



Maricourt Catholic High School Health and Safety Risk Assessment

A Name of Assessor		M Vose/J Mangan		Date		24 th May 2021								
B Time		14.22 hours		Work area		School								
C Task being assessed		Re-opening of School following COVID-19 outbreak		Work activity		Education								
D Review date		As upon implemented changes /		Assessment No		RA 001								
What is the hazard?	Who might be harmed?	How might people be harmed?	Existing risk control measures?	Existing risk rating			Additional controls required?			Target risk rating			Action/ monitored by whom?	Action / Monitored by when?
				L	C	R	L	C	R	L	C	R		
The passage and transmission of virus.	Staff, agency staff, contractors, suppliers, pupils, parents / carers, visitors	Poor ill health or fatality due to exposure to harmful bacteria and viruses.	Wipe down door handles and worktops in immediate work areas. (Staff / Cleaners) Intensified appropriate action from school cleaners (Deep Clean) Perspex screens in both reception areas Adequate antibacterial wipes and sprays/gels. Means to dispose of wipes and robust / safe disposal procedures. (Double Bag) and separate swing bins (Marked up) Constant updates by email/ H&S Notice Boards/ General Briefs. Keep updated via Government websites / LA (Sefton) Information. Break facilities with distancing as appropriate. Pre-order system for lunches Year group bubbles maintained through external zoning of school Students enter building via designated year doors for morning Form Time. Year groups will use designated toilets at break and lunch and will be escorted by on call to the nearest toilet during lessons, ensuring year groups do not mix. Staff based in teaching rooms with designated entrance and exit doors for particular areas of school and restricted movement around corridors. Staff not to make unnecessary trips around building. Non-essential personal items have been removed and a clear desk policy in place. Pupil movement to be kept to a minimum Keep away from touching door handles. Cleaners to clean all occupied areas post school day and as directed. Wipes and gels supplied as required for maximum benefit Lesson plans, activities and assemblies are reviewed with social distancing in mind Consideration is given to the level of communication, sharing of space and	3	5	12	Twice weekly Covid 19 review meetings with SLT/Staff reps/Site Manager from Sep 20	2	5	8	Site Manger	Headteacher Daily		

			<p>equipment required and are kept to a minimum as much as is reasonably practicable. Consideration is given to equipment to ensure it is appropriately cleaned between different groups of children using it.</p> <p>Staff and pupils do not share pens, paper or any other objects.</p> <p>There are limitations on the amount of books / resources to be taken home. A 72 Hr period is advised prior to marking and books that are taken home. Deadlines timings will be taken in consideration where applicable to this.</p> <p>Social distancing measures to maintain 2 m distance between staff and students in classrooms and staff and staff in work spaces</p> <p>Controlled use of identified classrooms and toilets.</p> <p>Segregated eating areas.</p> <p>Controlled cleaning plan for toilets.</p> <p>Staff room/work areas capacities calculated and displayed</p> <p>Staff have 'wipe down before and after use' policy for classrooms and work spaces</p> <p>Staff and students may wear their own face masks if they choose. Compulsory in communal areas.</p> <p>School will only provide PPE to staff in line with the guidance when appropriate.</p> <p>Pupils are encouraged to bring and wear their own face masks.</p> <p>All rooms surveyed to ensure forward facing desks</p> <p>Visitors and parents' meetings on one to one basis and by appointment only</p>									
Transmission of Covid 19 due to visiting another location	Staff, agency staff, contractors, suppliers, pupils, parents / carers, visitors	<p>Contamination from direct contact leading to ill health or fatality due to exposure to harmful bacteria and viruses.</p> <p>Anxiety due to fear of exposure or new procedures and behaviours.</p>	<p>Only essential offsite visits to take place with appropriate risk assessments shared and checked.</p> <p>All site visits and off-site meetings are avoided unless necessary. Remote working / meeting tools are used where possible.</p> <p>Authorisation for offsite visits is provided by the Head Teacher or Chair of Governors.</p> <p>Public transport is avoided where possible.</p> <p>Meetings numbers are to be kept to a minimum and social distancing is observed.</p> <p>Paperwork is sent via electronic means either before or after the visit. Minutes are distributed by electronically.</p> <p>In a case of non-compliance, staff cease the visit immediately and report issues to their Head Teacher.</p>	3	5	12	None	2	5	8	Covid 19 School Group	Twice weekly

Transmission of COVID-19 due to activities	Staff, agency staff, contractors, suppliers and delivery drivers, pupils, visitors, public. Also – https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/ https://www.hse.gov.uk/mothers/ https://www.gov.uk/government/publications/covid-19-understanding-the-impact-on-bame-communities	Poor ill health or fatality due to exposure to harmful bacteria and viruses. Anxiety due to fear of exposure or new procedures and behaviours.	Specific risk assessments are undertaken for anyone who is vulnerable Staff and pupils are expected to maintain good personal hand and respiratory hygiene. Personal Hand Gel Bottles have been provided to each member of staff for use in classrooms as well as general use. Hand sanitisers located in classrooms and at school entrances. Handwashing is frequently encouraged, including on arrival at school, with soap and running water for 20 seconds or alcohol rub if no handwashing facilities are available. Staff will assist pupils who may need assistance to wash their hands. Pupils are encouraged to cover their mouth and nose with a tissue when coughing or sneezing and then discard the tissue in a lidded wastepaper bin. Disposable tissues should be provided for pupils. Consideration is given to the level of communication, sharing of space and equipment required and are kept to a minimum as much as is reasonably practicable. Consideration is given to equipment to ensure it is appropriately cleaned between different groups of children using it. Staff and pupils do not share pens, paper or any other objects. There are limitations on the amount of books / resources to be taken home.	3	5	12	None	2	5	8	Site Manager	Observations, safety walks through operational areas, weekly discussions with staff.
Staff and students who may be at increased risk from Coronavirus	Staff, agency staff, contractors, suppliers, pupils, parents / carers, visitors	Ill health or fatality due to exposure to harmful bacteria and viruses. Anxiety due to fear of exposure or new procedures and behaviours.	School will follow guidance for those categorised as clinically vulnerable or clinically extremely vulnerable. School will consult individually with colleagues and parents of students who may be characterised as having a comparatively increased risk from coronavirus Vulnerable staff may be given tasks where they can maintain social distancing from other staff and pupils. For example: The limiting of the numbers of 'different' people the person may come into contact with (operating in bubbles or fixed staff teams) therefore reducing the potential viral load.	3	5	12	None	2	5	8	Covid 19 School Group	September 20
Reduced occupancy or un-occupied premises.	Staff, agency staff, contractors, suppliers, pupils, parents /	Ill health or fatality due to exposure to legionella bacteria, asbestos or unsafe services.	Hot waters systems are flushed in accordance with the Legionella Management Plan. The system is checked for leaks and the provision of hot water. Cold waters systems maintained to ensure quality drinking water is available.	3	5	12	Fire drills will be undertaken in the first week back to school, maintaining social distancing.	2	5	8	Head Teacher	SLT WC 1/3/21

	carers, visitors	Injury, ill health or fatality due to lack of fire protection and prevention controls, leading to fire spread or poor evacuation measures. Pest infestation such as rodents and nesting birds leading to contamination of harmful bacteria.	All statutory compliance checks are undertaken and records are maintained including the testing of fire door mechanisms, fire, smoke, panic and accessible toilet alarms. Asbestos disturbance or deterioration, gas supply, kitchen equipment (full clean cycles), ventilation (mechanical and natural), fixed and portable wiring, lifts (if scheduled tests are due during the past 6 months) and pest controls are checked and maintained. Key holder information is updated.												
Routine maintenance of premises	Staff, agency staff, contractors, suppliers, pupils	Poor ill health or fatality due to exposure to harmful bacteria and viruses.	Contractor / supplier procedures are reviewed for the undertaking the routine maintenance checks. Contractors are instructed of the procedures in place before they commence any work by Site Manager Contractors only attend site with prior appointment via Site Manager Contractors will observe social distancing as much as reasonably possible, wear appropriate PPE and handwash or sanitise before, during and on completion of work, before and after eating or drinking or moving through the school. Statutory compliance checks in place and up to date and monitored regularly. Tool box talks included in building maintenance briefings. Any capital works which were suspended are subject to a review of all risk assessments before they recommence.	3	5	12	None	2	5	8	Site Manager	Headteacher WC 1/3/21			
Lack of general cleaning	Staff, agency staff, contractors, suppliers, pupils, parents / carers, visitors	Poor ill health or fatality due to exposure to harmful bacteria and viruses.	Site Manager briefing to Cleaning Supervisor Cleaning Supervisor to make Site Manager aware of any relating events such as if cleaner becomes ill etc. Site Manager liaising with Cleaner management. A survey of high contact points is carried out and a thorough clean of the school is undertaken. All frequently touched surfaces including door handles and door plates, taps, equipment (from PE equipment to kitchen kettles) are cleaned with detergent. Consideration is given to other equipment to ensure it is appropriately cleaned between different groups of children using it.	3	5	12	None	2	5	8	Site Manager	Headteacher WC 1/3/21			

			<p>All unnecessary items are removed from classrooms including soft furnishings which may be hard to clean.</p> <p>There are limitations on the amount of books / resources to be taken home.</p> <p>Lidded bins are available and will be used by staff and pupils for disposing of tissues and other waste immediately.</p> <p>Waste procedures are in place for handling, double bagging and suitable storage in the event of waste being identified as potentially contaminated with corona virus.</p> <p>Waste- with 72 hr holding area (Covid -19 Waste)</p> <p>Contract cleaners issued and instructed with schedule of cleaning and rota. Updated by Site Manager as necessary.</p>									
Transmission of COVID-19 from contaminated waste.	<p>Staff, agency staff, contractors, suppliers and delivery drivers, pupils, visitors, public.</p> <p>Also – https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/</p> <p>https://www.hse.gov.uk/mothers/</p> <p>https://www.gov.uk/government/publications/covid-19-understanding-the-impact-on-bame-communities</p>	Poor ill health or fatality due to exposure to harmful bacteria and viruses.	<p>Lidded bins are available throughout for disposing of tissues and other waste immediately.</p> <p>Waste management procedures are in place for handling, double bagging, etc.</p> <p>72 Hr Waste holding area identified as a section of one of the waste bins on the Newman Site. For the Arnold site a separate wheelie bin will be identified for the holding of 72 Hr waste prior to general disposal.</p>	3	5	12	None	2	5	8	Site Manager	Head Teacher
Transmission of COVID-19 due to lack of	Staff, agency staff, contractors,	Poor ill health or fatality due to exposure to harmful bacteria and	Anyone who needs to remain at home, will be at home. Home working and home-schooling arrangements are in place. <i>(There may still be</i>	3	5	12	Consult with Site Manger or other appropriate staff member / team to	2	5	8	Site Manager	Observation prior to reoccupation or commencement of

<p>engineering control resources or PPE.</p>	<p>suppliers and delivery drivers, pupils, visitors, public.</p> <p>Also – https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/</p> <p>https://www.hse.gov.uk/mothers/</p> <p>https://www.gov.uk/government/publications/covid-19-understanding-the-impact-on-bame-communities</p>	<p>viruses.</p> <p>Anxiety due to fear of exposure or new procedures and behaviours.</p>	<p><i>a requirement for a small number of staff or pupils to remain at home due to quarantine, self-isolation, health or other reasons.)</i></p> <p>Work areas and activities will not re-open if adequate controls cannot be implemented.</p> <p>2 metres distancing will be maintained where reasonably practicable. Where this is not reasonably practicable, changes to entry and exit routes, one-way circulation routes, screens and other mitigations are safely installed.</p> <p>Hand sanitising stations are positioned at certain school building entrances.</p> <p>Personnel hand gel bottle refill stations are located at respective main staff rooms and two other designated locations, one extra on each site.</p> <p>Signs are fixed throughout the building as a reminder of socially distancing rules and the need for maintaining good hand and respiratory hygiene i.e. washing of hands, use of sanitiser and tissues.</p> <p>(e.g. such as a reception desk or office or any other location where social distancing may be compromised).</p> <p>Where PPE is deemed necessary due to potential exposure, then it will be worn. Where it cannot be worn, for health reasons, then other measures will be considered by senior staff.</p>				<p>confirm layout and mitigation arrangements.</p> <p>Check the screens and changes to routes are not compromising fire safety requirements</p>					<p>operations. Safety tours to ensure good condition and remains in place / PPE being worn.</p>
<p>Transmission of COVID-19 in reception areas, circulation and communal spaces.</p>	<p>Staff, agency staff, contractors, suppliers and delivery drivers, pupils, visitors, public.</p> <p>Also – https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/</p> <p>https://www.hse.gov.uk/mothers/</p>	<p>Ill health or fatality due to exposure to harmful bacteria and viruses.</p> <p>Anxiety due to fear of exposure or new procedures and behaviours.</p>	<p>For track and trace purposes, names and contact numbers of anyone attending the premises are being held for 21 days.</p> <p>Restricted direction of travel around the sites to minimise risk of bubbles mixing.</p> <p>Signage indicating direction of travel where applicable.</p> <p>Maximum occupancy levels are agreed and restrictions are in place for all staff, pupil and visitor areas – classrooms, offices, stores, kitchens, staff rooms, kitchen areas and equipment, water fountains and shared equipment such as photocopiers and printers, etc.</p> <p>Pupils are required to queue in bubbles / year groups, apart at various points including toilets, dining halls, entrance and exit routes.</p>	3	5	12	<p>Alternative arrangements such as maidens may be required for towels.</p>	2	5	8	Site Manager	<p>Observation prior to reoccupation or commencement of operations. Safety tours by HT.</p>

	https://www.gov.uk/government/publications/covid-19-understanding-the-impact-on-bame-communities		<p>(If applicable - Showers are cleaned by staff using them, in addition to the normal cleaning regime. Staff are not permitted to leave belongings in shower rooms or toilets. A cleaning regime is in place for pupil showers).</p> <p>Lifts are restricted to 1 person. Exceptions include where carer support is being provided or if persons are from the same household. Priority is given to disabled persons using the lift. (School Lift currently out of use)</p> <p>Pupils are not permitted to congregate in communal areas, unless in designated year group zones. Conversations are to be kept to a minimum.</p> <p>Staff members to comply with number of capacity occupants as indicated on respective communal areas such as main and departmental staff rooms.</p> <p>2 metre distance rules are maintained when moving away from school property to smoke. Smokers are to be reminded of risks of contaminating others for cigarette waste.</p>									
Poor access to site and into the premises.	Staff, agency staff, contractors, suppliers, pupils, parents / carers, visitors	Poor physical and mental ill health, injury, or other loss arising from difficult access to premises and inability to socially distance, whether due to physical restrictions or behavioural issues.	<p>Consideration is given to staff and contractors arriving at the premises. This includes used of public transport where arrival and leave times may need to address peak travels issues of over-crowding and therefore risk to poor physical and mental health.</p> <p>Vehicle access, delivery spaces, car parking and pedestrian access for everyone will ensure as much as possible, social distancing.</p> <p>Emergency access routes will be maintained.</p> <p>Reduced number of students on site means there will be no risk of overcrowding on public transport.</p> <p>Parents / carers will not be permitted to congregate at school gates and signage will be in place to remind everyone of the 2-metre distance rule.</p> <p>Relevant markings are in place such as cones, floor markings and 2-meter warning signs.</p> <p>Where visitors, parents / carers are required to attend the school, meetings are by appointment only and limited to one person, unless additional support is required such as an interpreter.</p>	3	5	12		2	5	8	Site Manager	Headteacher WC 1/3/21
Poor personal hygiene	Staff, agency staff, contractors,	Poor ill health or fatality due to exposure to harmful bacteria and	Hand sanitiser is located at various areas, including entrances to the building and in classrooms. Liquid soap, hot water, disposable	3	5	12	None	2	5	8	Site Manager	Headteacher WC 1/3/21

	suppliers, pupils, parents / carers, visitors	viruses. Anxiety due to fear of exposure or new procedures and behaviours.	<p>hand towels, disposable tissues and lidded bins are available in kitchen and toilet areas.</p> <p>Signage is displayed throughout the school reminding everyone of the respiratory (coughs and sneezes) and hand hygiene procedures and social distancing measures in place. Signs are displayed at school gates, parents' area, reception area, staff room, classrooms, toilets and in office spaces.</p> <p>Staff, agency staff, contractors, pupils, parents / carers and visitors are informed and reminded in a variety of mediums of the new procedures to be adopted to prevent the spread of infection.</p> <p>Handwashing is frequently encouraged, including on arrival at school, with soap and running water for 20 seconds or alcohol rub if no handwashing facilities are available.</p> <p>Handwashing personnel gel bottles issued to all staff. Also, hand wash stations on entry to all classrooms, entrances and dining rooms.</p> <p>Posters in all areas of school as a reminder of safe Covid 19 practices and guidance</p> <p>Pupils are encouraged to cover their mouth and nose with a tissue when coughing or sneezing and then discard the tissue in a lidded wastepaper bin. Disposable tissues should be provided for pupils. Catch it, bin it, kill it!</p>									
Staff availability and possible staff shortage	Staff, agency staff, pupils	Poor physical or mental ill health due to lack of staffing. Anxiety due to fear of exposure or new procedures and behaviours.	<p>An audit of staff availability is undertaken and which pupils they will be allocated.</p> <p>Consideration is given to staff and how their roles are undertaken. Especially staff who have underlying medical conditions or are within a vulnerable category, as defined by government guidance.</p> <p>Clinically extremely vulnerable and clinically vulnerable guidance will be followed.</p> <p>Teaching Assistants and Supply Staff will cover any gaps where possible. Where there is a shortfall in staffing levels, possible solutions will be considered with the Local Authority or Trust.</p> <p>A trained first aider, designated safeguarding lead and SEN will be on site at all times.</p> <p>Full First-Aid weekly rota in place. First-Aid stations located at respective school site Student Services.</p>	3	5	12	<p>Staff – pupil ratios will be frequently reviewed, taking into consideration government guidance.</p> <p>First aid needs assessment to be carried out.</p>	2	5	8	<p>SLT</p> <p>Site Manager</p>	Headteacher daily
Class size compromising social distancing	Staff, agency staff, contractors,	Poor ill health or fatality due to exposure to harmful bacteria and	<p>Normal class sizes taught in year groups.</p> <p>Lesson plans, play activities and assemblies</p>	3	5	12	None	2	5	8	Deputy Headteacher	Headteacher daily

measures	suppliers, pupils, parents / carers, visitors	viruses. Anxiety due to fear of exposure or new procedures and behaviours.	are reviewed with social distancing in mind. Outdoor space will be used where appropriate.										
Occupancy levels compromising social distancing measures	Staff, agency staff, contractors, suppliers, pupils, parents / carers, visitors	Ill health or fatality due to exposure to harmful bacteria and viruses. Anxiety due to fear of exposure or new procedures and behaviours.	Everyone is encouraged to remain 2 metres apart when outside the building and moving through the building where possible. Staff should try and maintain 2m for colleagues and students Staff and pupils will queue 2 metres apart. Students' break and lunch times are segregated and staggered in years 7 and 8 from September 2020 with tables and surfaces cleaned in between each session. Visits to the toilet area are monitored to ensure the number of pupils visiting is limited at any one time. Year groups have designated toilets for their bubbles at break and lunch time. Toilets used by staff, contractors and visitors are cleaned regularly. Allocated and marked queuing or waiting space may be required, maintaining social distancing of 2 metres where possible.	3	5	12		2	5	8	Site Manager	Headteacher daily	
Risk of virus spreading due to inability to maintain 2m social distancing	Staff, agency staff, contractors, suppliers, pupils, parents / carers, visitors	Ill health or fatality due to exposure to harmful bacteria and viruses. Anxiety due to fear of exposure or new procedures and behaviours.	Staff who will be supporting SEND students within 1-2m will be provided with appropriate PPE Staff should not work face to face with students but side by side or stand behind students	3	5	12	None	2	5	8	Covid 19 School Group	Daily	
Transmission of COVID-19 from travelling to and from school.	Staff, agency staff, contractors, suppliers and delivery drivers, pupils, visitors, public. Also – https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/	Poor ill health or fatality due to exposure to harmful bacteria and viruses. Anxiety due to fear of exposure or new procedures and behaviours.	Consideration is given to staff and pupils and anyone else arriving at the premises. An assessment is undertaken for the availability of all school transport to ensure social distancing. This includes used of public transport where arrival and leave times may need to address peak travel issues of overcrowding and therefore risk to poor physical and mental health. Vehicle access, delivery spaces, carparking and pedestrian access for everyone maintains social distancing, as much as possible. Drop off and collection of pupils will be staggered and will consider public transport	3	5	12	None	2	5	8	Covid 19 School Group	Daily	

	https://www.hse.gov.uk/mothers/ https://www.gov.uk/government/publications/covid-19-understanding-the-impact-on-bame-communities		<p>overcrowding and public parking restrictions.</p> <p>One-way routes are in place where social distancing is difficult. Barriers, tape and markings on the ground will inform everyone of distances and routes.</p> <p>Parents / carers will not be permitted to congregate at school gates and signage will be in place to remind everyone of the 2-metre distance rule.</p> <p>Staff, pupils and parents / carers are expected to adhere to the safety measures.</p> <p>Emergency access routes will be maintained.</p>									
Risk of virus spreading due to overcrowding on school transport	Staff, agency staff, pupils, parents / carers, members of the public	Ill health or fatality due to exposure to harmful bacteria and viruses.	<p>Do not use school transport if you, or a member of your household, have symptoms of COVID-19.</p> <p>Pupils using school transport are to be of the same bubble (Year Group)</p> <p>Make sure you wash or sanitise your hands before you board your school minibus.</p> <p>Avoid touching your face.</p> <p>Do not eat or drink on your school minibus.</p> <p>Keep your school minibus clean – do not litter.</p> <p>Carry a bottle of hand sanitiser so that you can regularly sanitise your hands.</p> <p>Carry a packet of tissues with you in case you need to sneeze or cough - take your tissue off the vehicle and bin it "Catch it, kill it, bin it".</p> <p>We need to keep fresh air circulating in vehicles as much as we can, so bus windows will be open in all weathers. Do not close the windows and make sure you are dressed warmly as the vehicle will be colder than normal.</p> <p>Make sure you have washed or sanitised your hands before boarding the bus.</p> <p>Make sure you have your face covering fitted over your nose and mouth before you get into the school bus, unless you are exempt from wearing a face covering.</p> <p>If any seats have a notice stating they are out of use or not for school pupils, then do not sit in them.</p> <p>Fasten your seatbelt.</p> <p>If the driver asks you to move seat, please do so as they will have a good reason for asking.</p> <p>Make sure you have your face covering fitted over your nose and mouth before you get into the minibus, unless you are exempt from wearing a face covering.</p> <p>Do not sit in the front seat of the minibus.</p>	3	5	12	None	2	5	8	Site Manager	Daily

			<p>Do not sit in any minibus seats beside or directly behind the driver. These seats may have a notice stating they are out of use or not for school pupils. Make sure you take your face covering with you. Temporary face coverings should be disposed of in a bin or reusable face coverings should be placed in a plastic bag and taken home.</p> <p>Drivers are responsible to clean areas of the minibus (Steering wheel, door handles, seatbelts) with anti-bac wipes before and after use and to check/top up of antibacterial gel on the minibus.</p> <p>All Minibus users must wash/sanitise their hands before they use the minibus.</p> <p>Drivers will be provided with appropriate PPE for use where social distancing cannot be maintained.</p> <p>- Routine stops are to be planned depending on duration of trip. Passengers are to alight from the vehicle if safe to do so.</p>											
Emergency arrangements:														
Changes to the programme of study	Staff, agency staff, pupils, parents / carers	Ill health or fatality due to exposure to harmful bacteria and viruses. Anxiety due to changes.	<p>Pupils may require extra support time which should be provided considering the categories of pupils on site.</p> <p>All students will receive recovery curriculum from September 2020</p> <p>Consideration will be given for</p> <ul style="list-style-type: none"> the number, age and stage of development of pupils on site. the frequency of pupils' attendance and the resources for pupils who may attend irregularly. Pupils with special education needs. 	3	5	12	None	2	5	8	Deputy Headteacher	SLT weekly		
Pupils who pose a threat of disruptive behaviour	Staff, agency staff, pupils, parents / carers	Increased risk of closer contact to support a pupil. Poor psychological wellbeing of all concerned.	<p>A review of the pupil's current individual risk assessments will be undertaken to include the risk of COVID-19 situation.</p> <p>New individual risk assessments undertaken for pupils not previously assessed but are now considered to pose a risk in the current situation.</p> <p>The Behaviour Policy has been reviewed to ensure it covers COVID-19 and the sanctions which will be in place for any person who wilfully disrespects the control measures.</p> <p>All H&S incidents are reported via the health and safety reporting system.</p>	3	5	12	None	2	5	8	Assistant Headteachers	SLT weekly		

Staff/Pupils showing signs of COVID-19	Staff, agency staff, pupils, parents / carers	Poor ill health / psychological wellbeing of all concerned.	<p>Staff/pupils are instructed not to attend school if they are displaying symptoms. stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</p> <p>Parents/carers should monitor their child's health and refrain from sending them to school if they or any member of the household is displaying symptoms.</p> <p>Follow the advice of the GP and self-isolate for 7-14 days. They should be tested.</p>	3	5	12	None	2	5	8	Assistant Headteachers	SLT weekly
Staff/Pupils becoming unwell whilst on school premises	Staff, agency staff, pupils, parents / carers	Ill health or fatality due to exposure to harmful bacteria and viruses. Increased risk of closer contact to provide support. Poor psychological wellbeing of all concerned.	<p>If a pupil becomes unwell whilst at school, they should be kept in a separate well-ventilated room whilst they await collection. (Head's PA's Office, Newman Site)</p> <p>If they display symptoms of Covid 19 they must remain at home and follow the government guidance. stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection They should arrange to have a test</p> <p>Anyone sent home with symptoms will be sent with a leaflet outlining the guidance and where more detailed guidance can be found.</p> <p>Contact Hospital / Ambulance as required. Deep clean of identified areas prior to normal cleaning. Staff/pupils are instructed not to attend school if they are displaying symptoms.</p> <p>Parents/carers should monitor their child's health and refrain from sending them to school if they or any member of the household is displaying symptoms.</p> <p>The member of staff should keep a 2-metre distance and if this is not possible staff and if possible, the pupil must wear PPE.</p> <p>If a member of staff displays signs of COVID-19 they will be sent home. They must follow government guidelines stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection and arrange to have a test</p> <p>School holds on site, a number of Test Kits for</p>	3	5	12	None	2	5	8	Site Manager	Headteacher daily

			staff and pupils for use by parents of guardians depending on age. Only to be used for staff members and pupils if a routine test centre can not be accessed.									
Staff/Pupils confirmed as having COVID-19	Staff, agency staff, pupils, parents / carers	Poor ill health or fatality due to exposure to harmful bacteria and viruses. Increased risk of closer contact to provide support. Poor psychological wellbeing of all concerned.	<p>Staff/Parents/Carers should notify the school immediately.</p> <p>Anyone displaying symptoms of COVID 19 are not to enter the premises and will be sent home to self-isolate</p> <p>The Head Teacher reports cases under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 where required, notifies Public Health and reports via the Health and Safety incident and accident reporting system.</p> <p>Poor mental and physical health and wellbeing is monitored by staff. School will contact the local health protection team and school will follow any guidance given by the team.</p> <p>Standard letter will be sent to all parents of students impacted by confirmed cases. This letter will not identify individuals.</p> <p>School will not ask for evidence of negative tests after a period of isolation.</p> <p>If two or more confirmed cases within school, we will continue to work with and follow the advice of the local health protection team.</p> <p>Staff and pupils should refrain from attending school and should self-isolate for 10-14 days. Advice from the GP and Public Health England should be followed.</p> <p>Follow guidance on 'Track and Trace' system</p> <p>Where possible the infected person may be tested before being allowed back to school.</p>	3	5	12	None	2	5	8	Site Manager	Headteacher daily
Dealing with any medical emergencies	First aiders, paediatric first aiders, staff, agency staff, contractors, suppliers, pupils, parents / carers, visitors	Poor ill health or fatality due to exposure to harmful bacteria and viruses. Anxiety due to changes.	<p>Anyone administering first aid will use appropriate PPE. This may require the need for the first aider and the casualty to both wear face masks. Full First-Aid PPE is located at respective school site Student Services. This also includes the Covid CPR adaption tool for safe practice when having to conduct resuscitation.</p> <p>If CPR is required, emergency services should be called using a mobile phone (if possible), where screens and controls can be wiped clean with suitable wipes. The call should be handsfree with direct instruction available to</p>	3	5	12	None	2	5	8	Site Manager	Headteacher daily

			the first aider. The UK Resuscitation Council and Voluntary aid organisations advise against mouth to mouth and advise chest compressions only are administered. The first aider should assess the situation and work with the emergency services. Mouth to mouth should not be considered without a resus life aid or mask. Every care should be taken not to come into contact with body fluids.									
Lack of PPE	Staff, agency staff, pupils, parents / carers, visitors		Staff and students are encouraged to wear appropriate face masks. School will only provide PPE in line with guidance. The use of PPE should continue as normal for any pupil whose care routinely requires this. Consideration will be given to any pupil whose specific care cannot be delivered by social distancing. If contact is necessary gloves, apron, face mask and possibly eye protection may be worn. PPE held in respective student Services. Alternatively, PPE can be acquired from the Site Managers office.	3	5	12	None	2	5	8	Site Manager	Headteacher daily
Evacuation	Staff, agency staff, pupils, parents / carers, visitors	Poor ill health due to possible cross contamination thorough lack of control during an evacuation.	Evacuation plan in place.	3	5	12	None	2	5	8	Site Manager	Headteacher
External & Internal Examinations respective size's compromising social distancing measures	Staff, agency staff, contractors, suppliers, pupils, parents / carers, visitors	Poor ill health or fatality due to exposure to harmful bacteria and viruses. Anxiety due to fear of exposure or new procedures and behaviours.	Significantly reduced capacity and more venues being used. Pupils will enter the venues with face coverings. All venues will have wipes and hand sanitiser. All desks will be wiped at the end of each session. All venues will be ventilated, doors and windows open. Where invigilators can, wear a mask. Pupils are expected to bring all equipment needed to avoid contact. Invigilators will maintain a 2m distance from pupils, there will be enough space around the desks to achieve this. They will take a position at the front, back or sides where this is appropriate space. Any requests from pupils who put up their hands must be dealt with swiftly to avoid prolonged contact. Pupils will be dismissed row by row at the end of exams to avoid crowding in doorways; they will be asked to put on a face covering.	3	5	12	None	2	5	8	Examinations Officer / Site Manager	
Mass Lateral Flow Testing (LFT)	Contact between subjects increasing	Transmission of the virus leading to ill health or potential death	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	3	5	12	None	2	5	8	Team Leader / Reception Staff / Test Assistance	Headteacher daily.

	the risk of transmission of COVID19		(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. <ul style="list-style-type: none"> • 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 / security staff. • Compliance with wearing of face covering/mask of all subjects to be visually checked through building by queue managers and all other staff. • 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. 									
	Contact between subject and sampler increasing the transmission of COVID19: Sample taking	Transmission of the virus leading to ill health or potential death	Monitoring and adherence to correct operations as per training.	3	5	12	None	2	5	8	All (LFT) Staff	Covid 19 Coordinator
	Contact between sample and test centre runner increasing	Transmission of the virus leading to ill health or potential death	Monitoring and adherence to correct operations as per training. Monitoring by Team Leader.	3	5	12	None	2	5	8	All (LFT) Staff	Covid 19 Coordinator

	the transmission of COVID19: Sample transport Transmission											
	Contact between samples and sample testers increasing the transmission of COVID19: Sample processing & analysis	Transmission of the virus leading to ill health or potential death	Monitoring and adherence to correct operations as per training. Monitoring by Team Leader.	3	5	12	None	2	5	8	All (LFT) Staff	Covid 19 Coordinator
	Incorrect result communication	Wrong samples or miscoding of results	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 analysis station 1 and applied to Lateral Flow Device at this station	3	5	12	None	2	5	8	Processors and Recorder	Covid 19 Coordinator
	Damaged barcode, lost LFD, failed scan of barcode	Orphaned record on registration portal & No result communicated to individual	Rule based recall of subjects who have not received a result within x hrs of registration • Subjects are called for a retest	3	5	12	None	2	5	8	Team Leader / Processor.	Covid 19 Coordinator
	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	• 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.	3	5	12	None	2	5	8	Team Leader / Processor.	Covid 19 Coordinator
Home Lateral Flow Testing	Staff & Pupils	School Community Poor participation may	School promotes the use of home Lateral Flow (LFT) test kits with staff by providing	3	5	12	None	2	5	8	Team Leader / Processor.	Monthly / As directed by related

(LFT)		result in increasing transmission	information and training and support e.g. NHS training video, the correct How-to Self-Test guide etc. (School Website) - All staff / pupils are encouraged to participate - LFD tests are approved by the MHRA for the purpose of staff testing													changes.
Failure to manage home test kits on school premises	Staff & Pupils	Failure to follow agreed Standard Operating Procedures may jeopardise the validity of testing resulting in <ul style="list-style-type: none"> false or inaccurate results reduced testing capacity Transmission of COVID-19 injury to users 	Non-delivery of test kit supplies is immediately referred to DfE helpline - replacement LFT kits are ordered in a timely manner - Supplies of LFT test kits are securely stored between 2 and 30 degrees C - Participants are made aware of who is co-ordinating and monitoring home testing activity (insert name). Incidents whilst using kits are reported to this person. - Collection times for test kits are staggered to avoid crowding and to maintain social distancing requirements. Face coverings worn - Test Kit Log is used to record lot numbers and confirms issue of correct instructions - Participants collecting test kits sign the Test Kit Log to confirm receipt and are advised how to report their test result - Scheduling of testing is organised to meet operational requirements	3	5	12	None	2	5	8	Team Leader / Processor.	Monthly / As directed by related changes.				
Failure to obtain consent from those being tested	Staff & Pupils	School and employees Failure to follow agreed Standard Operating Procedures and breach of data protection protocols	Participants should not attend school to collect test kits if: <ul style="list-style-type: none"> they have any symptoms of COVID 19, or live with someone who is showing symptoms of COVID 19, or if they have been advised to self-isolate with a household member, or have ongoing contact with someone who has received a positive test 	3	5	12	None	2	5	8	Team Leader / Processor.	Monthly / As directed by related changes.				
Test participants displaying symptoms are advised to take the wrong type of test	Staff & Pupils	School Community Failure to follow agreed Standard Operating Procedures may jeopardise the validity of testing	Anyone with symptoms must follow national SOP guidance/and or SCC Management Arrangements regarding a confirmatory PCR test. -Lateral flow test kits should not be used until the end of the isolation period - Schools follows national SOP guidance and/or SCC Management Arrangements when considering repeat LFT tests after a positive result.	3	5	12	None	2	5	8	Team Leader / Processor.	Monthly / As directed by related changes.				
Inappropriate storage and disposal of test kits	Staff & Pupils	School community/ Participant and their household Failure to follow agreed Standard Operating Procedures may jeopardise the validity of testing	Workplace – Home test kits once received must be stored in line with guidance provided in a secure location and records kept on distribution to employees. Home Test kits are stored out of reach of children, other vulnerable individuals and pets - Test kits are stored at room temperature or in a cool dry place (2-30 degrees C) - Test kits must not be stored in a fridge or	3	5	12	None				Team Leader / Processor.	Monthly / As directed by related changes.				

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			<p>freezer or left in direct sunlight</p> <ul style="list-style-type: none"> - If the kit has been stored in a cool area (less than 15 degrees C) it has been at room temperature for 30 minutes (15-30 degrees C) before it is used by the participant. - All items of the test kit are placed in the waste bag on completion of the test. This is placed in the domestic refuse - Any spillages of test solution are absorbed by wiping with a paper towel or tissue. This is placed in the waste bag - The participant washes their hands before & after testing, and cleans surfaces used for testing 											
Difficulty with carrying out throat and mid-turbinate nasal swab or contamination of swabs	Staff & Pupils	Participant Failure to use swab correctly may jeopardise the validity of testing and cause injury or discomfort	<ul style="list-style-type: none"> - A complete box of 7 test kits is provided to each participant - adequate supplies for 2-3 weeks of home testing. -- Participants must not eat or drink for 30 minutes prior to the test - Any damaged swab/test packaging is not used and its non-use reported. - Participants do not re-use any of used/damaged test kits - The participant has discarded the original instructions in the box - Separate revised instructions have been provided to participants with the box of LFT swabs. This provides guidance and illustrations on how to use the swab in throat and nose - Participants must have been shown a training video showing them how to self-swab and must consistently follow the instructions - Participant has available clean flat surface for using test kit and a timing mechanism available - Participant must wash or sanitise hands, use a tissue, and wash or sanitise hands again before opening swab packet 	3	5	12	None						Team Leader / Processor.	Monthly / As directed by related changes.
Use of test solutions when processing test kit. Contains the following components: Na_2HPO_4 (disodium hydrogen phosphate), NaH_2PO_4 (sodium phosphate monobasic), NaCl (Sodium Chloride)	Staff & Pupils	Participant could be harmed by inappropriate use of chemicals	<p>Chemical components are not classified as hazardous for use as designed.</p> <ul style="list-style-type: none"> - Participants should keep test kits out of the reach of children, vulnerable adults and pets when stored at home - Participant should not use test solution if use by date has expired - COSHH assessment for testing solution is available in school 	3	5	12	None	2	5	8			Team Leader / Processor.	Monthly / As directed by related changes.
Failure to manage personal samples and to	Staff & Pupils	Failure to follow agreed Standard Operating Procedures may jeopardise the validity	<ul style="list-style-type: none"> - Participants receiving test kits are advised how to report their test result on-line when they collect them - Participants book the test on-line on the 	3	5	12	None	2	5	8			Team Leader / Processor.	Monthly / As directed by related changes.

interpret coding		of testing	Covid 19 Test and Trace website (school may book the test if internet access if not available) - Participants have downloaded the NHS Test and Trace App and report test results to Covid 19 Test and Trace website. -- Participants can alternatively telephone 119 to report results - Participants report every test result including void tests - Participants correctly report the test kit ID number									
Failure to respond to a Positive Test for COVID 19	Staff & Pupils	Other occupants of the school or home environment could be exposed to could be exposed to COVID19 virus	- Participant should inform the school of a positive test so cover can be provided - Participant must follow national isolation guidance with their household - The school updates their Covid register if there is a positive Covid result and seeks advice from Local Outbreak Control Team regarding isolation of other contacts	3	5	8	None	2	5	8	Team Leader / Processor.	Monthly / As directed by related changes.
Failure by participant to report incidents or concerns about home testing or LTF kits	Staff & Pupils	Failure to manage could impact the quality or safety of testing	- Concerns raised by individual participants are recorded and responded to - Repeated incidents or patterns of concern are reported to the DfE helpline	3	5	8	None	2	5	8	Team Leader / Processor.	Monthly / As directed by related changes.
Failure by school to report incidents or concerns about home testing or LTF kits	Staff & Pupils	Failure to manage could impact the quality or safety of testing	- Concerns raised by individual participants are recorded and responded to - Repeated incidents or patterns of concern are reported to the DfE helpline	3	5	8	None	2	5	8	Team Leader / Processor.	Monthly / As directed by related changes.

Additional Information:

- <https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/>
- <https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing>

Pregnant Staff

- <https://www.hse.gov.uk/mothers/>

BAME

- <https://www.bameednetwork.com/resources/>

First Aid

- General information from the HSE - <https://www.hse.gov.uk/news/first-aid-certificate-coronavirus.htm>
- Guidance for first aiders - <https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/>
- Guidance re: paediatric first aid - <https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-paediatrics/>

Likelihood	1 Very Unlikely	2 Unlikely	3 Fairly Likely	4 Likely	5 Very Likely
Consequences					
5. Catastrophic	5	10	15	20	25
4. Major	4	8	12	16	20
3. Moderate	3	6	9	12	15
2. Minor	2	4	6	8	10
1. Insignificant	1	2	3	4	5

20-25	Stop – stop activity and take immediate action
15-19	Urgent action – take immediate action and stop activity if necessary, maintain existing controls rigorously
11-14	Action – improve within specified timescale
6-10	Monitor – look to improve at next review or if there is a significant change
1-5	No action – no further action but ensure controls are maintained and reviewed