



Coronavirus Risk Assessment – Green Gates Academy

Assessment conducted by Melanie Lyons	Job title: Principal	Covered by this assessment: staff, governors, parents, volunteers, and visitors.
Date of assessment: 31/05/2021	Review interval: On-going	Date of next review: When further changes are made by the government

Related documents

Infection Control Policy, Ill Health and Infectious Disease Risk Assessment, First Aid Policy, Exam Contingency Plan, Business Continuity Plan, Supporting Pupils with Medical Conditions Policy, COSHH Policy, Administering Medication Policy, Pupil Confidentiality Policy, Staff and Volunteer Confidentiality Policy, Records Management Policy, Data Protection Policy, Security Policy, Behavioural Policy, Staff Code of Conduct.

Risk rating		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major Causes major physical injury, harm, or ill-health.	High (H)	H	Medium (M)
	Severe Causes physical injury or illness requiring first aid.	H	M	Low (L)
	Minor Causes physical or emotional discomfort.	M	L	L

For this risk assessment, we have used the term 'coronavirus' to refer to coronavirus disease 2019 (COVID-19).

This risk assessment reflects local arrangements and school will not close unless advised to do so.

Risk Assessment Green Gates Academy

Introduction.

This risk assessment template has been prepared to assist relevant duty holders in their effective management of the risk to people from Coronavirus (COVID-19).

Duty holders should familiarise themselves with the most recent guidance published by the government before completing the risk assessment.

Overview

The risk assessment template draws on the guidance published by the [Health and Safety Executive](#), [Gov.UK](#) the [National Health Service](#), [Public Health England](#) and the [Department for Business, Energy & Industrial Strategy](#), in accordance with the COVID-19 secure principles.

Context

Coronavirus COVID-19 may be present in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing. The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature).

Most people infected with the virus experience disease with mild or moderate symptoms, however a significant minority become severely unwell requiring hospitalisation and for some people the disease is fatal.

The risk of serious disease and death are unevenly distributed, the population groups at increased risk are: - older people, people with pre-existing health conditions, men, and people from BAME communities.

Basic Principles.

The control measures follow the basic principles outlined in the current advice provided by government around safe social distancing, hand and respiratory hygiene, self-awareness of risk group (extremely vulnerable, vulnerable, general population) and of symptoms of high temperature and / or new continuous cough, loss of, or change in, normal sense of taste or smell as a symptom which require self-isolation for the case and household contacts.

The Risk Assessment.

This document is intended to be a living document applicable for the duration as required.

It will therefore be subject to regular review and revision as change occurs and assessed needs direct in order to ensure its continued adequacy, in so far as it is reasonable practicable to do so. If events change on the day, dynamic assessment based upon professional judgement will direct the necessary additional control measures.

As an employer, you must protect people from harm. This includes taking reasonable steps to protect your workers and others from coronavirus. This is called a risk assessment and it'll help you manage risk and protect people.

You must:

- identify what work activity or situations might cause transmission of the virus
- think about who could be at risk
- decide how likely it is that someone could be exposed
- act to remove the activity or situation, or if this isn't possible, control the risk.

Consultation.

Relevant duty holders should consult with their workforce and trade union representatives as part of putting measures in place. Involving them promotes ownership and demonstrates that you take their health and safety seriously.

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Awareness of policies and procedures	H	<ul style="list-style-type: none"> • All staff, pupils, parents, governors, visitors, and volunteers are aware of all relevant policies and procedures including, but not limited to, the following: <ul style="list-style-type: none"> - Health and Safety Policy U:\Policies\HSAT Statutory Policies - Infection Control Policy - First Aid Policy - Visitors COVID 19 Risk Assessment • All staff have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> - The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 - The Health Protection (Notification) Regulations 2010 - Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities' - DfE and PHE (2020) 'COVID-19: guidance for educational settings' • The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training. • The school keeps up to date with advice issued by, but not limited to, the following: <ul style="list-style-type: none"> - DfE - NHS - Department for Health and Social Care - PHE - The school's local health protection team (HPT) • Staff are made aware of the school's infection control procedures in relation to coronavirus via email and contact the school as soon as possible if they believe they may have been exposed to coronavirus. 	Y	Principal	17.03.20	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> • Parents are made aware of the school's infection control procedures in relation to coronavirus via letter and social media – they are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus. • Pupils are made aware of the school's infection control procedures in relation to coronavirus via an assembly PowerPoint delivered in tutor sessions and are informed that they must tell a member of staff if they feel unwell. • The Staff and Volunteer Confidentiality Policy and Pupil Confidentiality Policy are always followed – this includes withholding the names of staff, volunteers, and pupils with either confirmed or suspected cases of coronavirus. • Pupils returning to school following a period of absence due to the pandemic must be aware of the procedures in place and supported to understand these. • Staff supporting pupils with their personal care needs will be instructed to wear face masks, aprons and gloves and dispose of these after use. • Pupils were originally made aware of the school's infection control procedures in relation to coronavirus via an assembly PowerPoint delivered in tutor sessions and are informed that they must tell a member of staff if they feel unwell. Pupils will be updated as part of virtual welcome back assembly. • Visitor Risk Assessment in place and specific guidance shared with any new visitors. • The school will seek to obtain risk assessments and or written accounts of visiting contractor's safe operating procedures implementing COVID-19 secure principles. This will require close co-operation between schools and other employers. 				

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		<ul style="list-style-type: none"> School will have discussions with key contractors about the school's control measures and ways of working as part of planning for the autumn, accurately reflect the schools COVID-Secure term. School will ensure site guidance on physical distancing and hygiene is explained to visitors on or before arrival. The school risk assessment will be shared with visitors. Where visits can happen outside of school hours, they should. A record will be kept of all visitors. To support track and trace documentation 				
Safeguarding		<ul style="list-style-type: none"> The child protection policy has been updated in relation to the statutory safeguarding guidance, keeping children safe in education and should refer to the coronavirus (COVID-19): safeguarding in schools, colleges and other providers guidance Designated safeguarding leads (and deputies) have been provided with more time, especially in the first few weeks of term, to help them provide support to staff and children regarding any new safeguarding and welfare concerns and the handling of referrals to children's social care and other agencies where these are appropriate, and agencies and services should prepare to work together to actively look for signs of harm. Communication with school nurses is important for safeguarding and supporting wellbeing, as they have continued virtual support to pupils who have not been in school 	Y	Principal/ Trust safeguarding lead	1/9/20	M
Behaviour expectations		<ul style="list-style-type: none"> Our behaviour policies have been reviewed with any new rules/policies, to consider how to communicate rules/policies clearly and consistently to staff, pupils and parents, setting clear, reasonable and proportionate expectations of pupil behaviour. Further details are available at Behaviour and discipline in schools. School has set out clearly at the earliest opportunity the consequences for poor behaviour and deliberately breaking the rules and how we will enforce those rules including any sanctions. This has been particularly the case when considering restrictions on movement within school and new hygiene rules. 	Y	Principal/ Trust ELT	1/9/20	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> School has worked with staff, pupils and parents to ensure that behaviour expectations are clearly understood, and consistently A review of pupil risk assessments has taken place to set out clearly at the earliest opportunity the consequences for poor behaviour and deliberately breaking the rules and how they will enforce those rules including any sanctions. This has been particularly the case when considering restrictions on movement within school and new hygiene rules. School has worked with staff, pupils and parents to ensure that behaviour expectations are clearly understood, and consistently supported, taking account of individual needs and should also consider how to build new expectations into their rewards system, taking account of individual needs and should also consider how to build new expectations into our rewards system. 				
Educational visits		<ul style="list-style-type: none"> In the spring term, educational residential visits will remain prohibited. All trips must be agreed through the SLT with an appropriate risk assessment put in place. Trips are permitted in line with protective measures, such as keeping children within their consistent group, and the COVID-secure measures in place at the destination. As normal, staff should undertake full and thorough risk assessments in relation to all educational visits to ensure they can be done safely. Staff should consult the <u>health and safety guidance on educational visits</u> when considering visits. No more than 6 pupils and two staff should access the school mini-bus at any time. Staff should wear masks and pupils will be encouraged to wear masks. Please refer to use of school mini-bus risk assessment. From 12th April educational day visits are possible. Any school trip must still be carried out in line with relevant coronavirus guidelines and regulations in place at that time of taking the educational visit. As 	Y	Principal Facilities and Premises Manager	1/9/20	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<p>usual with all school trips, staff should undertake “full and thorough risk assessments in relation to all educational visits to ensure they can be undertaken safely” All risk assessments must be approved by a member of SLT. Trips will be considered on a case by case basis. Only trips to outdoor venues will currently be approved.</p> <ul style="list-style-type: none"> • In line with the roadmap, schools can undertake domestic residential education visits, from 17 May. A planned residential trip will take place in June, with both a health and safety risk assessment and Covid specific risk assessment in place and approved by the LEA. Students accessing any trip can only travel with members of their ‘bubble’ • No international visits are planned. • From 7th June, extra-curricular activities will resume. A speared risk assessment is in place to support the safe delivery of after-school clubs. • 				
Infection Control	H	<p>Hand Washing/Use of sanitiser</p> <ul style="list-style-type: none"> • Posters are displayed throughout the school reminding pupils, staff, and visitors to wash their hands, e.g. before entering and leaving the school. Resources for staff and pupils https://campaignresources.phe.gov.uk/schools • Pupils, staff and visitors are encouraged to wash their hands with soap or alcohol-based sanitiser (that contains no less than 60 percent alcohol) and follow infection control procedures in accordance with the DfE and PHE’s guidance. • Enough soap (or hand sanitiser where applicable), clean water and paper towels are supplied in all toilets and kitchen areas. • Bar soap is not used, in line with the Infection Control Policy – liquid soap dispensers are installed and used instead. • Portable hand sanitisers will be made readily available 	Y	Principal Facilities and Premises Manager	13.03.20	M

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		<ul style="list-style-type: none"> Pupils are supervised by staff when washing their hands to ensure it is done correctly, where necessary. Hand dryers will not be used, paper towels will be provided. All paper towels will be placed in pedal bins with lids on to reduce the spread of infection. <p>Posters to be displayed and all staff and students to be shown handwashing videos on correct handwashing procedures https://e-bug.eu/eng_home.aspx?cc=eng&ss=1&t=Information%20about%20the%20Coronavirus</p> <p>Social Distancing</p> <ul style="list-style-type: none"> Social distancing will be adhered to by all staff and children. Posters will be displayed around school and clear signage and markings will always be used to remind staff and pupils in relation to social distancing. Number of pupils (10/11 pupils) and staff (3/4 staff) within individual classrooms will be restricted to ensure one metre social distancing rules can be applied. There will be no whole school/whole staff gatherings. Pupils will eat meals in classrooms and remain in the same seats. School hours currently reflect the normal school day with a slightly earlier finish of 2.30pm. Schools hours can be reviewed with staggered start and finish times as and when required to minimise the number of people entering and exiting the site at any one time. <p>From 4/1/21 bubbles will be arranged as follows: Bubble One will be: Birch Maple Willow</p>				

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		<p>Bubble one will eat their lunch/make drinks for break in the main hall and use the staff room to prepare food and drinks</p> <p>Bubble Two will be</p> <p>Pine Elm</p> <p>Bubble two will eat their lunch in the conference room to prepare food and drinks for break and lunch time</p> <p>Staff in each bubble will be responsible for clearing up staff room and the conference after break/lunchtime use and at the end of the day. Resources and equipment will be placed in the small kitchen to ensure that bubble two have the required equipment for preparation of meals/drinks.</p> <p>Staff will remain in their present staff groups with some flexibility across classes within the bubbles in relation to staff absence and pastoral support. Any positive interventions where possible will be managed within bubbles one/two.</p> <p>The spare classroom will be used for pupils in bubble one for behaviour management, splitting classes staff PPA time. Staff in bubble 2 will use the conference room for PPA time</p> <p>The on-call rota will remain as it is, however, the amount of time staff spend with a child will be monitored carefully and a changeover will need to take place after 10 mins where possible if this includes a member of staff from another bubble.</p> <ul style="list-style-type: none"> • Desks in classrooms to be placed 2 metres apart where possible which all of the children facing the front. 				

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		<ul style="list-style-type: none"> • All staff serving meals will wear masks, gloves and aprons and complete food hygiene training. All visitors will report to reception and ensure they adhere to the social distancing rules and visitor guidance. Pupils entering school on a morning/ leaving school on an afternoon will follow social distancing rules. All escorts/parents/carers will collect children at the children's gate entrance. Staff will take pupils directly to the transport staff/parent/carer. No transport staff to enter the school site. • Staff to leave following the pupils in order to reduce numbers of staff in school at the end of the day except for staff meeting time on a Tuesday and for other allocated meetings and training when required. All staff to be in school during their contractual hours, only accessing their own classroom and kitchen areas when children are in and out of the building. • Social distancing also to be adhered to in staff room/kitchen areas in relation to specific bubbles. Only four members of staff in the staff room from bubble one at any one time • It is still important to reduce contact between people as much as possible, so children and staff where possible, will only mix within their own identified bubble. • Only one person at a time within the corridors and one-way systems will be put in place down the main corridor at all times. • Signage will be displayed outside school to remind parents and carers about social distancing and that only one adult is allowed to drop off and pick up. • No face to face meetings to take place. All meetings to take place via teams. • All visits to the office should be carried out through the main reception area. • No pupils out of lessons unless supervised by staff team. • Any safeguarding concerns to be reported through e mail/CPOMS or using internal phones all within a timely manner 				

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		<ul style="list-style-type: none"> • MIRs now to be completed electronically by all staff and sent directly to MIR lead by 3.30pm on the actual date of the restraint. • All staff to pass on messages via TEAMS/ e mail or using internal telephones/radios. • A 2-metre line will be taped outside entrance points to show pupils and staff the distance they should maintain • Toilet areas will be designated to specific groups and sanitized wipes will be available for cleaning throughout the day • All teachers and other staff can operate across different classes and year groups to facilitate the delivery of the timetable and specialist provision. Where staff need to move between groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults. Try to minimise the number of interactions or changes wherever possible. • Where possible, students should also be supported to maintain distance and not touch staff and their peers, for example those with less complex needs who can self-regulate their behaviours without distress. This will not be possible for students with complex needs. It may also not be feasible where space does not allow. Doing this where you can, even some of the time, will help. When staff and students cannot maintain distancing, the risk can be reduced by keeping students in the smaller, class-sized groups. • Small adaptations to the classroom or learning environment to support distancing should be made where possible. That should include seating pupils or students side by side and facing forwards, rather than face-to-face or side on. It might also include moving unnecessary furniture out of the classroom or learning environment to make more space. • If a face to face meeting is required this will be by appointment in a large room to ensure social distancing is maintained. Virtual meetings will take place via Teams. • 				

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		<p>Procedures in school to reduce infection rate regarding equipment and use of resources</p> <ul style="list-style-type: none"> • Pupils will not share cutlery, cups, or food. All cutlery and cups (pupil's cups will be named) are thoroughly cleaned before and after use. • Children bringing packed lunch and or water bottles into school, items need to be wiped with sanitizer wipes by staff on arrival. • Pupils will be asked to bring a minimum amount of equipment into school to reduce the spread of infection from home to school and school to home • Outdoor play equipment will be cleaned daily pupils will wash their hands before and after use. • Children will access reading books, but after use they will be stored for 48 hours until returned to shelves in school. Staff will support children reading books to ensure close monitoring of cross contamination. • An individual pencil case will be provided for each child, after choosing pencil, scissors etc. they place it in their pencil case and it will be theirs exclusively • Children will be required to wash their hands frequently, but particularly after using wheeled bikes, trikes, and other large, movable toys. • The toys and outdoor equipment will be cleaned using antibacterial agents after use (preferably between use) • Children should be encouraged where possible not to touch their faces or to put objects in their mouths. • Teachers to be directed to clear classrooms of non-essential equipment, particularly soft items. • Teachers should make sure they wash their hands and surfaces, before and after handling students' books and any equipment 				

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		<ul style="list-style-type: none"> • Resources for activities such as painting, sticking, cutting, small world play, indoor and outdoor construction activities should be washed before and after use and where possible, children should be discouraged from sharing these. • It is important to ensure good ventilation and maximising this wherever possible, for example, opening windows and propping open doors, where safe to do so (bearing in mind safeguarding and security in particular). • Advice on this can be found in Health and Safety Executive guidance on <u>air conditioning and ventilation during the coronavirus outbreak</u> . • Where any fire doors are opened to improve ventilation, this action should be recorded in the establishment’s Fire Risk Assessment, with instruction to return the door to its closed position fulfilling the function of the Fire Door at the end of the school day. <p>Face Coverings</p> <ul style="list-style-type: none"> • Wearing a face covering or face mask in schools is not required in the classroom. A face covering must be worn in communal areas around school (DFE guidelines). All staff to wear face coverings when leaving the classroom. All staff to enter the building with a face covering on and continue to do so until they reach their actual class. Face coverings are beneficial for short periods indoors where there is a risk of close social contact with people you do not usually meet and where social distancing and other measures cannot be maintained. The majority of staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of one metres from others. PPE is only needed in a very small number of cases including: 				

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		<ul style="list-style-type: none"> - 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 - if a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. Staff attending to these children must also wear a mask. - When staff carry out a physical restraint. - When staff support is required outside their normal class bubble - Within communal areas of school/staff room when required. - When visitors are in school working in classrooms and communal areas. - Administration of medication <p>Where a face covering is being used, both the mask and face should not be touched to avoid contamination from the wearer's hands. Any covering, if washable, should be washed daily. Face covering should be stored in a small case to avoid cross contamination when not in use.</p> <ul style="list-style-type: none"> • Face coverings should be changed if they have become damp or have been touched. • Children are not permitted to bring their own face mask into school. • Lidded bins to be positioned in all areas of the school for staff and students to dispose of used tissues, PPE and wipes. Staff to be reminded of their use via email. Bins to be labelled as a reminder. <p>Asymptomatic Weekly Routine Testing - Staff: All staff will be able to have access to routine testing once a week. The aim is to identify asymptomatic staff to reduce the level of potential infection within schools. An individual will only be told if they test positive on a 'lateral flow' test and will be advised that if they do not hear anything further to assume it was negative. A small number of individuals may need to repeat the test if the first test was invalid or void for some reason.</p>				

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		<p>Any member of staff who tests positive on the lateral flow test will not attend school(all testing to be completed on an evening at home, or on a morning at home before leaving work. If staff test positive they must self-isolate, inform school and take a further Polymerase Chain Reaction (PCR) test on the same day (or as soon as possible.) Please refer to home testing risk assessment pages</p>				
<p>III health/Reported cases</p>	<p>H</p>	<p>The local NE Health Protection Team should be informed of cases in schools. 01642 528474/ DFE 0800 046 8687 COVIDoutbreak@stockton.gov.uk</p> <ul style="list-style-type: none"> • Anyone who has coronavirus (COVID-19) symptoms, such as a raised temperature, a new continuous cough, or a loss or change to their sense of smell or taste, or who have someone in their household who does or have been advised by NHS Test & Trace to self-isolate, should not attend school and should follow the COVID-19: guidance for households with possible coronavirus (COVID-19) infection 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). • Other members of their household (including any siblings) should self-isolate for 10 days from when the symptomatic person first had symptoms • Where the staff member tests positive for COVID-19, action should be taken as per Government guidance Working Safely During COVID-19, In Offices and Contact Centres at sections 7.1.1 & 7.1.2. • Where cleaning is required following a member of the workforce becoming unwell with symptoms of COVID-19, follow the guidance in, COVID-19: Cleaning in non-healthcare settings outside the home. 	<p>Y</p>	<p>Head of HR Principal</p>	<p>13.03.20</p>	<p>H</p>

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> • The staff should continue to monitor themselves and their colleagues in light of a potentially symptomatic person. • If schools have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and must continue to work with their local health protection team who will be able to advise if additional action is required. • In consultation with the local Director of Public Health, where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. • Testing will first focus on the person's class, followed by their bubble, then the whole school if necessary, in line with routine public health outbreak control practice. • The Health Protection Team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate • Staff can book a <u>self referral test</u> if they have coronavirus symptoms, this must be done within the first 5 days of having symptoms. • People getting a test because they have symptoms and anyone living with them must stay at home until they get their results. • 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 and needs of the child, with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. • If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. 				

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		<ul style="list-style-type: none"> • The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else. • PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). • Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. • The area around the person with symptoms must be cleaned with normal household bleach after they have left to reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance. • More information on PPE use can be found in the safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE) guidance. 				
Spread of infection	H	<ul style="list-style-type: none"> • Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the Infection Control Policy, using PPE always. • Pupils who are unwell are not taken on school trips or permitted to enter public areas used for teaching, e.g. swimming pools. • A record is kept of pupils with impaired immune system or a medical condition that means they are vulnerable to infections. Pupil profiles are kept up-to-date and parents are asked to notify staff of any changes to their health. • The school nurse, in liaison with individuals’ medical professionals where necessary, reviews the needs of pupils who are vulnerable to infections. 	Y	Facilities and Premises Team Principal Vice Principal	16.03.20	M

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		<ul style="list-style-type: none"> Any additional provisions for pupils who are vulnerable to infections are put in place by the Principal, in liaison with the pupil's parents where necessary. Weekly welfare checks are made to ensure school keep in touch with pupils and families to continue to monitor the risk assessments for individual families and monitor the learning in progress. Staff can access infection control training https://www.virtual-college.co.uk/courses/health-and-safety/introduction-to-infection-prevention 				
Poor management of infectious diseases	H	<ul style="list-style-type: none"> Everyone is instructed to monitor themselves and others and look out for similar symptoms if a pupil or staff member has been sent home with suspected coronavirus. Staff are vigilant and report concerns about their own, a colleague's or a pupil's symptoms to the Senior Leadership Team. The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus. The Principal is informed by pupils' parents when pupils return to school after having coronavirus – the Principal informs the relevant staff. Staff inform HR and/or the Principal when they plan to return to work after having coronavirus. The Facilities and Premises Manager monitors the cleaning standards of school cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus. Pupils are grouped according to their tutor groups to reduce the number of people they will come into contact with. Transport will transport pupils in their tutor groups/bubbles where possible. 	Y	<p>Chief Executive</p> <p>Principal</p> <p>HR Facilities Manager</p>	13.03.20	M

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Lack of communication	H	<ul style="list-style-type: none"> School staff report immediately to the Principal about any cases of suspected coronavirus, even if they are unsure. The Principal liaises directly with the Chief Executive. The Principal contacts the local HPT immediately about any suspected cases of coronavirus, even if they are unsure, and discusses if any further action needs to be taken. Schools put into place any actions or precautions advised by their local HPT. Schools contact their local Health Protection Team (HPT) for specific recommendations for their school, e.g. boarding schools. For support/reporting please use the following number/e mail 01642 528474 COVIDoutbreak@stockton.gov.uk Further information on health protection and communicable diseases can be found on NHS and Government websites. Schools keep staff, pupils and parents adequately updated about any changes to infection control procedures, as necessary. The Principal/Chief Executive contact the DfE's helpline number for further advise if required Telephone:08000468687 Monday to Friday, 8am to 6pm 	Y	<p>Chief Executive</p> <p>Principal</p> <p>HR</p>	<p>13.03.20</p> <p>On-going</p>	M
Disruption to the running of the school and exams	H	<ul style="list-style-type: none"> The school has an up-to-date <u>Exam Contingency Plan</u> in place – the plan is reviewed, as necessary. The school has an up-to-date Business Continuity Plan in place – the plan is reviewed, as necessary. The school adheres to and keeps up to date with the latest local and national advice about school closures – advice is sought from the local HPT or DfE helpline where required. 	Y	<p>Principal</p>	<p>20.03.20</p>	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Preparing for a school closure	H	<ul style="list-style-type: none"> • The school communicates with parents via letter and text message as soon as possible about a school closure, the cancellation of any school trips or extra-curricular activities and plans for re-opening. • Pupils are informed via tutors about the school closure and what is expected of them should they need to work from home. • The Principal puts a plan in place to manage staff workload during school closure and during the re-opening phase. Support is offered for staff to manage their own wellbeing. • The Principal puts a plan in place for pupils' continued education during a school closure to ensure there is minimal disruption to pupils' learning – this includes a plan to monitor pupils' learning while not in school. • The Behavioural Policy and Staff Code of Conduct are always adhered to. • Communication lines are kept open between staff during a school closure – staff know to report to their line manager if there is an issue. • The Principal ensures all pupils have access to schoolwork and the necessary reading materials at home, prior to a school closure. • The Principal works with the ICT technicians to ensure that all technology used is accessible to all pupils – alternative arrangements are put in place where required. • The Principal liaises with the relevant organisations to ensure adequate provision is in place for all pupils to be able to work from home, e.g. learning support for Looked After Children • The Facilities and Premises Manager arranges for the school to be deep cleaned in the event there is a school closure. • The school manages the use of parents' and pupils' contact details in line with the Data Protection Policy and Records Management Policy, e.g. collecting emails to send schoolwork to the pupil. 	YES	Principal IT Team Facilities Manager	20.03.20	L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		Further advice can be sought from 01642 528474 COVIDoutbreak@stockton.gov.uk				
Preparing for the Re-Opening of Schools if required	H	<ul style="list-style-type: none"> • Provision is preliminary made for vulnerable students and those children of critical workers. • Over time, the provision is increased, with students accessing specific areas of the school. • Weekly communication is shared via email and text message to parents and carers. • The school communicates with parents via letter and text message as soon as possible about any plans to reopen the school. Information is also shared via the School website and Twitter • The Principal alongside ELT puts arrangements in place for staggered entry and exit times to the building. • The Principal ensures communication with the transport service as early as possible. The Principal to seek reassurance from the Transport service with regards to their procedures to ensure social distancing and robust hygiene. • Arrangements are made to ensure students accessing specific areas of school at any one time are reduced. • Handwashing and hand gel will be readily available upon entry to the site. • The Principal puts a plan in place to manage staff workload during the re-opening phase. Support is offered for staff to manage their own wellbeing. • The Principal puts a plan in place for those pupils' who continue to be home educated so that there is minimal disruption to pupils' learning – this includes a plan to monitor pupils' learning while not in school. • The Behavioural Policy and Staff Code of Conduct are always adhered to, even while working remotely. 	TBC	Principal Facilities and Premises Finance	June 2020	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> • Staff to carry gloves and apron in pockets / bags to wear in the event of physical intervention being necessary. These will also be available outside the Green Room and the Purple Room • Where physical intervention is used, support colleagues to put PPE on, including face shields if there is a risk of bodily fluid transmission (i.e. spitting) and take over the physical intervention • Communication lines are kept open between staff whether they are on site or continuing to work from home– staff know to report to their line manager if there is an issue. • The Principal works with the ICT technicians to ensure that relevant staff have access to Microsoft Teams. Webcams are placed in communal areas such as the staff room and main hall. • Tissues and suitable places for their disposal are made available in all areas of the school site. Separate pedal bins to be sourced and made available. Bins to be emptied at the end of each day by the cleaning team. Bins will be double bagged to reduce the risk of infection • The Principal liaises with the relevant organisations to ensure adequate provision is in place for all pupils to be able to return to school e.g. Virtual School for CYPIOC and Transport. • The Facilities and Premises Manager arranges for the school to be regularly deep cleaned. Fogging will be completed once a month in school. • The school continues to manage the use of parents' and pupils' contact details in line with the Data Protection Policy and Records Management Policy, e.g. collecting emails to send schoolwork to the pupils. • Removal unnecessary items from classrooms and other learning environments. • Removal of soft furnishings, soft toys and toys with intricate parts that are hard to clean. • Considering how equipment will be used – ensuring it is cleaned between groups of students using it. This includes play equipment. 				

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> • Timetabling the use of outdoor space for use. It is better to be outside, where possible, as it can limit transmission and more easily allow for social distancing. • Outdoor equipment is not used unless there is the ability to ensure that it is appropriately cleaned between groups using it. • Ensuring pupils from different groups do not mix – and especially not playing sports or games together. Pupils will be taught in normal group sizes as from March 8th 2021 				
Vacant premises when required	H	<ul style="list-style-type: none"> • The Principal and site manager remain on-call in case of an emergency or if access to the school is required. • Valuable school property and equipment is identified, and reasonable measures are in place to ensure security. • The site manager ensures the school premises is safe to return to before school activity resumes. • Any hazards are reported to the Principal as soon as possible and issues are resolved prior to staff and pupils returning to school. • The Principal ensures the school reopens only when it is safe and advisable to do so, in line with local and national advice. 	Y	Principal Facilities and Premises Manager Site Manager	20.03.20	M
Emergencies	H	<ul style="list-style-type: none"> • All staff and pupils' emergency contact details are up to date, including alternative emergency contact details, where required. • Pupils' parents are contacted as soon as practicable in the event of an emergency. • Staff and pupils' alternative contacts are contacted where their primary emergency contact cannot be contacted. • The school has an up to date First Aid Policy and Emergency plan in place which outlines the management of medical emergencies – medical emergencies are managed in line with this policy. • Fire Drill to be actioned as per usual arrangements. 	Y	EMT Data Manager	20.03.20	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> A member of the Senior Leadership Team and Designated Safeguarding Officer are on site every day. 				
Catering/ Lunchtimes	H	<ul style="list-style-type: none"> In order to keep to the requirements of social distancing the dining hall will not be open. Children will eat their lunch within the classroom. The catering team/ kitchen staff will provide hot lunches for those entitled to free school meals. Children may bring a packed lunch if they wish. All other children will be provided their own water cup with their name on the cup for drinking water. These cups will be washed and sanitised on a regular basis To reduce any risk, staff collect and bring the lunches to the classrooms. The use of trays will be used to deliver meals to classrooms these will be regularly cleaned and sanitised in order to eliminate any risk of infection. Tables will be cleaned before and after eating meals. Pupils and staff will require to wash their hands before and after meals. Meals will be eaten in well ventilated rooms and any food waste be returned to the school kitchen and disposed of in assigned food bins. Food bundles or FSM vouchers will be provided to those who are shielding/isolating or advised to remain at home. 	Y	Principal Head of Finance and Operations	May 2020	L
PPE	H	<ul style="list-style-type: none"> Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided. These will be provided for each classroom and assigned stations around school Staff will be instructed on how to remove gloves and aprons carefully to reduce contamination and how to dispose of them safely. Public Health guidance on the use of PPE (personal protective equipment) to protect against COVID-19 relates to health care settings. In all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours 	Y	Principal Facilities and Premises Team VP	April 2020	L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> Additional measures for First Aid see below All used PPE will be disposed of in assigned pedal bins in each classroom and designated areas. All bins will have lids to reduce infection rates 				
First Aid	H	<p>First Aiders</p> <ul style="list-style-type: none"> The school's first aid assessment has been reviewed to ensure an adequate provision, including at least one paediatric First Aider present at all times on site Appropriate PPE to be available to reduce the likelihood of infection transmission during first aid assessment or treatment. Advice from the St John Ambulance is available here. It is recommended that prior to any first aid intervention that the first aid uses PPE, gloves, aprons and if any risk of respiratory droplet a face visor. <p>Where first aid can be carried out by a member of staff in class bubbles. If not this will be administered by a whole school first aider.</p> <p>CPR</p> <ul style="list-style-type: none"> For children it is recommended that rescue breathing & compressions are given as per training. www.resus.org.uk. We accept that doing rescue breaths will increase the risk of transmitting the COVID-19 virus, either to the rescuer or the child/infant. However, this risk is small compared to the risk of taking no action as this will result in certain cardiac arrest and the death of the child. (a one way face mask is available within the first aid box this MUST be used) and also the visor which will be provided for each named First Aider In adults Compression only CPR can be used After performing compression-only CPR, all rescuers should wash their hands thoroughly with soap and water; alcohol-based hand gel is a convenient alternative. They should also seek advice from the NHS 111 coronavirus advice service or medical adviser. 	Y	Principal Vice Principals Leader of Professional Learning	May 2020	L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Mental Health	M	<ul style="list-style-type: none"> • Leadership will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help Reference - https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/ www.hse.gov.uk/stress • Staff will have access to Alliance Counselling Services anonymously and Qwell • Regular updates will be shared to offer reassurance to staff. The opportunity to speak to a member of SLT to be available each day. • Children will be allocated mental health and well-being sessions during the week to support mental health and well-being. • Pupils/staff/parents and cares will be signposted to a range of support mechanisms in relation to mental health via letters/notice boards and the school website 	Y	Principal Head of HR MHWL	On-going	L
Shielded and clinically vulnerable adults/children	H	<ul style="list-style-type: none"> • Currently Clinically Extremely Vulnerable staff are advised to stay at home. • Clinically vulnerable and extremely vulnerable individuals who return to school, should stay 2 metres away from others wherever possible. For those not returning, support measures should be put in place for them to access education/work remotely. • If the individual chooses to take on a role that does not allow for this distance and they have to spend time within 2 metres of other people, the individual must carefully assess and discuss it with senior management whether this involves an 	Y	Principal Head of HR VP	On-going	L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<p>acceptable level of risk. This discussion will be recorded and put in the staff member's personnel record.</p> <ul style="list-style-type: none"> • If parents of pupils with significant risk factors are concerned, we recommend schools discuss their individual risk assessments. • A copy of the process for carrying out individual, risk assessment for clinically vulnerable and clinically extremely vulnerable employees to assess their needs before a safe return to work is available here. • For further advice and guidance regarding the individual risk assessment process, please contact: <ul style="list-style-type: none"> • Human Resources: SMHR@stockton.gov.uk • Public Health: Public.HealthTeam@stockton.gov.uk • Health & Safety: healthandsafetyunit@stockton.gov.uk • School will also consider the potential concerns of pupils, parents and households who may be reluctant or anxious about returning and put the right support in place to address this. • This may include pupils who have themselves been shielding previously but have been advised that this is no longer necessary, those living in households where someone is clinically vulnerable, or those concerned about the comparatively increased risk from coronavirus (COVID-19), including those from Black, Asian and Minority Ethnic (BAME) backgrounds or who have certain conditions such as obesity and diabetes. • The Education Support Partnership provides a free helpline for school staff and targeted support for mental health and wellbeing. Information about the extra mental health support for pupils and teachers • Pregnant women are in the 'clinically vulnerable' category, and are generally advised to follow the above advice, which applies to all staff in schools. 				

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> School will conduct a risk assessment for pregnant women in line with the Management of Health and Safety at Work Regulations 1999 (MHSW). The Royal College of Obstetrics and Gynaecology (RCOG) has published <u>occupational health advice for employers and pregnant women</u>. This document includes advice for women from 28 weeks gestation or with underlying health conditions who may be at greater risk. We advise employers and pregnant women to follow this advice and to continue to monitor for future updates to it. 				

Cleaning	H	<ul style="list-style-type: none"> Cleaners are employed by the school to carry out daily cleaning, thorough cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy. The Facilities and Premises Team have a rota in place for sterile fogging. The Facilities and Premises Manager arranges enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the local HPT Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods. Deep cleaning all classroom prior to school opening and then daily according to cleaning schedule Regular cleaning of computer, telephones and other hard surface equipment All frequently touched surfaces, equipment, door handles, and toilets used during the day will need to be cleaned thoroughly throughout the day 	Y	Principal Facilities & Premises Manager	May 2020	M
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		<ul style="list-style-type: none"> • A tick box cleaning schedule will be produced to ensure all is being carried out. Additionally, caretakers will ensure spot checks of all areas • To limit the spread of the virus, no sharing of computers, desks. Staff should regularly clean their computers https://www.prevention.com/health/a31700300/how-to-clean-keyboard/and desks with bacterial wipes. • https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings 				
Vacant Premises	H	<ul style="list-style-type: none"> • Access to the school is restricted – additional security is arranged and put in place in line with the Security Policy. • The Principal and site manager remain on-call in case of an emergency or if access to the school is required. • External signage is visible to show that the school is closed and that access is restricted. • Valuable school property and equipment is identified and reasonable measures are in place to ensure security. • The site manager ensures the school premises is safe to return to before school activity resumes. • Any hazards are reported to the Principal as soon as possible and issues are resolved prior to staff and students returning to school. • The Principal ensures the school reopens only when it is safe and advisable to do so, in line with local and national advice. 	Y	Principal Facilities and Premises Manager Site Manager	20.03.20	M
Transport		<p>Dedicated school transport. The previous social distancing restriction on dedicated transport will not apply for the autumn term.</p> <ul style="list-style-type: none"> • Where possible LA transport will be expected to place pupils in transport groups on vehicles according to class bubbles. • use of hand sanitiser upon boarding and/or disembarking • additional cleaning of vehicles • organised queuing and boarding where possible • distancing within vehicles wherever possible • the use of face coverings for children (except those under the age of 11), where appropriate, for example, if they are likely to come into very close contact with people outside of their group or who they do not normally meet. 	Y	Principal Transport Lead	1/9/20	M

		<ul style="list-style-type: none"> Ensure transport staff bring children to the directed gate when called. This will be a separate area to where parents/carers will bring their children 				
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To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice - <https://www.publichealthengland.gov.uk/covid-19-coronavirus>

Resources

<https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020>

<https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands>

<https://www.nhs.uk/conditions/emollients>

COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable\

Lateral Flow Testing Risk Assessment

Introduction.

This risk assessment template has been prepared to assist relevant duty holders in their effective management of the risk to people and educational establishments during their participation in twice weekly asymptomatic testing of school's workforce, using lateral flow devices for Coronavirus (COVID-19).

Overview

The risk assessment template draws on the guidance published by the [Health and Safety Executive](#), [Gov.UK](#) the [National Health Service](#), [Public Health England](#) and the [Department for Education](#) in accordance with the COVID-19 secure principles.

Context

Many people with coronavirus (COVID-19) have mild, or even no symptoms, but can still spread the virus. With regular self-testing we can slow the spread and help protect the most vulnerable in our families and communities. All schools should offer regular twice weekly testing to their staff. Testing is not mandatory for staff and they do not need to provide proof of a negative test result to attend school or college in person, although participation in testing is strongly encouraged.

Basic Principles.

Schools should make it clear that a negative test result does not remove the risk of transmission. In some cases, someone who has tested negative may still have the undetected disease and be infectious. It is therefore essential that everyone continues to follow good hygiene and observe social distancing measures regardless of whether they have been tested.

The control measures follow the basic principles outlined in the current advice provided by government around safe social distancing, hand and respiratory hygiene, self awareness of risk group (extremely vulnerable, vulnerable, general population) and of symptoms of high temperature and / or new continuous cough, loss of, or change in, normal sense of taste or smell as a symptom which require self isolation for the case and household contacts.

Anyone with one or more symptoms of coronavirus should self-isolate and [book a test](#) or call 119.

This testing programme does not replace the current testing programme for those with symptoms. Anyone who is showing symptoms of coronavirus (COVID-19) will be required to self-isolate until the result from a lab-based polymerase chain reaction (PCR) test is known.

The Risk Assessment.

This document is intended to be a living document applicable for the duration as required.

It will therefore be subject to regular review and revision as change occurs and assessed needs direct in order to ensure its continued adequacy, in so far as it is reasonable practicable to do so. If events change on the day, dynamic assessment based upon professional judgement will direct the necessary additional control measures. As an employer, you must protect people from harm. This includes taking reasonable steps to protect your workers and others from coronavirus.

This is called a risk assessment and it will help you manage risk and protect people.

You must:

- identify what work activity or situations might cause transmission of the virus
- think about who could be at risk
- decide how likely it is that someone could be exposed

- act to remove the activity or situation, or if this isn't possible, control the risk.

Consultation.

Relevant duty holders should consult with their workforce and trade union representatives as part of putting measures in place. Involving them promotes ownership and demonstrates that you take their health and safety seriously.

Risk Assessment	School's Risk Management of COVID-19		
	Rapid Lateral Flow Testing of Primary and Nursery Workforce January 2021.		
	This document is current at the date published and should be completed in conjunction with reference to the latest publications on the DfE's Primary School's Document Sharing Platform		
School	Green Gates Academy		

Task/Activity:	Conducting Lateral Flow Testing for School's Workforce
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Author:	Melanie Lyons	Date:	01/03/21
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Quality Assurance Check by Manager / Line Manager	ELT Team	Date:	03/03/21
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Activity to Manage	Current Control Measures	Additional Control Measures	Action by who?	Action by when?	Done
Task / Activity		Any there any other specific control measures that the School will adopt?	Assign this control measure to a nominated person.	Give a deadline for this.	Record when this was completed.

Activity to Manage	Current Control Measures	Additional Control Measures	Action by who?	Action by when?	Done
Receiving Test Kits	Inspect the Testing Kits to confirm that the expected quantity and type of Testing Kits have been delivered and that they have been supplied with the correct Instructions for Use as set out in the SOP, V 1.3.2 dated 15 th January.	<p>Call the DfE Coronavirus helpline 0800 046 8687 if your test kits do not arrive or are damaged</p> <p>Test kits need to be stored a secure environment in temperatures between 2° C and 30° C .</p>	<p>Mly</p> <p>Mly</p>	<p>15/01/21</p> <p>15/01/21</p>	<p>Yes</p> <p>Yes</p>
COVID-19 Coordinators and Registration Assistants.	These roles may be fulfilled by the same person.	Coordinators and Registration Assistants should ensure that an appropriate face covering is worn and ensure social distancing of 2 mts is maintained when issuing kits or recording results.	Mly	15/01/21	Yes
Testing Preparations, Users.	<p>Use a separate test kit for each person.</p> <p>You can only use each item in the test kit once. Do not re-use the items.</p> <p>You'll need to report each person's result.</p> <p>If you have problems with your hands or vision, you may need someone to assist you with the swabbing and testing process.</p>	<p>Store the test kit at room temperature or in a cool dry place between 2° C to 30° C.</p> <p>Do not leave in direct sunlight and do not store in a fridge or freezer.</p> <p>The kit should be used at room temperature (15°C to 30°C).</p>	Mly	15/01/21	Yes

Activity to Manage	Current Control Measures	Additional Control Measures	Action by who?	Action by when?	Done
	<p>If you have a nose piercing, swab the other nostril. If pierced on both sides, remove the piercing on one side before swabbing.</p> <p>If you've had a nosebleed within the last 24 hours, swab the other nostril or wait 24 hours.</p> <p>Do not eat or drink for at least 30 minutes before doing the test to reduce the risk of spoiling the test.</p> <p>If there is a reason you cannot take a throat swab, instead swab both nostrils.</p>	<p>If the kit has been stored in a cool area (less than 15°C), leave it at normal room temperature for 30 minutes before using.</p> <p>Keep the test kit away from children.</p>			
Testing Procedure.	Users must follow the instructions provided within the Step-by-Step guide provided with the test kit.	A Youtube video is available here: How to do a COVID -19 Self Test	Mly	12/2/21	Yes
Positive Results	<p>Positive results.</p> <p>If users get a positive result, it means you are currently infected with coronavirus and risk infecting others.</p> <p>When you report your result, you will be provided with further information on the next steps to take.</p>	<p>You, anyone who lives with you, and anyone in your support bubble, must self-isolate in accordance with current national and local guidance, which can be found at https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/</p>	Mly	12/2/21	Yes

Activity to Manage	Current Control Measures	Additional Control Measures	Action by who?	Action by when?	Done
	<p>Please note, your results will be identified as an LFD (Lateral Flow Device) result on the text message you will receive.</p>	<p>The test is more likely to give a positive result if someone has high levels of coronavirus (COVID-19).</p> <p>This means that it is most likely to detect the people who are currently infectious and need to immediately self-isolate.</p>			
Negative Results	<p>If you get a negative result, it is likely that you were not infectious at the time the test was taken.</p> <p>A negative test result, however, is not a guarantee that you do not have coronavirus.</p> <p>If you test negative, you must continue to follow national and local rules and guidelines including regular handwashing, social distancing and wearing face coverings, where required.</p>	<p>If you develop symptoms of a high temperature, a new, continuous cough or a loss or change to your sense of taste or smell you and your household must self-isolate and get another test at https://www.gov.uk/get-coronavirus-test or by calling the customer contact centre on 119.</p> <p>Lines open every day, 7am to 11 pm.</p>	Mly	12/2/21	Yes
Void results	<p>User's obtaining a void result means the test has not run correctly.</p> <p>The user will need to take another test.</p> <p>Use a new test kit and do not reuse anything from the first kit.</p>	<p>If you do not have another test available, you may take a different type of test through the NHS COVID-19 app, or by visiting https://www.gov.uk/get-coronavirus-test or by calling the customer contact centre on 119.</p>	Mly	12/02/21	Yes

Activity to Manage	Current Control Measures	Additional Control Measures	Action by who?	Action by when?	Done
		Lines open every day, 7am to 11pm.			
Disposal of Test Kits.	Once the user's test is complete, put all of the used test kit contents in the waste bag provided.	Put in your general household waste.	Mly	12/2/21	Yes
Non Reporting	<p>Testing is important because staff could be carrying the virus without knowing it and may spread it to others.</p> <p>Testing all staff without symptoms will support schools and nurseries to continue to operate.</p> <p>Users failing to report positive findings risk exposing their colleagues and others to infection, perpetuating uncontrolled community transmission which may result in serious ill health and in some instances, prove fatal.</p>	<p>Staff remain at liberty to decline participating in this scheme.</p> <p>However, their participation will effectively contribute to combating workplace and sustained community transmission of infection.</p> <p>Testing will help to break chains of transmission.</p> <p>Staff need to:</p> <ul style="list-style-type: none"> • carry out twice weekly testing at home (3 to 4 days apart) before they come into the workplace in the morning • maintain 'hands-face-space'. 	Mly	12/2/21	Yes
Poor Uptake	<p>Staff remain at liberty to decline participating in this scheme.</p> <p>However, as one in three people having Coronavirus COVID-19 do not display symptoms, their participation will effectively contribute to combating workplace and sustained community</p>		Mly	12/2/21	Yes

Activity to Manage	Current Control Measures	Additional Control Measures	Action by who?	Action by when?	Done
	<p>transmission of infection, actively preserving the health and life of others.</p> <p>Testing will help to break chains of transmission.</p>				
Communications	<p>Resources are available to facilitate effective and efficient delivery of the Lateral Flow Testing on the Document Sharing Platform</p> <p>All staff to attend training during allocated staff meeting. Any staff absent will be sent a copy of the presentation/shown a demonstration</p>	<p>A Youtube video is available here: How to do a COVID -19 Self Test</p>	Mly	12/2/21	Yes
Issuing Test Kits.	<p>The school shall ensure that test kits are only issued solely for the purpose of testing in accordance with the terms and conditions set out by the Department of Health and Social Care.</p>	<p>Testing by test subjects shall not commence before 25th January 2021.</p> <p>People who decline to participate in this testing programme should follow the usual national guidelines on self-isolation and get tested if they show symptoms.</p>	Mly	12/2/21	Yes
Test Kit Logs	<p>The person issuing test kits to staff must record on The Test Kit Log:</p> <ul style="list-style-type: none"> • Name of school • Name of person issuing the test 	<p>The template for the Test Kit Log is available on the Document Sharing Platform</p>	<p>Test Kit Issuer</p> <p>Mly</p>	12/02/21	Yes

Activity to Manage	Current Control Measures	Additional Control Measures	Action by who?	Action by when?	Done
	<ul style="list-style-type: none"> Date of issue Lot No of test kit Confirm receipt of new instructions for use Name of person tested. 				
GDPR	Each party shall process personal data under or in connection with the terms and conditions set out by the Department of Health and Social Care.	<p>In carrying out its obligations under these terms and conditions each party shall comply with its obligations under the :</p> <ul style="list-style-type: none"> Data Protection Act 2018 and the General Data Protection Regulations. 	Mly	12/2/21	Yes
	Each party shall be a controller in respect of the information that it processes in connection with these terms and conditions.		Mly	12/2/21	Yes
	The School shall be the data controller in respect of the personal data it collects from or relating to Test Subjects, including in completing the Test Kit Log		Mly	12/2/21	Yes
	The Department of Health and Social Care shall be the data controller in respect of any personal data it receives from the School in the completed Test Kit Log and in respect of any personal data processed through the NHS Test and Trace digital system.		Mly	12/2/21	Yes
Privacy Notices	School leaders should ensure that staff read and understand both the Privacy Notice and the DH&SC COVID-19 Privacy Notice to understand how	The Data Controller, the school shall process the following in relation to workforce tests:	Mly	12/2/21	Yes

Activity to Manage	Current Control Measures	Additional Control Measures	Action by who?	Action by when?	Done
	workforce personal data is used prior to taking a test.	<ul style="list-style-type: none"> Name Unique code assigned to each individual test and which will become the primary reference number for the tests. Test result 			
Confidentiality	Each party shall take all proper steps to keep confidential all Confidential Information of any other party which is disclosed to or obtained by it under or as a result of these terms and conditions.	The School shall 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.	Mly	12/2/21	Yes
Incident Reporting	<p>Incidents</p> <p>The school should raise a Yellow card if there are any issues arising potentially affecting the quality or safety of testing.</p> <p>For example, repeated void tests, leaking or damaged tubes.</p> <p>Such incidents should be reported on the DfE Helpline.</p> <p>Participants should inform school about ongoing test-related problems, so that they can check if this is a wider issue across other users.</p>	<p>Clinical Incidents.</p> <p>If there is a clinical incident which led or has potential to harm, participants are advised to report it onhttps://coronavirussyellowcard.mhra.gov.uk</p> <p>This is not for seeking immediate medical care. Medical care should be sought through the usual route of contacting NHS 111 or for a medical emergency dial 999.</p>	Mly	12/2/21	Yes
Latest Resources	Schools can access the latest guidance on the Document Sharing Platform	<p>Schools and nurseries in England can raise questions, concerns or report issues via the DfE coronavirus helpline on 0800 046 8687 .</p> <p>Monday to Friday: 8am to 6pm</p>	Mly	12/2/21	Yes

Activity to Manage	Current Control Measures	Additional Control Measures	Action by who?	Action by when?	Done
		Saturday and Sunday: 10am to 6pm			

Reviewers	Name	Date	Comments
1 st Review by			
QA Check by			
2 nd Review by			
QA Check by			
3 rd Review by			
QA Check by			

Date	Revisions - state changes introduced

<https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020>

<https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands>

<https://www.nhs.uk/conditions/emollients>

[COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable](#)

<https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/send-and-specialist-settings-additional-operational-guidance-coronavirus-covid-19#contents>

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/984861/FINAL_cleared_SEND_Guidance_10_May.pdf

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/985138/10_May_Schools_Guidance.pdf

Staying COVID-19 Secure in 2020

We confirm we have complied with the government's guidance on managing the risk of COVID-19

• FIVE STEPS TO SAFER WORKING TOGETHER •

- ✓ We have carried out a **COVID-19 risk assessment** and shared the results with the people who work here
- ✓ We have **cleaning, handwashing and hygiene procedures** in line with guidance
- ✓ We have taken all reasonable steps to **help people work from home**
- ✓ We have taken all reasonable steps to **maintain a 2m distance** in the workplace
- ✓ Where people cannot be 2m apart, we have done everything practical to **manage transmission risk**

Employer _____ Date _____

Who to contact: _____ Your Health and Safety Representative
(or the Health and Safety Executive at www.hse.gov.uk or 0300 003 1647)