

Review and tailor the contents of this generic risk assessment to meet your school's individual circumstances.

Actions determined as required but not yet in place should be moved from the 'What are you already doing?' column to the "What further action is necessary?" column.

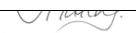
Record any other **significant** findings and actions required to reduce risk further where existing controls are insufficient, assigning these actions to an appropriate manager or member of staff.



RISK ASSESSMENT FOR: Haverstock School during COVID 19 outbreak.

Schools should share the results of their risk assessment with their workforce. If possible, they should consider publishing it on their website to provide transparency of approach to parents, carers and pupils.

Risk assessment applies to mainstream schools, Special schools, special post-16 institutions and hospital schools:

Establishment: Haverstock School	Assessment by: James Hadley	Date: Final 1.9.20 Updated 22.9.20 Updated 23.10.20 Updated 16.11.20 Addendum re: Lateral Flow Testing added 16.12.20 Updated 8.1.21 Spring term Updated 27.1.21 Updated 12.5.21. Updated 21.6.21 - updates in red font
Risk assessment number/ref: (add your own if so desired): RA-001	Headteacher Approval:  Chair of Governors Approval: Alison Lowton	Date: 1.9.20 (and for all subsequent updates)
	All employers have a duty to consult employees on health and safety. Have staff been consulted in production of this risk assessment? Y/N	YES

What are the hazards?	Who may be harmed and how? (risk)	What are you already doing?	What further action is necessary?	Actions by whom?	Action by when?	Done YES PLANNED NO
Risk to clinically vulnerable groups from COVID	Staff, pupils, contractors, visitors	<ul style="list-style-type: none"> Government guidance on clinically vulnerable people to be followed. (link to schools Government Guidance referenced above). 	Ask parents to contact if their child Extremely Clinically Vulnerable.	HAD	14.7	YES

SEND pupils		<ul style="list-style-type: none"> Pupils who have been <u>classed as clinically extremely vulnerable due to pre-existing medical conditions</u> have been advised to shield. Clinically extremely vulnerable individuals (including persons over the age of 70, those with serious underlying health conditions) which put them at very high risk of severe illness from coronavirus and have been advised by their clinician or through a letter should not work outside the home and must rigorously follow shielding measures in order to keep themselves safe. Read <u>COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable</u> for more advice. Clinically vulnerable individuals who are at higher risk of severe illness (for example, those who are pregnant and people with some pre-existing conditions as set out in the <u>Staying at home and away from others (social distancing) guidance</u>) have been advised to take extra care in observing social distancing and should work from home where possible. Pupil local individual SEND care plans and risk assessments (where in place) reviewed regularly. To include the need for possible close contact and relevant PPE use (See First Aid section) 	<p>Repeat in w/b 1/3. Complete by 5.3</p> <p>BAI to complete Risk Assessments Repeat and/or check in w/b 1/3. Complete by 5.3</p> <p>Work with LA to establish level of risk before allowing return</p> <p>No staff fall into this category - continue to monitor.</p> <p>Contact all staff to share advice - by email Repeat and/or check in w/b 1/3. Complete by 5.3</p> <p>Establish which clinically vulnerable staff can work effectively from home and communicate this.</p> <p>Monitor</p>	<p>HAD</p> <p>BAI</p> <p>HAD / HES</p> <p>BAI</p> <p>HES</p>	<p>20.8</p> <p>Ongoing</p> <p>1.9 repeat by 8.3</p> <p>1.9. Repeated 8.1</p> <p>21.7 repeat by 8.3</p> <p>21.7</p>	<p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p>
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<p>Possible transmission of the virus through person to person contact.</p>	<p>Staff, pupils, contractors, visitors</p> <p>People can catch the virus from others who are infected in the following ways:</p> <ul style="list-style-type: none"> ●virus moves from person-to-person in droplets from the nose or mouth spread when a person with the virus coughs or exhales ●the virus can survive for up to 72 hours out of the body on surfaces which people have coughed on, etc ●people can pick up the virus by breathing in the droplets or by touching contaminated surfaces and then touching their eyes or mouth 	<p>Schools should refer to this guidance Guidance for full reopening of schools</p> <p>PREVENTION:</p> <ol style="list-style-type: none"> 1. Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school 2. Clean hands thoroughly more often than usual 3. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach 4. Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach 5. Minimise contact between individuals and maintain social distancing wherever possible <ol style="list-style-type: none"> a. Staggered day & reduced movement b. Out of class / school expectations & management c. Zoning / management of shared areas to ensure consistent bubbles for on site provision as per rooming plans d. 2m for staff wherever possible with this measured and taped in classrooms and workspaces. 	<p>Communicate (Haverstock Way), provide necessary resource, monitor and review Remind in parent letter w.b 1.3 30 minute tutor session on 5.3</p> <p>Communicate (Haverstock Way), provide necessary resource, monitor and review Remind in parent letter w.b 1.3 30 minute tutor session on 5.3</p> <p>Communicate (Signage/ Desktop wallpaper, student / staff training), provide necessary resource, monitor and review Remind in parent letter w.b 1.3 30 minute tutor session on 5.3</p> <p>Review DFE latest guidance - timetable and monitor / review</p>	<p>HAD</p> <p>HAD/ SMH/ HES</p> <p>SMH / HES</p> <p>HES</p> <p>SLT</p>	<p>21.7</p> <p>Ongoing</p> <p>2.9</p> <p>Ongoing</p> <p>1.9 & ongoing</p>	<p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p>

		<p>e. Prescribed seating plans f. Adaption of teaching + TA methodology g. 1m for students where possible. h. Limited visitor access i. Purchase of visualisers for all teaching rooms to minimise teacher movement within the classroom without impacting on social distancing.</p>	<p>Remind in parent letter w.b 1.3 30 minute tutor session on 5.3</p>			<p>YES</p>
		<p>6. Where necessary, wear appropriate personal protective equipment (PPE) a.) Medical room b. Grab bags in all classrooms / shared areas to mitigate risk from potential for physical interventions by staff.</p>	<p>Communicate, training, resource through enhanced staff deployment, monitor and review. See rooming plans</p>	HES/ SMH	1.9	
		<p>7. Lateral Flow Testing (LFT) three times every five days within first returning to the site</p>	<p>Check and refresh tape and signage w.b 1.3</p>	LFT HAD/ HES	21.7 and ongoing	
		<p>RESPONSE TO ANY INFECTION</p> <p>8. Engage with the NHS Track and Trace process 9. Manage confirmed cases of coronavirus (COVID-19) amongst the school community 10. Contain any outbreak by following local health protection team / DFE guidance - note change to guidance is that 2x cases in 14 days now classified as an outbreak. 11. Robust LFT process, isolation of positive cases and close contacts of those who test COVID positive.</p>	<p>Check supplies of PPE for the medical room w/b 5.3 Staff to inform of need to replenish grab bags on 5.3</p>	FER	4.1 ongoing	<p>YES</p>
				HAD	1.9 onwards	<p>YES</p>
				FER	4.1 onwards	<p>YES</p>
			<p>Train, replenish, monitor, review.</p>			

			<p>Review DFE/PHE guidance Monitor guidance updates and effective implementation of protocols</p> <p>See Appendix A for more details</p>			YES
PREVENTION: Lateral Flow Testing		<ul style="list-style-type: none"> Detailed plan for Lateral Flow roll out to ensure sufficient capacity to test all students and staff three times from 4th March March. Rigorous risk assessment process for test station - see below Maximum duration between tests = 5 days. Clear and positive communication to encourage maximum sign up. Deployment of 7 staff full time to secure maximum consent Prioritisation of testing during curriculum time to prevent any disincentives to test. Robust system to prevent students who are late / return on different days to be tested. Clear plan and communications to support home testing from w.b 29th March 	consult, monitor, review	HAD / FER	1.3 onwards	YES
					15.3 onwards	NO
PREVENTION: Personal Hygiene		<ul style="list-style-type: none"> Ensure adequate supplies of soap, paper hand towels, with ongoing stock monitoring and re-ordering procedures set up. Hand sanitiser in/outside every room, with ongoing stock monitoring and re-ordering procedures set up. Ensure soap and hand towels are regularly topped up at all washing stations. Provide suitable and sufficient lidded bins for hand towels with regular removal and disposal. Provide external lidded bins for disposal of disposable PPE on entry. 	Train, replenish, monitor, review, Check prior to reopening w.b 5.1.	HES	1.9	YES

		<ul style="list-style-type: none"> • Ensure proper handwashing and hand sanitiser technique are prominently displayed at all stations, as directed by NHS guidance. • Site staff to regularly clean the hand washing facilities. • Alcohol hand sanitiser provided at reception / entrance/exit and should be used by all persons when entering/leaving. • Tissues will be provided for classrooms. Staff to replenish as needed. • Ensure lidded bins are provided for tissues in every classroom. • Personal laptops for all staff where possible • Face coverings compulsory in all communal areas but not in classrooms and compulsory for adults where social distancing cannot be maintained. Teachers are not required to wear face coverings when teaching in class but must ensure they remain within the 2m secure line. Staff must not take them on and off during lessons. Those who are exempt do not need to wear face coverings • Face shields will no longer be provided as the evidence on their efficacy has changed. <p>Ensure catch it, bin it, kill it message is displayed, discussed and understood in each class. Staff / students to use tissues when coughing or sneezing and then place the used tissue in the bin before washing hands.</p>	<p>Check sufficient face coverings for students.</p> <p>Check signage w.b. 1.3</p>	HAD	8.3	YES
<p>PREVENTION: Enhanced Cleaning</p>		<p>A cleaning schedule will be implemented throughout the site in use (as per rooming schedule), ensuring that frequent contact points, e.g. door handles, taps, flush handles, toilet door handles, handrails, telephones, keyboards etc. are all thoroughly cleaned and disinfected regularly.</p> <p>Thorough cleaning of rooms at the end of the day and when rooms are used by different year groups in the same day wherever possible e.g. classrooms, toilets, assembly hall.</p> <p>Cleaning protocol is as follows:</p> <p>Hard surfaces to be cleaned using standard cleaning products and disposable cloths / paper towels throughout the day.</p> <p>For a deep clean / disinfection (e.g. following a suspected case) use a combined detergent disinfectant solution at a dilution of 1000 parts per million (ppm) available chlorine (av.cl.) or a neutral purpose detergent followed by disinfection (1000 ppm av.cl.).</p>	<p>Monitor DFE updates and ensure protocols are followed</p> <p>Check for updates and ensure compliance w.b. 3.3.</p> <p>HES to check MITIE RA is resourced to spec within this RA.</p>	HES	ongoing	YES

		<p>See PHE advice the COVID-19: cleaning of non-healthcare settings guidance</p> <p>Manufacturer's instructions for dilution, application, PPE and contact times for all detergents and disinfectants to be followed.</p> <p>When cleaning a contaminated area Cleaning staff to:</p> <ul style="list-style-type: none"> • Wear disposable gloves and apron • Wash their hands with soap and water once they remove their gloves and apron • Fluid resistant surgical mask if splashing likely • Hands should be washed with soap and water for 20 seconds and dried thoroughly, after all PPE has been removed. <p>PPE to be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished.</p> <p>Any cloths and mop heads used must be disposed of as single use items.</p> <p>Hand towels and hand wash are to be checked and replaced as needed by site / cleaning staff.</p> <p>Enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush, etc.</p> <p>Only cleaning products supplied by the school / contract cleaners are to be used.</p> <p>School to obtain the risk assessment from MITIE cleaning staff for assurance on social distancing and their methods for cleaning the school site each day in particular to the cleaning required for door handles and taps etc.</p>	<p>There needs to be more responsive / proactive cleaning in the inclusion room and the ref room - when students get referred for timeout in inclusion room not convinced tables etc wiped down</p> <p>Regular meeting with Facilities Manager / DFO/</p>	<p>HES</p>	<p>ongoing</p>	
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PREVENTION:		Parents to ensure children have their own water bottles in school. Water fountains not in use. Supply of water bottles for essential use and water refill dispensers installed	Monitor stock HAD to write parent letter to inform + reminder in Sept	HES HAD	ongoing 21.7	YES YES
Cleaning of Contact points Equipment use printers, workstations, apparatus, machinery etc		Regularly clean and disinfect common contact surfaces in reception, office, access control etc. (screens, telephone handsets, desks).	Review regularly		ongoing	YES
		Activities and resources <ul style="list-style-type: none"> Expectation that hand sanitiser is used before exiting rooms (and on entry period 3) so that hands are clean whenever resources are passed. Do not return items that are loaned without cleaning - separate risk assessment for practical subjects Stationery that is lent out will not be re-collected. Shoes that are lent out will be issued using gloves and sprayed with disinfectant after use. Ties will not be lent out Doors to be propped open wherever possible. Further consideration to be given to the teaching of curriculum in practical subjects and how this can be amended to ensure minimum contact with equipment. Equipment to be properly cleaned after use. Students in the on site provision will have exclusive use of Headphones 	Train, monitor, review and adapt. Daily in week 1, establish regularity of review thereafter	SLT - through LMs	11.1	YES
		For secondary Science and DT also consider CLEAPPS advice for suggested considerations in undertaking practical work when schools reopen in September 2020 -Note: no updates for March reopening.			ongoing	YES
		All shared resources to be cleaned after use (including computers, PE equipment etc.). This must be built into the end of lesson activity routines. All staff to be provided with anti-bacterial wipes so that workstations can be cleaned before use and time built in to entry/exit routines to enable this to happen.	Train, monitor, review and adapt. Daily in week 1, establish regularity of review thereafter	SLT through LMs	ongoing	YES
		Schools to ensure anti-bacterial wipes are available in all rooms and teachers to ensure students wipe down after use.			ongoing	YES
		Paper free for all admin functions wherever possible.				
		Repro operative to hand sanitiser before using the repro machines. All on site to hand sanitise before sharing paper-based resources with others.	Training for staff in opportunities in relation to this (SUH) Monitor and review	Leaders at all levels		

<p>Managing cases of confirmed coronavirus in a setting</p> <p>Covid-19 Outbreaks on site</p>	<p>Staff, pupils, contractors, visitors</p>	<p>If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow '<u>stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</u>', which sets out that they must self-isolate for at least 10 days and should <u>arrange to have a test</u> to see if they have coronavirus (COVID-19).</p> <ul style="list-style-type: none"> • Other members of their household (including any siblings) should self-isolate for 10 days from when the symptomatic person first had symptoms. • All staff and students who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus and are encouraged to get tested in this scenario. • If someone tests negative, they can return to their setting and the fellow household members can end their self-isolation. • if someone tests positive, they should follow the '<u>stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</u>' and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. <p>This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 10 days</p> <ul style="list-style-type: none"> • Schools must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). Schools should contact the local health protection team. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace. • The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the 	<p>Communicate, train, monitor and review</p>	<p>HAD/ HES</p>	<p>Ongoing</p>	<p>YES YES</p>
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		<p>period that they were infectious, and ensure they are asked to self-isolate.</p> <ul style="list-style-type: none"> • The health protection team will work with schools in this situation to guide them through the actions they need to take. Based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 10 days since they were last in close contact with that person when they were infectious. • Robust LFT process including, isolation of positive cases and close contacts of those who test COVID positive. • Parents still expected to report COVID 19. Gatekeeping at Reception to check no symptoms / symptoms in household / quarantine compliance 				
Testing and contact tracing	Staff, Pupils, visitors, contactors	<p>Schools must ensure they understand the NHS Test and Trace process and how to contact their local <u>Public Health England health protection team</u>.</p> <p>Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to:</p> <ul style="list-style-type: none"> • <u>book a test</u> if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. • provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test & Trace • <u>self-isolate</u> if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19) • Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the <u>NHS testing and tracing for coronavirus website</u>, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing. • All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit. • Offer LFT three times within first three weeks and home LFT testing kits thereafter 	Communicate, train, monitor, review	HES / HAD	ongoing	YES

<p>Communication to parents and carers</p>	<p>Staff, Pupils, visitors, contactors</p>	<p>Protocol in place and includes:</p> <ul style="list-style-type: none"> • Advise parents and young people their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use) • Make clear to parents that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely) • Phone or email notification to be urgently made to the school and affected persons to stay away from site until required isolation periods have passed. • Parents/carers to be advised to follow guidance below <u>COVID-19: guidance for households with possible coronavirus infection guidance</u> • Communicate new expectations to parents in relation to Face Coverings inside the building • Obtain and proactively request consent for Lateral Flow Testing 	<p>Parent letter 20.7 with reminders in September & Haverstock Way with specific COVID 19 elements Reiterate travel / after school arrangements w.b. 1.3 Remind where necessary + review.</p>	<p>HAD</p>	<p>1.9 with ongoing communication. 8.3</p>	<p>YES YES</p>
<p>Access and egress onto school premises</p>	<p>Staff, pupils, contractors, visitors Possible transmission of the virus between staff and children, and into the wider community.</p>	<ul style="list-style-type: none"> • Entry into building will be controlled • Demarcation to be made at school entry points to ensure adequate social distancing • Pictorial notices for social distancing to be displayed • Supervision of queues by nominated staff members • Staggered start and finish times • Staff supervising entry to school to follow social distancing guidelines • Sanitisation stations (with soap and warm water to minimise possible adverse dermatological effects) at point of entry to school. All people entering the school must sanitise hands prior to entry. • Staff trained on hygiene protocols to eliminate cross-infection risks • Age appropriate instruction provided to pupils on hand washing methods - supervision of handwashing in place. • Used PPE and any disposable face coverings that staff, children, young people or other learners arrive wearing should be placed in a refuse bag and can be disposed of as normal domestic waste unless the wearer has symptoms of coronavirus, in line with the <u>guidance on cleaning for non-healthcare settings</u>. • Students will go straight to LFT testing site on first arrival after reopening - 2m distancing in place prior to negative test outcome. 	<ul style="list-style-type: none"> • Information / protocol on safe entry to be disseminated to parents / carers / contractors • Staff training on protocols • Advice / instruction on social distancing / hygiene 	<p>HES / DDN</p>	<p>1.9</p>	<p>YES</p>

					11.1	
Reception areas	Staff, pupils, contractors, visitors	<ul style="list-style-type: none"> • Telephone appointments/emails to office where possible to minimise queues at reception • Screens in place to separate staff and/or demarcation in place to maintain adequate social distancing • Notices to maintain social distancing displayed • Sanitisation / hand washing protocols to be observed when handling deliveries. • Enhanced cleaning regime in place at reception and all school settings in line with <u>COVID-19: cleaning of non-healthcare settings guidance</u> <p>Visitors</p> <ul style="list-style-type: none"> • Only essential visitors are allowed onto the school site. • Ensure all visitors / building users are aware of expectations. They must follow social distancing, hand washing (where possible) / use of sanitiser on entry and adhere to any restrictions on accessing parts of the building stipulated by the school. • Signage in reception regarding good hygiene. • A record to be kept of all visitors • Visitors to read and sign COVID secure guidelines on entry. • Visitors must wear face coverings in communal areas indoors and must do so in other areas where social distancing cannot be maintained (unless they are exempt). 	<ul style="list-style-type: none"> • Queuing to be minimised where reasonably practicable <p>Reiterate expectation in 1.3 discussion with MITIE</p> <p>Develop written protocol for visitors to sign</p> <p>Retrain Reception in these expectations. Improve booking system to ensure regular cleaning between uses.</p>	HES	1.9	YES
				SMH	1.9	YES
					8.3	YES
Staff Areas	Staff, contractors, visitors	<ul style="list-style-type: none"> • Social distancing guidelines to be applied • Increased cleaning frequencies of hard surfaces. • Minimise sharing of items • Items to be sanitised before sharing / re-use by another person wherever possible • Hand Washing /sanitisation protocols to be followed 	Check document shared with contractors	HES	20.8	YES

Corridors/ staircases	Staff, pupils, contractors, visitors	<ul style="list-style-type: none"> • Movement management through staggered arrival and movement time and protocols for movement through the building based on analysis of the school's timetable. • Demarcation of adequate social distancing where queuing is expected. • Pictorial notices to maintain social distancing displayed • Increased natural ventilation by opening windows when weather allows • Key Stage 3 classes to be taught in the same room for LfL/ Period 1 /2 and period 3 /4 where possible to minimise movement. • Enhanced deployment of staff during times when pupils move to reinforce messaging around social distancing. 	<p>Communicate, train, monitor, review</p> <p>Reiterate to MITIE w.b. 3.3. -And check twice weekly at first then once per week.</p>	SLT	ongoing	YES
Classrooms	Staff, pupils, contractors,	<ul style="list-style-type: none"> • Classrooms to be cleaned when used by different year groups on the same day whenever possible. • Middle Leaders to identify where surplus furniture can be removed where possible to enhance social distancing within classrooms • Notices to maintain social distancing displayed • Increased natural ventilation and maintain this at all times, even in cold weather • Increased cleaning frequencies of hard surfaces/emptying of bins • Textbooks can be shared between year groups but hands must be sanitised by all before use. Additional copies to be ordered where possible. • Resources that are shared between classes or bubbles, such as Sports, Art and Science equipment will be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles. • Tissue boxes are available in each room to clear up spills and to catch sneezes in line with Catch it / Bin it / Kill it advice • Teachers to ensure they clean their hands and surfaces, before and after handling pupils' books. 	<p>Communicate, train, monitor, review</p> <p>Remind staff of these points in w.b. 3.3</p>	SLT	ongoing	YES
Lunch times	Staff, pupils, contractors,	<ul style="list-style-type: none"> • Staggered arrival, break, lunch and exit times to keep groups apart • 1m distancing on canteen tables and one way queuing system • Social distancing guidelines to be applied where there is queuing alongside zoning of play space • No ball games • Reduced lunch offer to facilitate timely processing of lunch and minimise queues. 	<p>Communicate, train, monitor, review</p>	SLT	ongoing	YES

		<ul style="list-style-type: none"> Increased supervision ratios to support with social distancing guidelines Hand washing / sanitisation prior to food consumption – children to be supervised Increased cleaning frequencies of hard surfaces. No sharing of crockery. Cutlery to be individually prepared. Items to be washed / sanitised before sharing / re-use by another person 				
Hall / assemblies	Staff, pupils, Contractors,	<ul style="list-style-type: none"> Assemblies to take place in year group bubbles only - to recommence no earlier than 22.3 Use of moveable chairs rather than bleachers 1m social distancing within assembly room to be applied. Adequate supervision ratios Enhanced cleaning regime in place to clean hard surfaces in between groups. 2m social distancing in the Lateral Flow Test area 	check latest DFE guidance in relation to fabric -vs- plastic chairs	HES	21/08	YES
Toilets	Staff, pupils, Contractors, visitors	<ul style="list-style-type: none"> Entry into WC to be controlled - maximum two (staff) Pictorial notices to maintain social distancing displayed Toilets to be allocated to specific year groups with cleaning between uses by different years. Children to remain in team 'bubbles' Hand washing protocol increased to before and after use of toilet facilities Hand washing poster displayed in all WCs Increased cleaning protocols 	Communicate, train, monitor, review Re-train duty staff.	SMH/ HES	01/09	YES
School Kitchens/ school meal provision	Staff, pupils, contractors	<ul style="list-style-type: none"> Staggered lunch and break times Social distancing 1m to be applied for queuing Handwashing /sanitisation protocols to be followed Increased cleaning frequencies of hard surfaces. Work with school meal providers (Chartwells) to ensure safe systems and protocols are in place to reduce risk to kitchen staff and pupils Limit hot meal provision to minimise dining room traffic / volume 	Communicate, monitor, review	HAD/ HES	Ongoing	YES
Break times	Staff, pupils, visitors	<ul style="list-style-type: none"> Staggered break times to minimise mixing of groups Playground to be sectorised to help keep groups separate Social distancing to be implemented to minimise contact with other groups Adequate supervision ratios to monitor social distancing Carefully planned system for movement around the school site 	Communicate, monitor, review	SLT	Ongoing	YES

		<ul style="list-style-type: none"> Prevent use of outdoor play equipment Water fountains taken out of use – individual water bottles/disposable cups to be used <ul style="list-style-type: none"> Bubbles kept apart during the spring closure 	Seal off outdoor gym equipment by 8.3			
Fire drills/ Emergency situations	Staff, pupils, Contractors, visitors	<ul style="list-style-type: none"> Adequate numbers of trained staff to safely evacuate all personnel on the school premises Demarcation of safe distancing in place at assembly points in line with social distancing guidelines where reasonably practicable Fire Marshals to be designated and trained during the closure period 	<p>Train colleagues in the new protocol</p> <p>Fire drill to be undertaken as soon as possible after re-occupation</p>	HAD / HES	1.9	end of Sept YES
First Aid	Staff, pupils, visitors	<ul style="list-style-type: none"> Adequate numbers of trained staff to administer First Aid Check First aid boxes content and facilities available Where closer contact may be necessary, wear appropriate PPE to protect First Aider and casualty. This would include disposable gloves, disposable apron and fluid resistant surgical facemask. Eye protection is also required if the casualty is coughing, spitting or vomiting PPE / Hand Washing protocols to be followed 	Communicate, train, monitor, review	HES	ongoing	YES
Transport Arrangements	Staff, pupils, Contractors, visitors	<ul style="list-style-type: none"> Protocol in place in line with <u>Government Guidance</u> Discussion with transport provider to confirm suitable safe protocols are in place e.g. social distancing / cleaning / hygiene and supervision arrangements. If using your own school minibus follow the government guidance for social distancing and cleaning/hygiene and supervision arrangements. 	Minibus use not permitted until further notice	HAD/ HES	November 1st	NO - delayed
Protocol for managing cases where staff/pupil feels unwell whilst on site	Staff, pupils, contractors, visitors	<p>Protocol developed in line with <u>Government Guidance</u> to include:</p> <ul style="list-style-type: none"> If anyone becomes unwell with a new, continuous cough or a high temperature in an education or childcare setting, they must be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance. If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. 	Train, monitor, review	HES / HAD/ FER	ongoing	YES

		<ul style="list-style-type: none"> • If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else. • PPE should 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). • In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital. • If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive • They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. See COVID-19: cleaning of non-healthcare settings guidance • Postal kits to be made available where necessary. 				
School Trips	Staff, pupils	<ul style="list-style-type: none"> • School trips to be planned and risk assessed in line with current government social distancing guidelines. • Trips recommencing from 17th May - COVID secure aspect of all trip RAs 		MAR	17.5	YES
Reoccupation of areas which have not been in use during lockdown.	Staff, pupils, contractors, visitors Due to some or all parts of the school premises not being used for a period of time, inspection and testing of building services and safety devices to ensure they are in full working order is required.	<p>Visual inspection of whole school premises to identify and remedy health and safety hazards - delegated to MITIE but monitored</p> <ul style="list-style-type: none"> • Building services maintained in accordance with the PPM schedule: • Maintenance checks of plant and equipment undertaken – including school kitchen equipment. • Fire alarms and systems checked and operational including: <ul style="list-style-type: none"> ○ Fire alarm panel status green ○ Fire call points operational ○ Emergency lighting operational ○ Firefighting measures e.g. fire extinguishers, blankets all present and maintained • Gas systems maintained • Water flushing of little used outlets undertaken to minimise risk of legionella and checks/maintenance undertaken/up to date on hot and cold water systems (and pools) in accordance with Legionella water risk assessment. Every tap (hot and cold) should be run for minimum 	Agreed delegation to MITIE 20.7 Site walk 12.8 Site walk with MITIE w.b.3.3	HAD / HES	12.8	YES

		<p>of 2 minutes in all areas of the school premises which have not been used during lockdown period</p> <ul style="list-style-type: none"> • Electrical equipment and systems maintained • Lifts and lifting equipment/hoists maintained • Ventilation / air conditioning / extraction systems maintained • Asbestos management arrangements in place • Boiler room plant inspected/ maintained • Fume cupboards maintenance up to date (Secondary schools only) • Identify and remedy possible vermin infestations 				
Fire Safety	Staff, pupils, contractors, visitors	<ul style="list-style-type: none"> • Fire risk assessment and Emergency Evacuation Plans revised to take into account areas which may not be in use and changes of use to the building. • Personal Emergency Evacuation Plans (PEEPS) in place and revised where necessary • Ensure emergency evacuation routes out of the building are not compromised including fire doors and final exit doors. 		HAD / HES	1.9	YES
Passenger Lifts	Staff, pupils, contractors, visitors	<ul style="list-style-type: none"> • Procedure in place for control of access to lifts • Increased Hygiene protocols introduced 		SMH HES	1.9 1.9	YES YES
COSHH Cleaning / Sanitisation products	Staff, Pupils Due to required increased cleaning/sanitising of hard surfaces and items in classrooms, there is a need to ensure no harmful effects arise from cleaning/sanitising product	<ul style="list-style-type: none"> • Chemical Inventory and COSHH risk assessment updated to include all newly introduced cleaning products • Manufacturers Safety Data Sheet provided to users of chemical outlining safe use, storage, emergency arrangements and PPE to be used. • Strict instruction to staff / cleaning provider to keep any cleaning / sanitisation products stored / secure and out of reach of children at all times • Work with in house or external cleaning providers to ensure safe systems and protocols for use and storage are in place. 	Delegate to MITIE Replenish sanitisers w.b. 3.3 State importance of staff ownership of notifying replenishment requirement	HES / EDW/ MYN with MITIE input	1.9	YES
Dealing with / clearing up with Body Fluids	Staff, pupils, visitors	Protocol for cleaning Body Fluids to be delegated to MITIE	Delegate to MITIE	HES to monitor	1.9	YES
Business Continuity	Staff, pupils	<ul style="list-style-type: none"> • Schools Business Continuity Plan reviewed to include COVID-19 related risks - 'Break Glass in Case of Lockdown' plan consulted on with Governors, staff and students and ready. 	Develop underpinning systems e.g. QA	HAD + SLT	1.9	YES

		<ul style="list-style-type: none"> 	<p>framework (by end of Sept).</p> <p>RL audit completed to support BCP in event of further lockdown</p>			
Contractors and Visitors		<ul style="list-style-type: none"> Schools should consider how to manage other visitors to the site, such as contractors, and ensure site guidance on physical distancing and hygiene is explained to visitors on or before arrival. Where visits can happen outside of school hours, they should. Site inductions are to be carried out following social distancing principles All contractors will be informed before entering school regarding social distancing and good hygiene control measures. Staff and contractors are to maintain a safe distance between themselves and others. All contractors are to wash their hands or use alcohol-based hand sanitiser upon entering and leaving the site. Agree approach to scheduled / ongoing building works. Settings to seek confirmation of the contractor's method statement / risk assessment. Tell children, parents, carers or any visitors, such as suppliers, not to enter the setting if they are displaying any symptoms of coronavirus. A record should be kept of all visitors. Offer LFT for visitors as additional COVID secure measure where they are regular visitors and it is appropriate to do so (from 15.3) 	<p>Communicate, train, monitor, review.</p> <p>Remind all third party staff of importance of protocols + responsibilities re: contractors.</p>	SMH / HES / FER HAD	1.9	YES
Mental Wellbeing	Staff, pupils	<ul style="list-style-type: none"> Schools mental wellbeing and support mechanisms for staff and pupils reviewed Staff to be reminded of Employee Assistance Programme 	Communicate, train, monitor, review	SLT	1.9	YES
Adherence to rules within school		<ul style="list-style-type: none"> Update behaviour policies Communicate the new rules to staff, students and parents Reinforce the new rules through daily teacher reminders Display the new rules prominently through the school 	Communicate, train, monitor, review	SMH	1.9	YES
Taking Fees		Payments should be made by direct debit or contactless methods wherever possible. Consider risks from fingerprint contact payment, (hand washing / sanitizing to be enforced).	Lateral	HES	1.9	YES
Exams (added 16.11.20)	Staff, external invigilators, pupils	<ul style="list-style-type: none"> Frequently touched surfaces (door handles, exam desks, backs of chairs to be cleaned after every exam) Desks set up facing forwards Minimum distance of 1.25m maintained - and therefore exam venues have been reorganised to enable 2m where possible 	<p>Share TT with MITIE</p> <p>Instruct MITIE re set up Confirmed N/A</p>	MYN MYN RON		

		<ul style="list-style-type: none"> • Candidates from different bubbles can be sat in the same room but 2m apart from those in other bubbles. • Prop open doors (not fire doors) where it is safe to do so. • Invigilators may walk up and do ailes but there must be points in the room where an invigilator and stand 2m from the nearest desks and sees all candidates in the room. • Invigilators should be advised to have side-by-side communication with candidates wherever possible. • If candidates need to leave the room, staff should maintain 2m distancing where possible. • Face coverings are mandatory for adults where Social Distancing cannot be maintained • Invigilators to be briefed on safe travel to and from the site and how to maintain distance from other staff and pupils wherever possible. • Invigilators do not need to wear gloves when collecting exam scripts but should wash their hands thoroughly and more frequently after handling exam papers. • School to maintain identical policies with regard to Track and Trace as above. Candidates cannot sit exams if required to self isolate. • SENDO to facilitate exam access arrangements, making reasonable adjustments where necessary to enable this to happen whilst maintaining H&S protocols. • Lateral Flow testing for all invigilators and students, twice within a week of their first return to site. Twice weekly for staff thereafter 	<p>Props required for back doors</p> <p>Training</p> <p>As above</p> <p>Registers published and maintained for each exam</p>	<p>HES</p> <p>RON</p>		
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**RISK ASSESSMENT FOR:
Lateral Flow Testing**

Asymptomatic lateral flow covid testing for all consenting Y12 and Y13 students and all school staff (including visiting staff) on 16th/17th December 2020.

Establishment: Haverstock High School	Assessment by: Darren Williams (Health and Safety Manager)	Date: 15 December 2020
Risk assessment number/ref: LFT RA-001	Headteacher Approval: James Hadley	Date: 16 December 2020
	Chair of Governors Approval: Alison Lowton	Date: 6 December 2020 Updated 8.3
	All employers have a duty to consult employees on health and safety. Have staff been consulted in production of this risk assessment? Y/N	In process

What are the hazards?	Infection from the Coronavirus disease (Covid-19)				
Who might be harmed and how	<ul style="list-style-type: none"> The COVID-19 virus spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes The virus can survive for up to 72 hours out of the body on surfaces which people have coughed on, etc. People can catch the virus from others who are infected by breathing in the droplets or by touching contaminated surfaces and then touching their eyes or mouth. Anyone can be affected - staff, pupils, contractors, visitors, members of the public etc. 				
Hazard Area	Controls in place	Further action necessary?	By who?	By when?	Done
Testing site	<ul style="list-style-type: none"> School has been made covid-secure by following the 5 steps to working safely. Covid risk assessment in place detailing all of the practical measures the school has put in place to make site Covid-secure and assessment reviewed regularly. School has been in operation since September 2020, operating in a Covid-secure manner. 			Ongoing	YES
Testing area	<ul style="list-style-type: none"> Performance Hall designated as testing area. Room designed in accordance with NHS for testing site as follows: <ul style="list-style-type: none"> Flooring must be non-porous Area must be well lit and have good airflow Registration desk at the first point where test subject would enter the test area One-way direction of travel for test subjects. 	<ul style="list-style-type: none"> Testing process to be communicated via to students/staff. Test subjects must not enter the processing area Areas to be marked out and messages to be displayed in all areas in use No practical lessons to take place in performance hall 			

	<ul style="list-style-type: none"> ○ Test subject chair in the swabbing bay should be minimum of 2m apart ○ Each swabbing desk must have a processing desk close by –no more than 1m away. Recording desk to be located close by ○ Test subjects must not enter the processing area. This should be demarcated. ○ Clear demarcation between swabbing and processing area. <ul style="list-style-type: none"> ● The hall is sufficiently large, and spacing of test areas will allow for 2m social distancing ● The hall is away from classes and the school has adopted a time slot appointment so normal school lessons will not interfere with the testing area. ● The room should have full ventilation and the school is managing students queuing through a time allocated system. The School liaison officer will also be on site to assist. ● Test instructions / Posters displayed in area for pupils/students (assisted swabbing) ● Test result waiting area established for testing on 8.3. Spaced at 2m with compulsory mask wearing. 	<ul style="list-style-type: none"> ● Site briefing to be held to enable testing leads to ask any questions so queries can be resolved prior to testing launch. 			
<p>Training</p>	<p>Training provided to the testing team which will cover as follows:</p> <p><u>Introduction to testing:</u></p> <ul style="list-style-type: none"> ● Short video on the end-to-end testing process ● Online information sheet on roles and responsibilities of testing team ● Shadowing of process <p><u>Online Training</u></p> <ul style="list-style-type: none"> ● Complete online training modules relevant to the specified role. This includes completing a short assessment for each module. <p><u>Onsite run through</u></p>	<ul style="list-style-type: none"> ● Ensure all staff involved in testing have completed the necessary training as follows: <ul style="list-style-type: none"> ○ appropriate training on testing processes ○ IPC training ○ PPE training 			

	<ul style="list-style-type: none"> Run through of the swabbing and processing procedure. This should be done as a group prior to commencing 				
Personal Protective Equipment (PPE)	<ul style="list-style-type: none"> PPE kit provided to testing team consisting of <ul style="list-style-type: none"> Fluid-resistant (Type 11R) surgical mask Disposable gloves and aprons, Eye protection (Goggles or visor as per individual preference) PPE to be worn by all staff and this will be detailed on role, minimum requirement for all is the Fluid-resistant (Type 11R) surgical mask If only supervising, test assistants do not need to wear apron, gloves and visor, but they need immediate access to gloves if intervening Processing operative to wear apron/visor and mask sessionally and change gloves between tests. PPE to be changed whenever staff members leave and re-enter the test site area (per session) or if protective properties are compromised or contaminated. 	<ul style="list-style-type: none"> Ensure required PPE available to staff and they have been staff trained in how to wear the PPE effectively. <p>See this guidance video available online from Public Health England (Personal protective equipment (PPE) donning and doffing – video).</p>			
Hand hygiene	<ul style="list-style-type: none"> Hand washing facilities with adequate supplies of soap, paper hand towels with hand sanitiser provided where hand washing facilities are unavailable. Hand sanitiser provided at reception / entrance/exit for use by all persons when entering/leaving the testing area. Handwashing and hand sanitiser information prominently displayed at all handwashing stations. 	<ul style="list-style-type: none"> Supplies of hand sanitiser, soap and paper towels to be regularly topped up at all washing stations. Bins to be emptied regularly and hand washing facilities to be cleaned throughout the day 			
Equipment/Furniture	<ul style="list-style-type: none"> Any equipment, furniture & devices used will be wiped down after each use. 	<ul style="list-style-type: none"> 		Ongoing	✓
Cleaning	<ul style="list-style-type: none"> Anti-bacterial wipes/spray available in each booth for wipe down equipment and furniture after each test. On site cleaning team to clean after each session and at the end of the day. Cleaners need to change gloves and apron if cleaning a spillage 	<ul style="list-style-type: none"> Monitor cleaning arrangements to ensure they are in accordance with PHE advice and guidance. 			✓

Waste disposal	<ul style="list-style-type: none"> Waste generated will be treated as clinical waste Waste to be tagged and bagged accordingly then stored in designated secure area to await collection from specialist waste carrier 	<ul style="list-style-type: none"> Covid testing group to confirm waste collection arrangements with Veolia/PHS 			✓
Positive result	<ul style="list-style-type: none"> NHS guidance available on 'What to do if a pupil/student tests positive for COVID-19' to be followed 	<p>School can also signpost to other advice:</p> <ul style="list-style-type: none"> Support if you're off work while self-isolating: https://bit.ly/isolatesupport If you're worried about your health, visit https://www.nhs.uk/ or call 111. Remote learning advice: https://bit.ly/covidhomelearning Printable action list for schools for children with symptoms 			

Relevant guidance documents

- Schools & Colleges Testing Handbook
- Clinical Standard Operating Procedure (SOP) for Mass Testing with Lateral Flow Antigen Testing Devices

Relevant links

8th March Operational Guidance

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/964351/Schools_coronavirus_operational_guidance.pdf

GOV guidance re: Exams

<https://www.gov.uk/government/publications/responsibility-for-autumn-gcse-as-and-a-level-exam-series/public-health-arrangements-for-autumn-exams> Guidance for full opening - Schools (Jan 2021)

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/950510/School_national_restrictions_guidance.pdf

Implementing protective measures in education

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>

<https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/opening-schools-for-more-children-and-young-people-initial-planning-framework-for-schools-in-england>

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

COVID-19 poster https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/876220/COVID19_Guidance_Education.pdf

Managing premises

Guidance on infection prevention and control for COVID-19 <https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control>

First aid guidance <https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov>

Travel guidance [Coronavirus \(COVID-19\): safer travel guidance for passengers](#)