



## Risk Assessment

### Establishment operation from 27 January 2022: response to Coronavirus (COVID-19). Issue 6.5 (Further detail is captured in the Background and Context description below)

#### Section 1:

<b>Date of Assessment:</b> <b>04/01/2021</b>	<b>MAT/Establishment/Section/Team:</b> Wraxall Church of England Primary School	<b>Review date:</b> (Complete once the action plan section below is addressed)	
<b>Assessed by:</b> <small>Please print names of all those involved with this assessment.</small>	1. Amy Townsend (Headteacher)	Date:	
	2. Louise Malik (LSP CFOO)		
	3. Delegated Services Team		
	4. All school teaching and support staff consulted with		
	5.		
<b>Staff signatures:</b> <b>I/We have read and understood this RA and our role in its implementation.</b>	1.	Date:	
	2.		
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## Part A: Background and Context

This risk assessment has been developed with reference to:

- settings Covid-19 operational guidance (July 2021) [settings COVID-19 operational guidance \(publishing.service.gov.uk\)](https://publishing.service.gov.uk/government/publications/covid-19-early-years-and-childcare-guidance).
- Actions for early years and childcare providers during the COVID-19 pandemic (July 2021) [Early years and childcare: coronavirus \(COVID-19\) - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-guidance)
- SEND and specialist settings: additional COVID-19 operational guidance (6 July 2021) [SEND and specialist settings - additional operational guidance: COVID-19 \(publishing.service.gov.uk\)](https://publishing.service.gov.uk/government/publications/covid-19-send-and-specialist-settings-additional-operational-guidance)

### Rationale for guidance for schools from September 2021.

Government guidance has been developed on the premise that disruption to children and young people's education must be minimised. The [Evidence summary: COVID-19 - children, young people and education settings - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/evidence-summary-covid-19-children-young-people-and-education-settings) sets out the evidence relevant to, and in support of, the government's decision to revise the guidance on the COVID-19 safe working and protective measures that have been used within schools, colleges and early years settings in England during the pandemic.

In making this decision, the government has balanced education and public health considerations - weighing the impact of these measures on teaching, educational attainment, the health and wellbeing of children, pupils, students and staff and the functioning of schools, colleges and early years settings, against the COVID-19 risks in a context that has now fundamentally changed due to the success of the vaccination programme.

Updated 20<sup>th</sup> January to include the removal of plan B requirements from 27<sup>th</sup> January.

The government continues to manage the risk of serious illness from the spread of the virus. The Prime Minister announced on 27 November the temporary introduction of new measures as a result of the Omicron variant and on 8 December that Plan B, set out in the autumn and winter plan 2021, was being enacted. As a result, these measures are reflected in this guidance for schools. This advice remains subject to change as the situation develops.

COVID-19 continues to be a virus that we learn to live with and the imperative to reduce the disruption to children and young people's education remains. Our priority is for you to deliver face-to-face, high-quality education to all pupils. The evidence is clear that being out of education causes significant harm to educational attainment, life chances, mental and physical health. We have worked closely with the Department of Health and Social Care (DHSC) and the United Kingdom Health Security Agency (UKHSA) to revise this guidance

As at the 20<sup>th</sup> January 2022 we are adapting this risk assessment to take into consideration advice issued by their local Public Health Team and other updates relevant to our activities and experience in practice.

## Contingency Planning

Government guidance requires schools to have an Outbreak Management Plan (sometimes called contingency plan) outlining how they would operate if any of the following circumstances applied to their school or area.

- a COVID-19 outbreak within a school
- if there is extremely high prevalence of COVID-19 in the community and other measures have failed to reduce transmission
- as part of a package of measures responding to a Variant of Concern (VoC)

This includes how we would ensure every child, pupil or student receives the quantity and quality of education and care to which they are normally entitled.

If necessary we will reinstate relevant control measures from one of our 2020-21 risk assessment to address the areas set out in [Contingency framework: education and childcare settings - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/contingency-framework-education-and-childcare-settings)

## Control Measures

This risk assessment addresses the essential control measures set out in the government guidance referred to above. They are as follows:

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1. Ensure good hygiene for everyone.
2. Maintain appropriate cleaning regimes.
3. Keep occupied spaces well ventilated.
4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.

We have adapted this risk assessment in consultation with relevant partners including trade union representatives where available. This risk assessment will be made publicly available to those who wish to see it.

## Part B:

What is the Task/Activity or Environment you are assessing?	What Hazards are present or may be generated? (Use a row for each one identified)	Who is affected or exposed to hazards?	What Severity of Harm can reasonably be expected? (See Table 1)	What Precautions (Existing Controls) are already in place to either eliminate or reduce the risk of an accident happening?	What Likelihood is there of an accident occurring? (See Table 1)	What is the Risk Rating? (See Table 2 and 3)
<b>1: ENSURE GOOD HYGIENE FOR EVERYONE</b>						
Hand hygiene	Poor hand hygiene increases the likelihood of infection from coronavirus	Pupils and staff	Serious	<p>Opportunities are provided for staff and pupils to clean their hands with hand sanitiser or with soap and water and dry thoroughly:</p> <ul style="list-style-type: none"> <li>• on arrival at school</li> <li>• after using the toilet</li> <li>• after breaks and sporting activities</li> <li>• before food preparation</li> <li>• before eating any food, including snacks</li> <li>• before leaving school</li> <li>• after sneezing/coughing.</li> </ul> <p>Signage about how to wash hands properly, is on display and reinforced with pupils.</p> <p>Supervision by staff is provided as needed.</p>	Low	
Respiratory Hygiene	Poor respiratory hygiene increases the likelihood of infection from exposure to coronavirus.	Pupils and staff	Serious	<p>Catch it, kill it, Bin it - tissues are available in all classrooms, staffroom and reception at a minimum.</p> <p>The message is reinforced with pupils.</p> <p>Covered bins are available for the disposal of used tissues.</p>	Low	

## 2. MAINTAIN APPROPRIATE CLEANING REGIMES

Cleaning	Person contracts COVID 19 as a result of inadequate cleaning	Pupils and staff	Serious	<p><b>We have reviewed the cleaning arrangements set out below to ensure that all high risk areas are covered in our cleaning schedule.</b></p> <p>For schools with contract cleaning: We have reviewed the cleaning specification with our cleaning contractor to ensure that this meets requirements set out in <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</a></p> <p>Where our own cleaners and/or additional staff are required to undertake cleaning duties we have ensured that they have received appropriate training and are provided with PPE, as set out in guidelines above. This also applies to other staff who may be asked to carry out cleaning duties during this period.</p> <p>We have identified cleaning of high-risk areas to be undertaken throughout the school day to include:</p> <ul style="list-style-type: none"> <li>• Door handles</li> <li>• Kettles</li> <li>• Taps</li> <li>• Switches</li> <li>• Phones</li> <li>• Laptops /</li> <li>• Printers and photocopiers</li> <li>• Staffroom/ food preparation</li> <li>• Bathrooms</li> <li>• Surfaces that pupils are touching e.g.: toys, books, chairs, tables, doors, sinks, toilets, bannisters, light switches, etc.</li> </ul> <p>As a minimum, frequently touched surfaces will be wiped down twice a day, and one of these should be at the beginning or the end of the working day.</p>	Low	
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				Our document stating how this will be applied and inspected in practice has been shared with relevant staff and is available from the school office		
Safe use of cleaning products	Inappropriate exposure to cleaning product results in allergic reaction/ poisoning etc Storage arrangements of cleaning product change increasing potential for unauthorised 'use' by pupils.	Pupils and staff	Serious	All staff involved in cleaning duties will receive training re: safe use and storage of cleaning materials.  PPE will be provided for all cleaning activities.  Safety data sheets for cleaning products are available.  Only recommended cleaning products will be used.	Low	
	Use of hand sanitiser: potential for improper use and ingestion.	Pupils and staff	Serious	We are providing/allowing the use of hand sanitisers that contain at least 60% alcohol.  Staff supervision is provided as required.  We have obtained the Safety Data Sheet for the product(s). They advise on action to be followed if the sanitiser is not used as designed i.e., a child drinks some; it gets in eyes etc.  This will also help with potential reactions to the product.  We have and will secure adequate supplies of the product and provide it, especially in areas such as reception to the building(s).  Hand sanitiser bottles will be cleaned as necessary to avoid clogging.	Low	

### 3. KEEP OCCUPIED SPACES WELL VENTILATED

Ventilation (Open windows and doors are recommended as a means of improving air circulation within the building)	Falls from height (open windows)	All premises occupants	Serious	Whilst taking into consideration the necessity to increase ventilation by improving air circulation within the building we have advised staff that window opening restrictors must not be removed.	Low	
	Additional doors and windows are left open compromising site security/fire safety.	All premises occupants	Serious	<p>We have reviewed our site and identified windows and doors that could remain open without compromising fire safety/ and or security.</p> <p>For high-risk areas such as kitchens and boiler rooms, fire doors will be kept in the closed position. Lower risk rooms such as classrooms and offices may be propped open with removeable items - a weight or wedge. There are people present who are tasked with removing the item if the alarm goes off and at the end of the day.</p> <p>Door guards etc, will continue to be used to improve circulation in the building (and also reduce the need for touching the door handles).</p>	Low	
	Inadequate ventilation contributes towards the spread of coronavirus. Open windows in the winter months mean that the temperature in buildings is uncomfortable.	All premises occupants	Serious	<p>We will ensure that our buildings are heated to a temperature whereby staff and pupils can work comfortably whilst endeavouring to ensure that there are measures in place to ensure good ventilation.</p> <p>This will be achieved by a variety of measures including:</p> <ul style="list-style-type: none"> <li>mechanical ventilation systems - these have been adjusted to increase the ventilation rate wherever possible, and checked to confirm that normal operation meets current guidance (if possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as</li> </ul>	Low	



				<p>normal as long as they are within a single room and supplemented by an outdoor air supply).</p> <ul style="list-style-type: none"> <li>• natural ventilation - opening windows (in cooler weather windows will be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space). Opening internal doors can also assist with creating a throughput of air.</li> <li>• natural ventilation - if necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so).</li> </ul> <p>We note the following advice from HSE:  <a href="https://www.hse.gov.uk/temperature/thermal/managers.htm">https://www.hse.gov.uk/temperature/thermal/managers.htm</a>  <a href="https://www.cibse.org/coronavirus-covid-19/coronavirus,-sars-cov-2,-covid-19-and-hvac-systems">https://www.cibse.org/coronavirus-covid-19/coronavirus,-sars-cov-2,-covid-19-and-hvac-systems</a></p> <p>NB: Minimum workplace temperature is 16 degrees centigrade.</p> <p>To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures will also be used as appropriate:</p> <ul style="list-style-type: none"> <li>• opening high level windows in preference to low level to reduce draughts.</li> <li>• increasing the ventilation while spaces are unoccupied (e.g., between classes, during break and lunch, when a room is unused)</li> <li>• providing flexibility to allow additional, suitable indoor clothing. Including advising staff and pupils re: the value of layering clothing.</li> <li>• rearranging furniture where possible to avoid direct drafts</li> </ul>		
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	Use of CO2 monitor. Poor positioning of CO2 monitor gives inaccurate or misleading readings	All premises occupants	Serious	<p>We note CO2 levels vary within an indoor space.</p> <p>We will place CO2 monitors at head height and away from windows, doors, or air supply openings.</p> <p>Monitors will also be positioned at least 50cm away from people as their exhaled breath contains CO2. If monitors are too close, they may give a misleadingly high reading.</p> <p>Measurements within a space can vary during the day due to changes in numbers of occupants, activities, or ventilation rates. Doors and windows being open or closed can also have an effect.</p> <p>The amount of CO2 in the air is measured in parts per million (ppm). If our measurements in an occupied space seem very low (far below 400ppm) or very high (over 1500ppm), it's possible our monitor is in the wrong location. We will move it to another location in the space to get a more accurate reading.</p> <p>Instantaneous or 'snapshot' CO2 readings can be misleading. We will take several measurements throughout the day frequently enough to represent changes in use of the room or space. Then calculate an average value for the occupied period.</p> <p>We note the need to repeat monitoring at different times of the year, as outdoor temperatures change, and this will affect worker behaviour relating to opening windows and doors when your space relies on natural ventilation.</p>	Low	

				Our readings will help us decide if a space is adequately ventilated. We will record and retain these readings.		
	Inaccurate reading of CO2 monitors leads to misinterpretation of ventilation levels within a room.	All premises occupants	Serious	<p>We will</p> <ul style="list-style-type: none"> <li>• Check our monitors are calibrated before making CO2 measurements. Follow the manufacturer's instructions, including the appropriate warm-up time for the device to stabilise.</li> <li>• Know how to use our portable monitors correctly, including the time needed to provide a reading.</li> <li>• Take multiple measurements in occupied areas to identify a suitable sampling location to give a representative measurement for the space. In larger spaces it is likely that more than one sampling location will be required.</li> <li>• Take measurements at key times throughout the working day and for a minimum of one full working day to ensure our readings represent normal use and occupancy.</li> <li>• Record CO2 readings, number of occupants, the type of ventilation we're using at the time and the date. These numbers will help us use the CO2 records to decide if an area is poorly ventilated</li> </ul>	Low	
	Inadequate response to CO2 monitor readings	All premises occupants	Serious	CO2 measurements will be used as a broad guide to ventilation within a space rather than treating them as 'safe thresholds'.	Low	

				<p>We note that outdoor levels are around 400ppm and indoors a consistent CO2 value less than 800ppm is likely to indicate that a space is well ventilated.</p> <p>An average of 1500ppm CO2 concentration over the occupied period in a space is an indicator of poor ventilation. We will take action to improve ventilation where CO2 readings are consistently higher than 1500ppm.</p> <p>However, where there is continuous talking or singing, or high levels of physical activity (such as dancing, playing sport or exercising), providing ventilation sufficient to keep CO2 levels below 800ppm is recommended.</p> <p><a href="#">Identifying poorly ventilated areas and using CO2 monitors (hse.gov.uk)</a></p> <p>DfE 'How to' Use CO2 monitors in education and childcare settings <a href="#">RP24.2 How to Use CO<sub>2</sub> monitors in education and childcare settings.pdf - Google Drive</a></p>		
<b>4. FOLLOW PUBLIC HEALTH ADVICE ON TESTING, SELF ISOLATION AND MANAGING CONFIRMED CASES OF COVID-19</b>						
Engagement with the NHS Test and Trace Process. Access to testing	Failure to follow PHE/ NHS Test and Trace procedures increases the likelihood of exposure to coronavirus in the school community.	Pupils and staff	Serious	<p>Relevant staff understand the NHS Test and Trace process and how to contact their local Public Health England health protection team.</p> <p>Anyone identified by NHS Test and Trace as needing to self-isolate will not be permitted to enter school premises.</p> <p>Where necessary we will direct members of the school community with symptoms of coronavirus to <a href="#">Get a free PCR test to check if you have coronavirus (COVID-19) - GOV.UK (www.gov.uk)</a></p>	Low	

				<p>Home test kits are available in our school and will be offered in the exceptional circumstance that we believe an individual may have barriers to accessing testing elsewhere. We note that it is for schools to determine how to prioritise the distribution of their test kits in order to minimise the impact of the virus on the education of their pupils, and will therefore provide these to staff or pupils on the basis of an agreed set of criteria to be determined by the school.</p> <p><a href="https://www.gov.uk/government/publications/coronavirus-covid-19-home-test-kits-for-settings-and-fe-providers/coronavirus-covid-19-home-test-kits-for-settings-and-fe-providers">https://www.gov.uk/government/publications/coronavirus-covid-19-home-test-kits-for-settings-and-fe-providers/coronavirus-covid-19-home-test-kits-for-settings-and-fe-providers</a></p> <p>We will ask parents and staff to inform us immediately of the results of a test.</p>		
Contact with infected persons/ exposure to the virus within the school.	Person contracts coronavirus as a result of direct contact with an infected person (or a symptomatic person) entering the premises.	Pupils and staff	Serious	<p>Guidance has been issued to the entire school community.</p> <p>If anyone in the school tests positive for COVID-19 or becomes unwell with a new and persistent cough or a high temperature, or has a loss of or change in, their normal sense of taste or smell (anosmia), they must be stay at home and are advised to follow guidance for households with possible or confirmed coronavirus (COVID-19) infection:</p> <p><a href="https://www.gov.uk/guidance/stay-at-home-guidance-for-households-with-possible-or-confirmed-coronavirus-covid-19-infection">Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection - GOV.UK (www.gov.uk)</a></p> <p>Anyone identified by NHS Test and Trace as needing to self-isolate will not be permitted to enter school premises.</p> <p>NOTE: the self-isolation advice for people with coronavirus (COVID-19) has changed. It is now possible</p>	Medium	

				<p>to end self-isolation after 7 5 full days, following 2 negative LFD tests taken on consecutive days. The first LFD test should not be taken before the fifth day after symptoms started (or the day the test was taken if they did not have symptoms). The self-isolation period remains 10 full days for those without negative results from 2 LFD tests taken a day apart. See guidance above for details and exceptions.</p> <p>From 14 December 2021, adults who are fully vaccinated and all children and young people aged between 5 and 18 years and 6 months identified as a contact of someone with COVID-19 are strongly advised to take a LFD test every day for 7 days and continue to attend their setting as normal, unless they have a positive test result.</p> <p>Daily testing of close contacts applies to all contacts who are:</p> <ul style="list-style-type: none"> <li>• fully vaccinated adults - people who have had 2 doses of an approved vaccine</li> <li>• all children and young people aged 5 to 18 years and 6 months, regardless of their vaccination status</li> <li>• people who are not able to get vaccinated for medical reasons</li> <li>• people taking part, or have taken part, in an approved clinical trial for a COVID-19 vaccine</li> <li>• Children under 5 years are exempt from self-isolation and do not need to take part in daily testing of close contact.</li> </ul> <p>We will try to minimise mixing as much as possible in order to reduce transmission. However, to protect the delivery of education, there may be occasions</p>		
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				when moving staff within the school or bringing in additional staff is required. In such cases we will encourage these staff to undertake an LFD test on a daily basis.		
	Contact with those developing symptoms of the virus during the working day.	Pupils and staff	Serious	<p>If anyone in our school develops COVID-19 symptoms, however mild, they will be sent home and advised to get a PCR test and follow public health advice.  <a href="https://www.nhs.uk/when-to-self-isolate-and-what-to-do-coronavirus-covid-19">When to self-isolate and what to do - Coronavirus (COVID-19) - NHS (www.nhs.uk)</a></p> <p>Most recent guidance re: What to do if a pupil is displaying signs of coronavirus has been shared with relevant staff and is on display.</p> <p>If a child is awaiting collection, they will be moved, via a route involving the shortest possible internal distance (i.e., including an outside route where possible) if possible, to PPA room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required or will be seated in the outdoor classroom and supervised if the PPA room is not available. Ideally, a window will be opened for ventilation. If it is not possible to isolate them, we will move them to an area which is at least 2 metres away from other people. We have produced a plan to show the shortest routes possible and shared this with staff.</p> <p>If they need to go to the bathroom while waiting to be collected, we endeavour that they will use a separate bathroom if possible. The bathroom will be cleaned and disinfected using standard cleaning products before being used by anyone else.</p>	Low	

				<p>PPE will 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).</p> <p>In an emergency we will call 999 if they are seriously ill or injured or their life is at risk. We will not suggest a visit to the GP, pharmacy, urgent care centre or a hospital.</p> <p>Staff are instructed to wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. We will clean the affected area with normal household disinfectant after someone with symptoms has left to reduce the risk of passing the infection on to other people. See <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></p>		
Lateral Flow Testing (Asymptomatic testing)	Non participation in Lateral Flow Testing means that asymptomatic cases are undetected within the school community.	Pupils and staff	Serious	<p>The opportunity for all adults in England to participate in lateral flow testing has been publicised amongst the school community. <a href="https://www.nhs.uk/conditions/coronavirus/covid-19/testing/regular-rapid-coronavirus-tests-if-you-do-not-have-symptoms/">Regular rapid coronavirus (COVID-19) tests if you do not have symptoms - NHS (www.nhs.uk)</a></p> <p>Our school workforce (including regular contractors and visitors) are encouraged, and have been provided with sufficient testing kits, to participate in regular lateral flow testing at home. It is recommended that this is undertaken at least twice a week, but for those mixing within the school or attending other settings daily testing is encouraged.</p> <p>We will ask parents and other visitors, including peripatetic staff, to take a lateral flow device (LFD) test before entering the school.</p>	Low	



				<p>We will ask staff that are moving between groups in the school, and peripatetic staff such as supply teachers, to take a lateral flow device (LFD) test at the start of each applicable school day.</p> <p>We have sufficient test kits available to provide additional kits to staff and pupils (in Secondary schools) in the event they are recommended to increase the frequency of testing (eg: in the case of a local outbreak).</p> <p>Confirmatory PCR tests</p> <p>We will follow the latest government guidance on confirmatory PCR tests in <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</a> following a positive lateral flow test.</p> <p>We note that from Tuesday 11 January 2022 anyone in England who receives a positive lateral flow device (LFD) test result should report their result on <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance">Report a COVID-19 rapid lateral flow test result - GOV.UK</a> (<a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance">www.gov.uk</a>) and must self-isolate immediately, but will not need to take a follow-up PCR test.</p> <p>After reporting a positive LFD test result, they will be contacted by NHS Test and Trace so that their contacts can be traced.</p> <p>Anyone who tests positive will be able to leave self-isolation in line with <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</a> i.e. five full days after symptoms started (or the day the test was taken if they did not have symptoms). The self-isolation period</p>		
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				remains 10 full days for those without negative results from 2 LFD tests taken a day apart.		
	On site Lateral Flow Testing process is not implemented correctly leading to inaccurate results and/or inadequate follow up of positive test results	Pupils and staff	Serious	See Appendix 1 for the separate risk assessment that is in place to cover any arrangements for on site asymptomatic Lateral Flow Testing.	Low	
Management of confirmed cases of coronavirus	<p>Failure to follow PHE/ NHS Track and Trace procedures increases the likelihood of exposure to coronavirus in the school community.</p> <p>Anxiety and dissent within the school community</p>	Pupils and staff	Serious	<p>We note that close contacts of those testing positive with coronavirus will be identified via NHS Test and Trace. We note that we may be contacted in exceptional cases to identify close contacts.</p> <p>We are no longer required to collect contact details, or keep records of our staff and visitors. However, we will follow advice to continue to display an NHS QR code for participants wishing to check in using the app, to support NHS Test and Trace.</p> <p>We will continue to have a system to collect (and securely store) names and contact details for those who ask to check in but do not have the app.</p> <p>We will not turn visitors away if they refuse to check in.</p> <p>We note the thresholds, detailed below, can be used by settings as an indication for when to seek public health advice if they are concerned. For most education and childcare settings, whichever of these thresholds is reached first:</p> <ul style="list-style-type: none"> <li>• 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; or</li> </ul>	Low	

				<ul style="list-style-type: none"> <li>10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period.</li> </ul> <p>We will seek public health advice if a pupil or staff member is admitted to hospital with COVID-19. Hospitalisation could indicate increased severity of illness or a new variant of concern.</p> <p>Alternatively, we will call the Department for Education's existing coronavirus (COVID-19) helpline number on 0800 046 8687. The advice service is open Monday to Friday from 8am to 6pm and 10am to 6pm on Saturdays and Sundays. The call will be with a dedicated team of advisors who will inform the school of what action is needed based on the latest public health advice.</p> <p>Where a staff member has tested positive for COVID-19, education and childcare settings do not need to routinely contact the NHS Self Isolation Service Hub to provide details of close contacts. However, to ensure eligible individuals identified as a close contact can access <a href="#">Test and Trace Support Payments</a> you may consider providing staff details to the NHS Self Isolation Hub when:</p> <ul style="list-style-type: none"> <li>a staff member who was in close contact with the person testing positive has indicated they are not exempt from self-isolation, but the person testing positive was unable to provide that person's details to NHS Test and Trace</li> <li>it is particularly difficult for the person testing positive to identify or provide details of some members of staff they were</li> </ul>		
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				<p>in contact with, for example, temporary workers such as supply staff, peripatetic teachers, contractors or ancillary staff</p> <p>Frequently asked questions on contact tracing and self-isolation can be found on the DfE's document sharing platforms for primary and early years, secondary schools, further education and higher education and children's social care.</p>		
NHS COVID-19 App	Inadequate response to alerts provided by use of NHS COVID-19 App	Pupils and staff	Serious	<p>We have informed all staff and students to inform a member of staff if they receive a notification during the day that they had been in contact with a positive case. To support this, the notification itself will advise them that if they are under the age of 18, they should show the message to a trusted adult.</p> <p>See Section 4 above re: Contact with an infected person and <a href="#">If you're told to self-isolate by NHS Test and Trace - NHS (www.nhs.uk)</a></p> <p>Where staff are required to keep their phones in lockers etc during the working day we have advised them to turn the tracking off whilst they are not in close proximity to their phone.</p>	Low	
Vaccination of students (secondary schools only)	Students are unable to be vaccinated at school leading to increased rates of infection and disruption to education.	Students and staff	Serious	<p>We have measures in place to administer the programme as set out in the guidance below. This guidance was updated in December 2021 as pupils who are twelve and over are now being offered 2 doses of vaccine.</p> <p><a href="#">COVID-19 vaccination programme for children and young people: guidance for schools - GOV.UK (www.gov.uk)</a></p>	Low	

	School is targeted by those opposed to the vaccination programme. Potential for injury or distress within the school community.	Students and staff	Serious	<p>We have discussed potential alternative entry/access routes to the site which could be deployed if necessary to bypass any protestors.</p> <p>Concerns are shared with the police (101) or 999 for criminal behaviour.</p> <p>A media statement is prepared.</p> <p>Staff are briefed on their roles in potential interaction with protestors bearing in mind our site is private, minimising disruption and supporting any pupils distressed by demonstration.</p>	Low	
Containing any local outbreak	Disruption to pupils' education	Pupils and staff	Serious	We have developed arrangements to ensure that the education of affected groups of pupils is maintained in the event of increased restrictions or closure. This will include the provision of remote learning	Medium	
	Parents/carers of a child with symptoms of coronavirus refuse to keep them at home.	Pupils and staff	Serious	<p>We note government guidance:</p> <p>'If a parent or carer of a pupil with coronavirus or with a suspected case of coronavirus insists on their child attending our school, we will take the decision to refuse the pupil if, in our reasonable judgement, it is necessary to protect other pupils and staff from possible infection with COVID-19.</p> <p>'Our decision will be carefully considered in light of all the circumstances and current public health advice.'</p>	Medium	
	Notification to Ofsted (Early Years and childcare settings ONLY)	Pupils and staff	Serious	We note that any confirmed cases of coronavirus in the school (child or staff member), or if the school has been advised to close as a result, should be 'swiftly' reported to Ofsted through the usual notification channels.	Medium	

<b>5. GENERAL</b>						
Use of face coverings	Failure to use face covering in crowded areas increases the likelihood of exposure to coronavirus in the school community.	Students and staff	Serious	<p>From 20 January, face coverings are no longer advised for pupils, staff and visitors in classrooms. From 27 January, face coverings are no longer advised for pupils, staff and visitors in communal areas.</p> <p>From 27 January, staff and pupils should follow wider advice on face coverings outside of school, including on transport to and from school.</p> <p>Whilst face coverings are no longer mandatory in schools, we recognise that individual staff and pupils may still wish to wear these and will support them to do this.</p> <p>NB: Use of face coverings could be temporarily reinstated as part of a contingency plan response to a local outbreak determined either by the Headteacher, the Trust's Executive Team or the local Director of Public Health.</p>	Low	
Use of face coverings: Parents/carers at school drop off/pick up Visitors to school	Failure to use face covering in areas where it is difficult to maintain social distancing increases the likelihood of exposure to coronavirus in the school community.	Pupils and staff	Serious	<p>From 27 January, parents/carers should follow wider advice on face coverings outside of school.</p> <p>Whilst face coverings are no longer required in schools, we recognise that individual parents/carers may still wish to wear these and will support them to do this.</p> <p>NB: Use of face coverings could be temporarily reinstated as part of a contingency plan response to a local outbreak determined either by the Headteacher, the Trust's Executive Team or the local Director of Public Health.</p>	Low	

Safe wearing and removal of face coverings	Potential of contamination if face coverings are removed or disposed of incorrectly.	Students and staff	Serious	<p>A process is in place for removing face coverings when those who use face coverings arrive at school, and when face coverings are worn at school in certain circumstances. This process has been communicated clearly to students and staff.</p> <p>Safe wearing of face coverings requires cleaning of hands before and after touching – including to remove or put them on – and the safe storage of them in individual, sealable plastic bags between use. Where a face covering becomes damp, it should not be worn and the face covering should be replaced carefully.</p> <p>Students will be instructed not to touch the front of their face covering during use or when removing it and they must dispose of temporary face coverings in a 'black bag' waste bin (not recycling bin) or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom.</p>	Low	
Use of transparent face coverings	Discomfort from use of transparent face coverings. Reduced likelihood of containment of virus transmission	Pupils, Staff and Visitors	Serious	<p>In circumstances when face coverings are chosen or required, we note the Government guidance as follows:</p> <p>Transparent face coverings can be worn to assist communication with someone who relies on:</p> <ul style="list-style-type: none"> <li>• lip reading</li> <li>• clear sound</li> <li>• facial expression</li> </ul> <p>Transparent face coverings may be effective in reducing the spread of COVID-19. However, the evidence to support this is currently very limited.</p> <p>Face coverings (whether transparent or cloth) should fit securely around the face to cover the nose and mouth and be made with a breathable material capable of filtering airborne particles.</p>	Low	

				<p>The main benefit from a transparent face covering is that they can aid communication, for example enabling lip-reading or allowing for the full visibility of facial expressions, but this should be considered alongside the comfort and breathability of a face covering that contains plastic, which may mean that the face covering is less breathable than layers of cloth.</p> <p>Face visors or shields can be worn by those exempt from wearing a face covering but they are not an equivalent alternative in terms of source control of virus transmission. They may protect the wearer against droplet spread in specific circumstances but are unlikely to be effective in preventing the escape of smaller respiratory particles when used without an additional face covering.</p> <p>They should only be used after carrying out a risk assessment for the specific situation and should always be cleaned appropriately</p> <p>The use of face coverings may have a particular impact on those who rely on visual signals for communication. Those who communicate with or provide support to those who do, are exempt from any recommendation to wear face coverings in our school.</p> <p>As an employer, we have a duty to comply with the Equality Act 2010 which includes making reasonable adjustments for disabled staff. We also have a duty to make reasonable adjustments for disabled pupils, to support them to access education successfully.</p>		
Use of Personal Protective Equipment (PPE)	Incorrect use exacerbates the risk of further infection.	Pupils and staff	Serious	The majority of staff in education settings will not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases including:	Low	



<p>(A face covering is not PPE because they are not designed to protect the wearer from infection from coronavirus).</p>				<ul style="list-style-type: none"> <li>• children, young people and students whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way</li> <li>• if a child, young person or other learner becomes unwell with symptoms of coronavirus while in school and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn”</li> </ul> <p>Any staff that wish to use PPE outside of the scenarios listed above will be provided with PPE by the school on request or permitted to use their own appropriate PPE. Staff should discuss this with their line manager.</p> <p>We are using our local supply chains to obtain PPE.</p> <p>We will ensure that, staff who are likely to have to support pupils in the circumstances identified above and potentially in the administration of some first aid have access to appropriate equipment and training in its correct use and disposal.</p> <p>See:  <a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/911313/PHE_quick_guide_to_donning_doffing_PPE_standard_health_and_social_care_settings.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/911313/PHE_quick_guide_to_donning_doffing_PPE_standard_health_and_social_care_settings.pdf</a> </p>		
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Staff wellbeing	Staff anxiety re: potential exposure to the virus.	All staff	Serious	<p>Where necessary, individual discussions are held with staff to identify concerns. (NB: recognising that some could be experiencing bereavement, mental health issues, etc.).</p> <p>We have signposted to relevant counselling services. Including the <a href="#">Education Support Partnership</a> which provides a free helpline for school staff and targeted support for mental health and wellbeing. HR advice is available if required.</p> <p>We are working with the trade unions.  <a href="https://www.hse.gov.uk/news/assets/docs/talking-with-your-workers.pdf">https://www.hse.gov.uk/news/assets/docs/talking-with-your-workers.pdf</a></p>	Medium	
Staff training (including induction for supply teachers and other visiting staff).	Staff are not aware or do not understand the requirements for working safely.	All staff	Serious	<p>Training and written instruction were provided re: operating procedures outlined in this risk assessment to all staff on 4<sup>th</sup> January 2021.</p> <p>This includes:</p> <ul style="list-style-type: none"> <li>• What to do if they suspect that they or a member of their household has coronavirus (including testing arrangements),</li> <li>• Day to day organisations and procedures including arrangements for cleaning,</li> <li>• Procedures to follow if they suspect that a child in their group is displaying coronavirus symptoms,</li> <li>• Site security and fire safety including evacuation and lockdown procedures.</li> <li>• Use of PPE (where applicable).</li> </ul>	Low	
Individual staff requirements	Concerns from staff in identified work groups	Those previously considered	Fatal/ Major	We have taken note of government guidance issued on 24/12/21, namely:	Medium	

		as Clinically extremely vulnerable		<p><a href="#">Guidance on protecting people who are clinically extremely vulnerable from COVID-19 - GOV.UK (www.gov.uk)</a></p> <p>We will continue to discuss with CEV employees how they can be supported to carry out their duties in the workplace.</p> <p>We note that the government's 'Plan B' arrangements from 13 December recommend that office workers who can work from home should do so. Anyone who cannot work from home, such as those involved in the face-to-face provision of education, should continue to go to their place of work.</p> <p>Guidance for schools states that 'School leaders are best placed to determine the workforce required to meet the needs of their pupils. School leaders will need to consider whether it is possible for specific staff undertaking certain roles to work from home without disrupting to face-to-face education.'</p>		
	Concerns from staff in identified work groups	Pregnant women	Serious	<p>We will follow the specific <a href="#">guidance for pregnant employees</a> because pregnant women are considered CV. In some cases, pregnant women may also have other health conditions that mean they are considered CEV, where the advice for clinically extremely vulnerable staff will apply. We will follow the same principles for pregnant pupils, in line with our wider health and safety obligations.</p> <p>NB Further <a href="#">guidance and advice on coronavirus (COVID-19) and pregnancy from the Royal College of Gynaecologists</a>.</p>	Low	
Use of volunteers	Potential for the introduction of coronavirus into the school	Pupils & Staff	Serious	Volunteers may be used to support the work of the school, as would usually be the case.	Low	

				All volunteers will be expected to follow our control measures to reduce the spread of coronavirus.		
Management of expectations within the school community	Anxiety within the school's community re: prevalence and effectiveness of infection control measures.	All members of the school community	Serious	Our communication with parents and pupils prior to our return in September 2021 will include information about the control measures within this risk assessment. Government guidance for parents is available at: <a href="https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-settings-and-colleges">What parents and carers need to know about early years providers, settings and colleges - GOV.UK (www.gov.uk)</a>	Low	
Individual pupil medical requirements	Increased likelihood of serious illness resulting from exposure to coronavirus.	Extremely clinically vulnerable pupils (shielded)	Fatal/ Major	<p>All CEV pupils should attend school unless they are one of the very small number of pupils under paediatric or other specialist care and have been advised by their GP or clinician not to attend.</p> <p>Where a pupil is unable to attend our school because they are complying with clinical or public health advice, we will immediately offer them access to remote education. We will keep a record of, and monitor engagement with, this activity but this does not need to be formally recorded in the attendance register.</p> <p>Where children are not able to attend our school, as parents are following clinical and/or public health advice, absence will not be penalised.</p>	Low	
Provision of first aid	Inadequate first aid treatment exacerbates injury or pre-existing conditions.	Pupils and staff	Serious	<p>We will revert to our substantive risk assessment which includes control measures to ensure that suitably qualified staff are available at all times.</p> <p>We will ensure a member of staff with a full PFA certificate is on site at all times when children are present, as set out in the EYFS.</p>	Low	

Administration of medication	Illness or injury to those who are unable to access their medication	Pupils and staff	Fatal/ major	School procedures for the administration of prescription and controlled medication will continue to apply.	Low	
Lettings	School control measures re: cleaning etc are compromised leading to increased risk of infection, expense and possible reputational damage.	Pupils Staff Wider community	Serious	<p>We will ensure that all users of our premises adhere to the control measures set out in this risk assessment.</p> <p>This will include ensuring that effective cleaning is maintained and additional ventilation measures do not compromise site security.</p> <p>Where opening up school leisure facilities for external use, we will do so in line with government guidance on <a href="#">working safely during coronavirus (COVID-19) for providers of grassroots sport and gym or leisure facilities</a>.</p>	Low	
	Failure to support NHS Test and Trace	Pupils Staff Wider community	Serious	<p>We are no longer required to collect participants' contact details, or keep records of our staff and visitors. However, we will follow advice to continue to display an NHS QR code for participants wishing to check in using the app, to support NHS Test and Trace.</p> <p>We will continue to have a system to collect (and securely store) names and contact details for those who ask to check in but do not have the app.</p> <p>We will not turn participants away if they refuse to check in.</p>	Low	
Educational visits	Exposure to infection from inadequate control measures etc	Pupils and staff	Serious	We will follow local Public Health advice and liaise closely with our transport provider and intended hosts then undertake full and thorough risk assessments in relation to all educational visits to ensure they can be undertaken safely. As part of this risk assessment, we will consider what control measures need to be used to reduce the risk of exposure to coronavirus and follow wider advice on visiting indoor and outdoor venues.	Low	

				<p>OEAP National Guidance will be followed (<a href="#">see Contents   (oeapng.info)</a> )</p> <p>NB - give careful consideration to any restrictions in place in other home nations - Wales, Scotland and Northern Ireland.</p> <p>We note that from September 2021 any international visits that have previously been deferred or postponed may take place subject to wider international travel restrictions.</p> <p>We note government recommendation (2/1/22) to consider whether to go ahead with planned international educational visits at this time, recognising the risk of disruption to education resulting from the need to isolate and test on arrival back into the UK.</p> <p>(Refer to the Foreign, Commonwealth and Development Office travel advice and the guidance on international travel before booking and travelling. You are advised to ensure that any new bookings have adequate financial protection in place. You should speak to either your visit provider, commercial insurance company, or the risk protection arrangement (RPA) to assess the protection available. Independent advice on insurance cover and options can be sought from the British Insurance Brokers' Association (BIBA) or Association of British Insurers (ABI). Any school holding ATOL or ABTA refund credit notes may use these credit notes to rebook educational or international visits)</p>		
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School Reception areas	Exposure to infection from inadequate control measures: visitors to school.	Pupils and staff	Serious	<p>Signage has been erected to advise visitors of hygiene protocols.</p> <p>Staff signing in arrangements - sanitiser available to clean hands after use.</p> <p>Hand sanitiser will be provided to all persons entering premises with signage to explain control measures etc.</p> <p>We are no longer required to collect contact details, or keep records of our staff and visitors. However, we will follow advice to continue to display an NHS QR code for participants wishing to check in using the app, to support NHS Test and Trace.</p> <p>We will continue to have a system to collect (and securely store) names and contact details for those who ask to check in but do not have the app.</p> <p>We will not turn visitors away if they refuse to check in.</p>	Low	
	Violence and aggression towards school staff causes injury and distress	Pupils and staff	Serious	<p>We will maintain transparency and regular contact with all members of the school community.</p> <p>Regular briefings/updates for all staff so that they are aware of school response to the COVID 19 virus and can communicate consistently to those who ask.</p> <p>Readiness to deploy the range of behaviour remedies if behaviour becomes unacceptable from warning to full banning from site/sect 547 warnings/action.</p>	Low	
After school and Breakfast Clubs	Appropriate control measures are not practised at Breakfast and Afterschool Club thus increasing the risk of infection within the school community.	All members of the school community	Serious	<p>Updated guidance for operating may be found as follows:  <a href="#">Protective measures for holiday or after-setting clubs and other out-of-setting settings for children</a></p>	Low	

				<p><a href="https://www.gov.uk/guidance/during-the-coronavirus-covid-19-outbreak">during the coronavirus (COVID-19) outbreak - GOV.UK (www.gov.uk)</a></p> <p>If an external provider is used on school premises: We will liaise with the external provider to ensure that they are aware of the control measures set out in our risk assessment and guidance above. We will support them in matching or exceeding the expectations set out within it.</p>		
Large gatherings e.g. Assemblies, parent evenings, staff meeting or School Performances	Exposure to and increased opportunity for transmission of coronavirus within the school community.	All members of school community	Serious	<p>Large gatherings such as assemblies, staff meetings or school performances can now take place. However, we recognise the high infection rate at the current time and as a result will ensure additional mitigations such as hand hygiene, additional ventilation etc at such events between groups that don't normally mix. We will encourage attendees to follow Government advice to continue to wear face coverings in enclosed or crowded spaces and when meeting strangers.</p> <p>Performances in schools can take place in front of live audiences, subject to Covid-secure measures being in place. See the Government's <a href="https://www.gov.uk/guidance/performing-arts">guidance on performing arts</a> for more advice.</p> <p><a href="https://www.gov.uk/guidance/events-and-attractions-working-safely-during-coronavirus-covid-19">Events and attractions - Working safely during coronavirus (COVID-19) - Guidance - GOV.UK (www.gov.uk)</a></p> <p>In planning a school performance we will:</p> <ul style="list-style-type: none"> <li>• Consider holding the performance outside</li> <li>• Ask parents/carers to carry out a Lateral Flow Test at home prior to attending</li> <li>• Encourage attendees to follow Government advice to continue to wear face coverings in enclosed or crowded spaces and when meeting strangers.</li> </ul>	Low	



				<ul style="list-style-type: none"> <li>Ensure the performance space is well ventilated.</li> </ul>		
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## Action plan:

What is the Hazard you need to Control? (Medium to high from the risk rating above)	What additional precautions do you need to either eliminate or reduce the risk to an acceptable level?	Who is responsible for implementing these controls?	When are these controls to be implemented (Date)?	When were these controls implemented (Date)?
<b>MEDIUM</b>	Addressed and all being done that is reasonably practicable. See above for further mitigation. We have identified all the reasonably practicable control measures available and will actively monitor the issue in operation.	Staff, pupils, contractors, parents, families	ongoing	

Table 1: Definitions

Potential Severity of Harm	Meaning of the harm description	Likelihood/Probability of Harm	Meaning of likelihood/probability
<b>Fatal/Major Injury</b>	Death, major injuries or ill health causing long term disability/absence from work.	<b>High (Likely/probable)</b>	Occurs repeatedly/ to be expected.
<b>Serious Injury</b>	Injuries or ill health causing short-term disability/absences from work (over three days absence)	<b>Medium (possible)</b>	Moderate chance/could occur sometimes.
<b>Minor Injury</b>	Injuries or ill health causing no significant long-term effects and no significant absence from work.	<b>Low (unlikely)</b>	Not Likely to occur

**Table 2: Risk rating matrix: Potential severity of harm + Likelihood/ probability of Harm = Risk rating**

	High (Likely/Probable)	Medium (Possible)	Low (Unlikely)
Fatal/Major Injury	VERY HIGH	HIGH	MEDIUM
Serious Injury	HIGH	MEDIUM	LOW
Minor Injury	MEDIUM	LOW	LOW

**Table 3: Action required: Key to ranking and what action to take**

VERY HIGH Risk	STOP ACTIVITY! Take action to reassess the work/activity and apply reduction hierarchy before proceeding.
HIGH Risk	Action MUST be taken as soon as possible to reduce the risks and before activity is allowed to continue.
MEDIUM Risk	Implement all additional precautions that are not unreasonably costly or troublesome within an agreed timeframe. Reduce risk to a tolerable level.
LOW Risk	Monitor and review your rolling programme.



# Appendix

## LFD - Risk Assessment

### Implementation of Lateral Flow Testing: Provision and use of home testing kits to primary and nursery schools from 25 January 2021

#### Section 1:

<b>Date of Assessment: 27.01.2021,</b>	<b>MAT/Establishment/Section/Team:</b>		<b>Review date:</b> (Complete once the action plan section below is addressed)	
<b>Assessed by:</b> Please print names of all those involved with this assessment.	1. Amy Townsend	Date:	01.02.2021	
	2. Susanne Naismith			
	3. Carol Burditt			
	4.			

<b>Staff signatures:</b> <b>I/We have read and understood this RA and our role in its implementation.</b>	1.	Date:	
	2.		
	3.		
	4.		

## Contents:

### Section 1

Background, context and references

### Section 2

2.1 Engagement with the process

2.2 Storage and distribution of tests

2.3 Workforce

2.4 Test administration

2.5 The home testing process

2.6 Management and communication of results

2.7 Incident reporting

### Section 3

Action Plan

## Background, Context & References:

### The National Testing Programme

This risk assessment has been developed with reference to the NHS Test and Trace COVID-19 National Testing Programme How to Guide: Rapid testing of primary and nursery workforce. It should be read in conjunction with this document and other material available in the **DFE Portal**:

[Primary Schools Document Sharing Platform – Google Drive](#)

We note this portal is being regularly updated by the DFE.

Schools are required to carry out the testing programme in line with the terms set out in the agreement document published on the document sharing platform: [Primary Schools Agreement Mass Testing Roll-Out.pdf - Google Drive](#)

### Lateral Flow Device Testing in Primary and Nursery Schools

Lateral Flow testing kits will be provided to all staff in primary and nursery schools. Participation in the programme is voluntary.

Testing is important because staff could be carrying the virus without knowing it and may spread it to others. Testing all staff without symptoms will support schools and nurseries to continue to operate.

All staff in primary and nursery schools are being provided with Lateral Flow Devices for use at home. Staff will be asked to carry out twice weekly testing at home (3 to 4 days apart) before they come into the workplace. Any member of staff who obtains a positive test result from their lateral flow test or who obtains two void tests must, in conjunction with other members of their house self-isolate and follow advice from NHS Test and Trace.

A negative test result indicates that the person taking the test was not infectious at the time of the test. It is not a guarantee that they do not have coronavirus. Those with a negative test result must still follow national guidelines which include regular handwashing, social distancing and the wearing of face coverings as required.

## Section 2:

What is the <b>Task/Activity</b> or <b>Environment</b> you are assessing?	What <b>Hazards</b> are present or may be generated? (Use a row for each one identified)	<b>Who</b> is affected or exposed to hazards?	What <b>Severity of Harm</b> can reasonably be expected? (See Table 1)	What <b>Precautions (Existing Controls)</b> are already in place to either Eliminate or Reduce the risk of an accident happening?	What <b>Likelihood</b> is there of an accident occurring? (See Table 1)	What is the <b>Risk Rating</b> ? (See Table 2 and 3)
<b>2.1 ENGAGEMENT IN THE PROCESS</b>						
Periodic home testing by staff (every 3-4 days until further notice).	Member of staff does not participate in periodic testing. Potential for greater likelihood of transmission of coronavirus within school (and wider community).	All members of school community	Fatal/Major	<p>Participation is voluntary for the programme and active consent is required by staff.</p> <p>Written Information provided to all staff re: importance of home testing and explanation of the process involved. Email sent to all staff on 1.2.2021 with all relevant documents and letter from Headteacher.</p> <p>If any pupil or staff member does not wish to consent to take part in testing, they will still be able to attend unless they develop symptoms or are required to self-isolate because a member of their household is waiting a test result or has tested positive.</p> <p>We note that we are also able to offer tests to other professionals associated with the school should they wish to be involved. We are awaiting a response from our cleaning contractors to see if they are asking their staff to access the tests through their company. We will share the resources and letter with them if so. We will also share the resources, training and test kits with WSS our caretaking company.</p>	Low	
<b>2.2 STORAGE AND DISTRIBUTION OF TESTS</b>						

Storage of test kits	Deterioration of the tests due to storage at wrong temperature.  Loss, damage or theft of testing materials.	All members of school community	Serious	A secure area has been allocated for the storage of testing kits prior to distribution. (between approx. 2 degrees C-30 degrees C).	Low	
Distribution of test kits	Non-compliance with existing social distancing arrangements during distribution of tests leads to spread of coronavirus.	All members of school community	Serious	<p>Test Kit Log to be completed and staff must sign for test kits and revised instructions. This will be lead by Carol and Susanne who will distribute the kits, record the lot number and supervise staff signatures.</p> <p>Natural Staggered distribution will take place with staff arriving at different times in the morning and being given their kit on arrival.</p> <p>No Queue management system required (see natural staggered distribution)</p> <p>Hand sanitiser is available at the point of collection and throughout the school.</p>	Low	
<b>2.3 WORKFORCE</b>						
Workforce requirements	Inadequate training and supervision of staff leads to inaccurate test administration. This could prevent the school responding to positive test results and reporting incidents.	All members of school community	Serious	<p>Those involved in the administration of the programme have attended DFE webinars (18/01/21 &amp; 19/01/21). Attended by AT, SN and CB on 18.01.2021 and 19.01.2021</p> <p>All staff involved in administration of home testing have read How to Guide: Rapid testing of the primary and nursery workforce.</p>	Low	

				<p>Group session to go over materials on the portal provided.</p> <p>We have identified 'COVID-19 Coordinator' and 'Registration Assistant' – Susanne Naismith and Carol Burditt.</p>		
<b>2.4 TEST ADMINISTRATION</b>						
Data Protection	Unauthorised sharing of personal data for test participants	All members of school community	Serious	<p>All staff have been given the Privacy Notice provided by the DFE. Emailed 1.2.2021</p> <p>Staff administering the process understand their responsibilities with respect to the confidentiality of personal data.</p>	Low	
Allocation of test kits	Maladministration means that it is not possible to trace test kits if recall is required or further follow up needed by NHS	All members of school community	Serious	<p>All documents received with test kits eg: delivery notes etc to will be retained.</p> <p>Test Kit Log (see portal for template) to be maintained according to instructions set out in 'How to Guide' (see above).</p> <p>Test Kit Log to include: name of school/nursery; name of person issuing test; date of issue; lot number of test; confirm receipt of New Instructions for Use; name of person issuing test.</p> <p>We note that we are required to retain a copy of the Test Kit Log for a period of twelve (12) months from the date of the last entry to be made by the School in the Test Kit Log.</p>	Low	



2.5 THE HOME TESTING PROCESS						
Damaged test kit	Staff are unable to complete test Result is inaccurate or void	All members of school community	Fatal/Major	Staff advised via training video that they must not use test kits where the contents are damaged and should advise the COVID-19 coordinator where this is the case.  We will provide a replacement test kit and report to DFE if there are multiple issues.	Low	
Self-swabbing	Injury during the self-swabbing process	All members of school community	Serious	Test kit provided by the NHS conform to MHRA standards and has been approved for use at home.  Staff have been advised to read the accompanying instructions and watch: <a href="#">Step by step guide to COVID-19 self-testing - YouTube</a>	Medium	
Access arrange – ments	Staff are unable to access instructions (eg: translation required or alternative format required).	Individual staff	Serious	No translation or alternative format documents required by staff. Staff can access the video clips and training on school site if there are technical issues at home.	Low	
	Staff are unable to self-administer the tests	Individual staff	Serious	The tests are not mandatory. Training will be provided by video to support staff in accessing this. Further documents sent to staff to show them visually how to take the test and submit the results.	Low	
Inappropriate/ unauthorised use of test kit	Inappropriate/ unauthorised use of test kit in the home environment causes injury to	All members of school	Serious	Test kit provided by the NHS conform to MHRA standards and has been approved for use at home.	Low	

in the home environment	other members of the household.	community		Staff are responsible for the safe storage of the test kit and the sign to acknowledge and accept responsibility for this when receiving their test kit.		
<b>2.6 MANAGEMENT AND COMMUNICATION OF RESULTS</b>						
Response to a positive test result	Potential for infected person to come into contact with other individuals.	All members of school community	Fatal/Major	<p>Staff have been provided with instructions re: reporting test results.</p> <p>Where a member of staff reports a positive result, we will follow our existing procedures for tracking contacts etc in line with PHE/local guidance.</p> <p>Staff that receive a positive result will be advised to immediately self-isolate in line with government guidance and to arrange to undergo a PCR test</p>	Low	
Management of results	School	All members of school community	Serious	<p>A COVID-19 Test Register has been set up (see portal for template). This enables us to track results and engagement with the testing process.</p> <p>The COVID -19 Test Register will be retained until further notice.</p>	Low	
<b>2.7 INCIDENT REPORTING</b>						
Incident Reporting	Incident occurs that could affect the quality or safety of the testing process (local issue or more widespread)	All members of school community	Serious	<p>Covid-19 Coordinator will retain a log of any incidents that occur and report these to the DFE Helpline. (Time, date and details will be recorded).</p> <p>We note that the DFE may contact us for feedback on the process.</p>	Low	

### Section 3: Action plan:

What is the <b>Hazard</b> you need to Control? (medium to high from the risk rating above)	What <b>additional precautions</b> do you need to either eliminate or reduce the risk to an acceptable level?	Who is <b>responsible</b> for implementing these controls?	<b>When</b> are these controls to be implemented (Date)?	When <b>Were</b> these controls implemented (Date)?
Medium	Addressed and all being done that is reasonably practicable. See above for further mitigation.  We have identified all the reasonably practicable control measures available and will actively monitor the issue in operation.	Staff	By the time that testing commences	

**Table 1: Definitions**

Potential Severity of Harm	Meaning of the harm description	Likelihood/Probability of Harm	Meaning of likelihood/probability
<b>Fatal/Major Injury</b>	Death, major injuries or ill health causing long term disability/absence from work.	<b>High (Likely/probable)</b>	Occurs repeatedly/ to be expected.
<b>Serious Injury</b>	Injuries or ill health causing short-term disability/absences from work (over three days absence)	<b>Medium (possible)</b>	Moderate chance/could occur sometimes.
<b>Minor Injury</b>	Injuries or ill health causing no significant long-term effects and no significant absence from work.	<b>Low (unlikely)</b>	Not Likely to occur

**Table 2: Risk rating matrix: Potential severity of harm + Likelihood/ probability of Harm = Risk rating**

	High (Likely/Probable)	Medium (Possible)	Low (Unlikely)
<b>Fatal/Major Injury</b>	<b>VERY HIGH</b>	<b>HIGH</b>	<b>MEDIUM</b>
<b>Serious Injury</b>	<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>
<b>Minor Injury</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>LOW</b>

**Table 3: Action required: Key to ranking and what action to take**

<b>VERY HIGH Risk</b>	STOP ACTIVITY! Take action to reassess the work/activity and apply reduction hierarchy before proceeding.
<b>HIGH Risk</b>	Action MUST be taken as soon as possible to reduce the risks and before activity is allowed to continue.
<b>MEDIUM Risk</b>	Implement all additional precautions that are not unreasonably costly or troublesome within an agreed timeframe. Reduce risk to a tolerable level.
<b>LOW Risk</b>	Monitor and review your rolling programme.