	Unauthorised access by members of the public		Testing centre is in a secure location and will be locked when not in use Staff have been informed to only go into the testing centre at the time of their appointment Students will only access at the time of their appointment. When students are in school and the test centre is operational it will be staffed which will ensure no unauthorised access by students Visitors cannot access site due to security arrangements at the main school reception	1	3		
13	Uneven surfaces (floor protection in the Testing and Welfare areas)		Not applicable even surface in the testing centre				
14	Stairs to / from sample processing / registration area and welfare space		Not applicable no stairs				
15	Inclement weather		Temperature of room to be monitored to ensure both adequate ventilation and that the tests can be carried out and analysed at a temperature between 15 and 30 degrees Alternative testing room identified in case it is too cold during the Winter months	4	1		
16	Electrical safety / plant & equipment maintenance Defective electrical equipment		All electrical equipment fully PAT tested. At the moment only 2 laptops in the room	1	2		
17	Use of shared equipment		No equipment will be shared during a testing session and will be fully cleaned following each session	1	2		

Control Improvements				
Action No	Recommended additional control measures	Responsibility	Target Date	Date completed
1	Content of the risk assessment to be circulated to SLT and Chair of Governors for comments	Covid Coordinator	12/01/2020	
2	Content of the risk assessment to be communicated with all workers involved in testing as part of induction	Covid Coordinator	13/01/2021	
3	Risk assessment circulated to all staff members and on school website	Covid Coordinator	15/01/2021	
4	Monthly review of risk assessment	Covid Coordinator	Ongoing	
5	Toolbox talks to be delivered to all workers on a regular basis including slips trips falls and complacency	Covid Coordinator	ongoing	

Additional Notes



Risk Evaluation

		Consequence of event occurring (Severity)				
		Negligible	Minor	Moderate	Major	Critical
Likelihood of event occurring (Probability)	Almost Certain	Tolerable 5	Substantial 10	Intolerable 15	Intolerable 20	Intolerable 25
	Likely	Tolerable 4	Substantial 8	Intolerable 12	Intolerable 16	Intolerable 20
	Possible	Trivial 3	Tolerable 6	Substantial 9	Intolerable 12	Intolerable 15
	Unlikely	Trivial 2	Tolerable 4	Tolerable 6	Substantial 8	Substantial 10
	Rare	Trivial 1	Trivial 2	Trivial 3	Tolerable 4	Tolerable 5

Likelihood

- Rare**, will probably never happen/recur
- Unlikely**, do not expect it to happen, but is possible
- Possible**, Might happen
- Likely**, will probably happen
- Almost Certain**, will undoubtedly happen

Severity

- Negligible
- Minor
- Moderate
- Major
- Critical

Risk control strategies

Intolerable – stop activity, take immediate action to reduce the risk

Substantial - Take action within an agreed period

Tolerable – monitor the situation

Trivial – No action required

Declaration - If the above control measures are implemented the risks posed by the task / process / environment assessed will be controlled to as low as is reasonably practicable.	
Persons involved in assessment	Liz Davies / Sarah Webb
Signature of Lead Assessor	Date 12/01/2021

Reviews – this assessment should be reviewed at intervals no greater than 12 months or when there are changes in operational procedure, personnel, the work environment or following an incident							
Review date	Comments	Reviewed by	Signature	Review date	Comments	Reviewed by	Signature
12 th Feb 2021							

Health and Safety Risk Assessment Sign off Sheet	Assessment Number	1
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