

# Risk Assessment Form

<b>Department:</b> <i>Halesbury School</i>	<b>Service:</b> <i>Education</i>	<b>Reference:</b> <i>V11</i>
<b>Activity:</b> <i>Full School Operation during COVID-19</i>	<b>Site:</b> <i>Halesbury School</i>	
<b>People at Risk:</b> <i>Staff, pupils and visitors</i>	<b>Additional Information:</b> <i>Written in respect of the Corona Virus</i>	
<b>Name of Person Completing Form:</b> <i>John Kulyk</i> <b>Date:</b> <i>27/01/2022</i>		<b>Job Title:</b> <i>Head Teacher</i>
<b>Review Date:</b> <i>As new guidance is released</i>		

Hazard	Risk	Initial Rating L, M, H	Existing Control Measures	Final Rating L, M, H	Additional Action Required (action by whom and completion date – use separate Action Plan if necessary)
<p><i>Staff/pupils/parents/visitors</i> <b>unaware of policies and procedures</b></p>	<p><i>Infection transmission due to poor awareness of policies and procedures implemented to reduce the risk of spread of infection.</i></p>	<b>H</b>	<p><i>All staff are made aware of the policies and documented procedures in place to reduce the risk of spreading the infection via email. These include:</i></p> <ul style="list-style-type: none"> <li>- <b><u>Health and Safety Policy</u></b></li> <li>- <b><u>Infection Control Policy</u></b></li> <li>- <b><u>First Aid Policy</u></b></li> <li>- <b><u>Remote Learning Policy</u></b></li> <li>- <b><u>Safeguarding Policy Addendum – COVID-19</u></b></li> <li>- <b><u>Halesbury COVID-19 Contingency Plan</u></b></li> <li>- <b><u>DfE and DHSC (2021) ‘Mass asymptomatic testing: schools and colleges’</u></b></li> <li>- <b><u>Lateral Flow Testing Risk Assessment</u></b></li> </ul> <p><i>Staff receive any necessary information on measures that have been implemented that are relevant to their role, e.g. infection control and pupil wellbeing.</i></p> <p><i>The Head Teacher keeps up-to-date with advice issued by, but not limited to, the following:</i></p> <ul style="list-style-type: none"> <li>- <i>DfE</i></li> <li>- <i>NHS</i></li> <li>- <i>PHE</i></li> <li>- <i>Department of Health and Social Care</i></li> </ul>	<b>H</b>	<p><i>Senior leaders should ensure they are aware of current guidance and legislation in respect of whole school operations during the COVID-19 pandemic including, but not limited to:</i></p> <ul style="list-style-type: none"> <li>- <i>Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013</i></li> <li>- <a href="#"><u>Actions for schools during the coronavirus outbreak</u></a></li> <li>- <a href="#"><u>SEND and specialist settings: additional COVID-19 operational guidance</u></a></li> </ul> <p><i>Every manager needs to ensure that policies and procedures are</i></p>

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			<p>- The school's local health protection team (HPT)</p> <p>All staff have received a copy of the Infection Control Policy, and are updated via email and briefings regarding COVID management procedures and processes in school regularly.</p> <p>Posters around school the school convey the requirement to return home if experiencing Coronavirus symptoms, maintain good respiratory and hand hygiene, and how to navigate the school safely.</p> <p>All the above documents as well as the Full School Operation During COVID-19 risk assessment is available on the school website for all stakeholders and visitors.</p> <p>Parents/carers are made aware of document updates via ParentHub, text or letters.</p> <p>Pupils/students are supported to follow guidance through teaching in classrooms.</p>		<p>being implemented and followed consistently including supply staff and visitors.</p> <p>The senior leadership team should review relevant school policies to ensure they account for new provisions.</p>
<p>Transmission of Covid19 among staff, pupils and visitors due to <b>poor hand and respiratory hygiene</b></p>	<p>Infection transmission due to poor awareness and implementation of hand and respiratory hygiene</p>	H	<p>All pupils, staff and visitors should wash or sanitise hands on arrival and regularly throughout the day including when they arrive at school, when they return from breaks, when they change rooms, and before and after eating.</p> <p>Hand sanitiser is provided in all rooms.</p> <p>Pupils to be supervised by staff, where appropriate to age and/or understanding, for example when using hand sanitiser to ensure they do not ingest any.</p>	H	<p>It is the responsibility of all staff receiving visitors from outside agencies to ensure they have received the information and training to manage infection control in line with their tasks.</p>

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			<p><i>Younger pupils and those with complex needs are supported with hand and respiratory hygiene practices, however, these routines are capped where the constant need to maintain good hygiene would have a negative impact on learning and mental health.</i></p> <p><b>Staff, visitors and secondary pupils are encouraged to wear a face covering in communal areas unless teaching or exempt, although this is no longer a requirement.</b></p> <p><i>Pupils in year 7+ are educated in how to put on, remove and store face coverings safely.</i></p> <p><b>We encourage all pupils and staff year 7+ to bring a face covering to school every day to be worn in poorly ventilated and/or overcrowded areas e.g. on school transport, P.P.A. room, medical room. Face coverings are no longer a requirement.</b></p> <p><i>Staff have been emailed and asked to carefully read the Infection Control Policy, informing them of school procedures in line with their tasks.</i></p> <p><i>'Catch it, Kill it, Bin it' notices are displayed around school reminding staff and pupils to cough/sneeze into a tissue or elbow, put used tissues into a lidded bin immediately and wash hands thoroughly.</i></p> <p><i>Pupils are encouraged not to touch their faces or those of others, however many of our pupils are not able to manage such impulses or have any awareness of the action.</i></p> <p><i>Information is displayed in many areas of the school, listing</i></p>		

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			<p><i>symptoms of Covid 19 and promoting personal hygiene.</i></p> <p><i>Hand sanitiser or soap &amp; water, tissues and bins are available in all areas, including entrances/exits.</i></p>		
<p><i>Crowded and poorly ventilated areas</i></p>	<p><i>Spread of infection due to overcrowding and poor ventilation.</i></p>	<p><i>H</i></p>	<p><i>While there are cases in our school community, and crowded and/or poorly ventilated areas cannot be avoided, managers should encourage staff and volunteers to identify beforehand which tasks must be done in these areas or situations and consider:</i></p> <ul style="list-style-type: none"> <li><i>• If a different location with better ventilation could be used</i></li> <li><i>• Limiting the time in the room</i></li> <li><i>• Limiting the amount of people in the room</i></li> <li><i>• Reduce the frequency of the gatherings</i></li> <li><i>• Engaging remotely</i></li> </ul> <p><i>Staff ensure rooms are always well ventilated, and classrooms are kept at the right temperature.</i></p> <p><i>CO2 monitors are placed in most occupied rooms. Class staff monitor CO2 levels and adjust ventilation accordingly.</i></p> <p><i>Leaders and admin staff ensure teachers, peripatetic teachers and other temporary staff members are aware of our procedures and processes for managing the risks.</i></p> <p><i>Pupils age 11 and over are encouraged to wear a face covering on <u>public transport</u> and <u>dedicated school transport</u> if they are able and can handle them safely.</i></p> <p><i>Hand sanitiser should be used upon alighting and boarding school vehicles.</i></p>	<p><i>H</i></p>	

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			<p><i>It is Pupils, parents/carers are still encouraged to avoid using public transport where possible and to walk, cycle or scoot where appropriate.</i></p> <p><i>Staff are encouraged to use remote communication with other staff where this will have no negative impact in the task.</i></p> <p><i>A record is kept of all visitors and contractors that come to the school site on our InVentry system which can be used if called upon to assist with tracing close contacts of a positive case.</i></p> <p><i>The new Pathways Curriculum has reduced mixing and overcrowding of classes, while still delivering a broad education suited to the needs of our pupils.</i></p> <p><i>A one way system is in place in a narrow corridor to minimise overcrowding and accidents.</i></p> <p><i>Some lessons may take place outside, weather permitting e.g. in the secondary outside classroom.</i></p> <p><i>PE lessons take place outside where possible and pupils are kept in consistent groups.</i></p> <p><i>Educational trips are encouraged. A separate risk assessment is undertaken for all trips to determine whether they can be undertaken safely.</i></p>		
	<p><i>Overcrowding of pupils at any time including lunch, break times and toileting.</i></p>		<p><i>Classes continue to have staggered breaks to avoid overcrowding in some areas.</i></p>		

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Transmission of Covid19 in staff only areas.	Overcrowding in staff areas e.g. staffroom, P.P.A. room, reprographics areas.	H	<p>Small, unventilated rooms will continue to have a person limit number on the door and/or CO2 levels monitored.</p> <p>Staff break areas have soap and water or hand sanitiser available.</p> <p>Shared areas to be kept well ventilated.</p> <p>Cleaning spray or wipes are provided for all rooms. In shared areas staff are required to clean their space before and after use.</p> <p>Most classrooms now have kitchenettes to reduce overcrowding in staff only areas.</p>	M	<p>Ensure sanitising wipes are always available by photocopiers.</p> <p>Visual reminders to wipe equipment before and after use should be displayed.</p>
	Transmission of virus during staff Meetings	H	<p>Staff meetings will continue to be held via Teams where this will not have a negative impact on the proceedings.</p> <p>Areas where staff gather for meetings will be kept well ventilated and face coverings are advised in crowded and enclosed spaces when meeting with staff they do not normally work with.</p>	L	
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Transmission of virus in <b>intimate care and First Aid</b> situations.	Intimate care procedures put staff and pupils at greatly increased of viral transmission through close contact and managing	H	<p>Pupils have always been encouraged and supported to manage their own personal care.</p> <p>The Infection Control Policy has been emailed to all staff and is available on the shared area of the school network and on the school website.</p> <p>Where first aid treatment is required, staff should follow the usual infection control procedures for first aid.</p>	M	

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	waste contaminated with bodily fluids/solids.		<p><i>PPE need only be worn if:</i></p> <ul style="list-style-type: none"> <li>• <i>An individual care plan includes the use of PPE</i></li> <li>• <i>The individual is displaying COVID symptoms</i></li> </ul> <p><i>Frequently touched areas much be cleaned and disinfected between each use.</i></p> <p><i>PPE is available for staff to use in the first aid room, and grab packs are available for use in classrooms.</i></p> <p><i>All touched surfaces and items should be disinfected after use.</i></p> <p><i>PPE should be removed safely following the procedure in the displayed PHE poster in care rooms and the first aid room, and disposed of in a lidded, yellow bagged bin.</i></p> <p><i>Staff routinely wash their hands for more than 20 seconds with soap and water after supporting pupils with intimate care.</i></p> <p><i>Any soiled clothing should be double bagged and sent home.</i></p>		
Cross infection due to <b>lack of PPE</b> for staff.	Staff/pupils not protected in close contact situations from transmission of the virus.	H	<p><i>PPE available includes:</i></p> <p><i>Type IIR fluid repellent face masks</i></p> <p><i>Visors</i></p> <p><i>Gloves</i></p> <p><i>Aprons</i></p> <p><i>Hand sanitiser no less than 60% alcohol based</i></p> <p><i>Cleaning products including disinfectant, virucidal wipes and disposable cloths.</i></p>	L	All staff should reminded of the need to report PPE shortages immediately to the admin team.

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Over-crowding at main entrance at the start/end of the day.	Pupils and staff gathering at the front entrance causing overcrowding.	H	<p>Staff, pupils and their parents/carers arrive at their usual time and have been asked to be considerate towards those who wish/need to maintain social distancing.</p> <p>All parents/carers wait outside.</p> <p>Face coverings are encouraged in communal areas for staff, visitors and secondary pupils, but no longer required.</p> <p>Staff and parents are encouraged to exchange information by email or phone to avoid overcrowding at the front entrance.</p> <p>Pupils arriving at the rear of the school alight from taxis one line at a time. Pupils year 7+ are encouraged to wear a face covering on transport if able.</p>	L	
Use of shared equipment and furniture.	Transmission of the virus on small, large equipment, furniture and surfaces in shared rooms.	H	<p>Regular cleaning of surfaces and equipment in classrooms by staff on duty.</p> <p>Areas where there is a regular change of occupants are cleaned throughout the day e.g. reception waiting area, minibus, shared classes and facilities</p> <p>Pupils are encouraged to bring in their own drinks bottles.</p> <p>ICT equipment including computer keyboards and iPads will be thoroughly sanitised before use.</p> <p>Equipment shared between classes are cleaned before use or set aside for 48 hours (72 hours for plastics).</p> <p>Where possible, the class will have their own set of items which are regularly used e.g. Paintbrushes, colouring pencils, crayons.</p>	M	

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<i>Anxiety and distress caused by poor communication with parents and carers.</i>	<i>Poor pupil attendance and limited access to support for pupils and families.</i>  <i>Increased anxiety levels for pupils returning to school.</i>	<b>H</b>	<i>Parents are able to contact the school via telephone, class teachers via email and Class Dojo</i>  <i>Regular updates are sent out to parents/carers via ParentHub.</i>  <i>The school website is kept up to date with new information as it becomes available.</i>  <i>Parents are advised to read the risk assessment on the school website.</i>  <i>All staff, pupils and volunteers are made aware of the symptoms of coronavirus, what to do if they display symptoms or are a close contact of a positive case..</i>	<b>H</b>	
<i>Inadequate staffing levels</i>	<i>Pupil safety may be compromised due to low staffing levels.</i>	<b>H</b>	<i>All staff and pupils are expected to attend school. CEV staff and pupils are advised, as a minimum, to follow the same guidance as everyone else.</i>  <i>Staff are required to phone in before start of school day if they cannot attend, following the staff absence procedure.</i>  <i>Supply staff will be brought into school where needed to maintain staffing levels.</i>	<b>M</b>	<i>Managers should ensure that lists of clinically extremely vulnerable staff and pupils are up to date.</i>  <i>The HR Officer and Head Teacher should ensure all staff risk assessments are kept up to date.</i>
<i>Insufficient cleaning</i>	<i>Virus can remain on items for a number of days, enabling it to spread.</i>	<b>H</b>	<i>Cleaning is enhanced with extra hours of cleaning during the day.</i> <ul style="list-style-type: none"> <li>• <i>More frequent cleaning of rooms and shared areas (including specialist classrooms, communal areas, offices, eating areas) that are used by different groups.</i></li> <li>• <i>Frequently touched surfaces being cleaned more often than normal.</i></li> <li>• <i>Toilets cleaned during the day.</i></li> </ul> <i>All areas that remain temporarily closed or partially closed, for cleaning or infection control purposes, are clearly identified.</i>	<b>M</b>	

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			<p><i>Adequate amounts of suitable cleaning agents are available.</i></p> <p><i>PPE is to be worn for deep cleaning, in areas where someone has experienced symptoms of coronavirus or in instances where body fluids/solids may be present. Cleaning staff are informed where symptomatic cases have been cared for.</i></p> <p><i>Staff in each class will be responsible for cleaning frequently touched or used items and surfaces in their areas throughout the day.</i></p> <p><i>For further information on <a href="#">government guidance</a> ('COVID-19: cleaning of non-healthcare settings')</i></p>		
<i>Pupils/staff bringing potentially contaminated items into school.</i>	<i>Risk to the whole school community through introduction/spread of infection from unnecessary items being brought into school.</i>	<i>H</i>	<p><i>Pupils only bring essential items to school each day, e.g. lunch boxes, hats, coats, books, stationery (and mobile phones for independent travellers in KS4 only).</i></p> <p><i>Any shared resources that need to be taken home by pupils and staff are appropriately cleaned or a rotation is put in place.</i></p> <p><i>Parents are advised of the need for pupils to bring in essential items only.</i></p> <p><i>Pupils in years 7 and above are encouraged to bring face coverings to school, which should be clean every day.</i></p>	<i>M</i>	
<i>Contact with potential or confirmed coronavirus cases</i>	<i>Virus could be spread among school community posing a high health risk.</i>	<i>H</i>	<p><i>Anyone who displays symptoms of coronavirus, or who has tested positive in the last 10 days, will not be permitted entry to the school grounds, <u>unless</u> they have received 2 negative LFD test results taken 24 hours from days 5 and 6 onwards, do not have a high temperature and are feeling well enough.</i></p> <p><i>Pupils, staff and other adults do not enter the school premises if:</i></p>	<i>L</i>	<i>SLT and admin must have access to latest version of COVID-19 SOP.</i>

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	<p><i>Pupils experiencing symptoms but not able to identify or communicate how they are feeling.</i></p>		<ul style="list-style-type: none"> <li>- <i>They have any symptoms of coronavirus.</i></li> <li>- <i>They have tested positive for coronavirus and are within their self-isolation period</i></li> <li>- <i>Pupils and staff arriving into the UK will be required to follow the guidance <a href="#">Travel to England from another country during coronavirus (COVID-19)</a></i></li> </ul> <p><i>Parents are informed via letter, ParentHub, text phone or email not to bring their children onto the school premises if they show symptoms of, or have tested positive for coronavirus.</i></p> <p><i>Notices at entrance clearly state those with symptoms should go straight home without using public transport and get a test.</i></p> <p><i>Staff and parents/carers must inform school of any absence following the usual school procedures.</i></p> <p><i>All staff are regularly reminded of how to manage symptomatic cases in school.</i></p> <p><i>COVID-19 Standard Operating Procedure for Dudley is followed where any member of the school community, or someone in their household, reports illness.</i></p> <p><i>Positive cases are reported to Dudley Council through the Infectious Disease Notification and Management System.</i></p> <p><i>Any adult experiencing the onset of symptoms while onsite are required to:</i></p> <ul style="list-style-type: none"> <li>• <i>Inform SLT</i></li> <li>• <i>Go straight home (not on public transport)</i></li> <li>• <i>Self-Isolate</i></li> <li>• <i>Get a PCR test</i></li> </ul>		

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			<ul style="list-style-type: none"> <li>• <i>Inform school of results</i></li> </ul> <p><i>Procedure for staff members working with an ill pupil are as follows:</i></p> <ul style="list-style-type: none"> <li>• <i>Isolate the pupil away from others, preferably in a separate, well ventilated room, and near a toilet. The medical room should not be used for holding symptomatic pupils.</i></li> <li>• <i>Parents/carers are contacted to request collection as soon as possible.</i></li> <li>• <i>A member of staff will supervise the pupil until collected by parent/carer.</i></li> <li>• <i>Any rooms used by isolating pupil are made as being out of use by anyone else until vacated, cleaned and disinfected.</i></li> <li>• <i>Staff are required to wear PPE: gloves, apron, mask (type 2R BFE98%) and visor if 2 metres distance from the pupil cannot be maintained. As a minimum staff should use PPE in accordance with the Intimate care Policy and pupil's Care Plan if they have one.</i></li> <li>• <i>Staff will call for emergency assistance immediately (9 for outside line, followed by 999) if the pupil's symptoms worsen significantly.</i></li> <li>• <i>Contaminated fabrics belonging to the pupil which cannot be worn (due to spillages of bodily fluids for example) will be double bagged and sent home with the pupil.</i></li> <li>• <i>Parents/carers collecting the pupil will be given information regarding isolation and testing.</i></li> <li>• <i>Staff member/duty cleaner will wear PPE to thoroughly clean and disinfect all equipment, surfaces and door/window handles used before the room or area can used by others.</i></li> <li>• <i>Contaminated fabrics belonging to the school are to be bagged, transported to washing machine.</i></li> <li>• <i>Staff member will remove and dispose of all PPE used into</i></li> </ul>		

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			<p><i>the yellow bag provided in accordance with guidance.</i></p> <ul style="list-style-type: none"> <li>• <i>Strict handwashing for 20 seconds under running water should be undertaken before leaving the room.</i></li> </ul> <p><i>If a test returns a positive result, the school will follow the Dudley SOP.</i></p> <p><b><i>Close contacts in schools are now identified by <a href="#">NHS Test and Trace</a> and education settings are not expected to undertake contact tracing. NHS Test and Trace will work with the positive case and/or their parent to identify close contacts. The school may be contacted in exceptional cases to help with identifying close contacts, as currently happens in managing other infectious diseases. Records are kept up to date to support in this instance.</i></b></p> <p><b><i>From 14 December 2021, adults who are fully vaccinated and all children and young people aged between 5 and 18 years and 6 months identified as a contact of someone with COVID-19 are strongly advised to take a LFD test every day for 7 days and <u>continue to attend their setting as normal</u>, unless they have a positive test result.</i></b></p> <p><b><i>Daily testing of close contacts applies to all contacts who are:</i></b></p> <ul style="list-style-type: none"> <li>• <b><i>fully vaccinated adults – people who have had 2 doses of an approved vaccine</i></b></li> <li>• <b><i>all children and young people aged 5 to 18 years and 6 months, regardless of their vaccination status</i></b></li> <li>• <b><i>people who are not able to get vaccinated for medical reasons</i></b></li> <li>• <b><i>people taking part, or have taken part, in an approved</i></b></li> </ul>		

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			<p><b>clinical trial for a COVID-19 vaccine</b>  <b>Children under 5 years are exempt from self-isolation and do not need to take part in daily testing of close contacts.</b></p> <p><i>Unvaccinated adults age 18 years and 6 months plus are required to self-isolate if they are identified as a close contact of a positive case.</i></p> <p><i>The school will work with the local Health Protection Team in the event of a local outbreak.</i></p> <p><i>All symptomatic cases are recorded in line with DFE, NHS Test and Trace and LA guidance.</i></p> <p><i>In the event of an outbreak the school will follow guidance received which may include tighter restrictions e.g. mask wearing in class or a temporary return to bubbles.</i></p> <p><i>A COVID-19 Contingency Plan is in place and shared with all stakeholders.</i></p>		
<p><b>Positive or symptomatic cases detected on site</b></p>	<p><b>Widening spread of infection throughout the school due to asymptomatic cases or those developing symptoms on</b></p>		<p><b>Staff and secondary pupils are asked to take LFD tests before attending school on Mondays and Thursdays, and report the results to covidtestresults@halesbury.dudley.sch.uk. The school retains a small test centre on site to test those who cannot test themselves. Families can contact the school to request onsite testing.</b></p> <p><b>Anyone who becomes symptomatic or tests positive on a LFD on site is advised to self-isolate immediately and get a PCR test within 2 days.</b></p>		

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	<i>site.</i>		<p><i>In all cases advice and support is provided.</i></p> <p><i>Anyone who tests positive for coronavirus will be required to self-isolate for 10 days. The isolation period may be ended early if negative LFD tests are returned from days 5 and 6 of self-isolation onwards. The second LFD test should be taken at least 24 hours later. If 2 negative test results are received on 2 consecutive days from day 5 onwards and there is no high temperature, self-isolation can be ended after the second negative test result. <u>The school will ask for evidence of the negative lateral flow tests sent to <a href="mailto:covidtestresults@halesbury.dudley.sch.uk">covidtestresults@halesbury.dudley.sch.uk</a></u></i></p> <p><i>If LFD test results continue to be positive from day 5 of isolation and there is no high temperature, lateral flow testing should stop after day 10 and isolation can end at 23:59 hrs.</i></p> <p><i>Staff and parents/carers should contact school daily from day 5 of self-isolation onwards to update school of their situation.</i></p>		
Spread of infection due to staff/ pupils/ parents/ visitors not engaging with NHS Test and Trace	Widening spread of infection throughout the school due to those with symptoms not being tested or following guidance.	<b>H</b>	<p>Staff members and parents are asked to engage with the NHS Test and Trace programme and follow the isolation/testing guidance for a close contact.</p> <p>Symptomatic individuals need to:</p> <ul style="list-style-type: none"> <li>• Self-isolate and book a PCR test.</li> <li>• Provide NHS Test and Trace with details of anyone they (or their child) have been in close contact with if they were to test positive for coronavirus.</li> <li>• Parents and staff are asked to inform the school immediately of test results by emailing <a href="mailto:covidtestresults@halesbury.dudley.sch.uk">covidtestresults@halesbury.dudley.sch.uk</a></li> </ul>	<b>M</b>	

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			<ul style="list-style-type: none"> <li>If an individual tests negative, they can stop self-isolating immediately and return to school.</li> <li>If an individual tests positive, they are required to self-isolate, following the guidance and as advised by NHS Test and Trace.</li> </ul>		
<b>Asymptomatic transmission of virus</b>	<b>Pupils/staff with no symptoms passing on the virus.</b>	<b>H</b>	<p>All rapid-result testing is carried out in line with PHE and government guidance.</p> <p>Staff, pupils and parents are informed of the testing programme and encouraged to participate.</p> <p><b>ONSITE TESTING</b></p> <ul style="list-style-type: none"> <li>Testing is only conducted onsite for pupils and staff after consent has been given.</li> <li><b>Regular twice weekly testing and 7 day close contact testing is available onsite for those who are unable to test at home.</b></li> <li>Staff and secondary pupils have access to onsite testing <u>upon request</u>.</li> <li>Onsite testing takes place in the designated test site, which has been set up in line with NHS guidance.</li> <li>Only trained personnel administer tests or supervise self-administered tests onsite.</li> <li>PPE is worn at all times by staff involved in overseeing the testing process, in line with government guidance.</li> <li>Individuals who test positive following a rapid test ONSITE must self-isolate.</li> <li>A small amount of Innova tests are kept on site for pupils/staff who have difficulty administering the nasal only Orient Gene LFD tests.</li> </ul> <p><b>HOME TESTING</b></p> <ul style="list-style-type: none"> <li>Home testing kits are offered to all staff and pupils age 5+ for</li> </ul>	<b>H</b>	

Hazard	Risk	Initial Rating L, M, H	Existing Control Measures	Final Rating L, M, H	Additional Action Required (action by whom and completion date – use separate Action Plan if necessary)
			<p>7 day close contact testing and regular twice weekly testing (secondary and staff only).</p> <ul style="list-style-type: none"> <li>• More information is available by contacting the school on 01384 818630 or info@halesbury.dudley.sch.uk</li> <li>• Consent is not required for home testing.</li> <li>• Individuals who test positive using a home testing kit must self isolate and inform the school.</li> <li>• School complies with the Halesbury Lateral Flow Testing Risk Assessment on the school website.</li> <li>• All test results must be uploaded to NHS Test and Trace, and sent to the school.</li> </ul>		
Transmission of virus to pupils/staff and their family members at high risk or extremely clinically vulnerable.	Pupils/staff may contract the virus in school, putting themselves or family members at risk.	H	<p>Pupils who are clinically extremely vulnerable should attend school, unless they have received alternative clinical advice.</p> <p>Staff who are CEV should attend work as usual.</p> <p>All CEV staff and pupils have an individual risk assessment.</p>	M	
Mental health difficulties arising from changes or isolation.	Staff mental health		A list of trained Mental Health First Aiders has been circulated to all staff and should be used as a first point of contact to discuss anything they are worried about or is affecting them.		
Safeguarding and wellbeing of pupils self-isolating.	Pupils and families' mental health	H	<p>Pupils and families will continue to have access to our Family Outreach team.</p> <p>All pupils will be supported by teams of staff experienced in supporting pupil's mental health and wellbeing.</p>	M	

Hazard	Risk	Initial Rating L, M, H	Existing Control Measures	Final Rating L, M, H	Additional Action Required (action by whom and completion date – use separate Action Plan if necessary)
<p>Limited access to learning during self-isolation or school closure.</p>	<p>Tensions arising in families.</p> <p>Staff less able to monitor pupil safety and wellbeing in order to provide support or report incidents.</p>	H	<p>Welfare checks by staff and/or the Family Outreach Team take place to keep in touch with pupils and staff during extended periods of isolation or absence.</p> <p>Staff are to follow school child protection and safeguarding guidance including recording incidents on CPOMS.</p> <p>Further guidance has been provided by school in the COVID-19 Addendum to the Safeguarding Policy and Remote Learning Policy to address the difficulties posed as a result of distance learning.</p> <p>A recording/reporting system is in place for welfare calls and other support provided for pupils/families, including remote lessons when self-isolating, facilitating targeted support and a joined-up approach for all pupils.</p>	M	
<p>Mental health difficulties arising from changes or isolation. Safeguarding and wellbeing of pupils at home if self-isolating.</p> <p>Limited in access to learning during self-isolation or school closure.</p>	<p>Lack of continuity causes pupils to become disengaged with school and learning, fall behind in their education and experience mental health and wellbeing issues.</p>	H	<p>Remote education is provided for all pupils who are required to self-isolate. Lesson content is provided digitally, via Teams, Class Dojo, Google Classroom or in the form of printed work packs. Teaching staff deliver all remote education for those who are required to self-isolate in line with the expectations set out in the <u>Pupil Remote Learning Policy</u>.</p>	M	<p>If the class teacher is absent, SLT will monitor resources and work provided for pupils who are learning remotely.</p> <p>All minibus drivers are responsible for ensuring the minibus is sanitised after use.</p>

Hazard	Risk	Initial Rating L, M, H	Existing Control Measures	Final Rating L, M, H	Additional Action Required (action by whom and completion date – use separate Action Plan if necessary)
Poor attendance	<p>Falling behind in education.</p> <p>Safeguarding concerns.</p> <p>Lack of access to interventions and wider family support.</p>	H	<p>All pupils must attend school.</p> <p>The attendance register is taken as normal and absences are followed up, in line with the Attendance Policy.</p> <p>Where a child is unable to attend the site because they are complying with clinical and/or public health advice, access to remote education is provided.</p> <p>Class teachers complete a log of all remote education provided for pupils learning remotely.</p> <p>Family Outreach Team are involved where needed.</p> <p>Pupils who are reluctant or anxious about attending school are identified and relevant staff members develop plans to re-engage.</p>	M	
Staff and pupils unaware of emergency evacuation procedure.	<p>Infection transmission due to large gathering and pinch points.</p>	H	<p>The standard school procedure is followed. Evacuation practices take place termly.</p> <p>Each class lines up separately in their allocated space..</p> <p>Full evacuation is completed swiftly, reducing the contact time between individuals.</p>	M	
<p>Contractors, deliveries and visitors increasing the risk of infection.</p> <p>Out of hours</p>	<p>Visitors/ contractors onsite broadening the sources of infection from outside the school community.</p>	H	<p><b>Visitors are strongly encouraged to take a lateral flow device (LFD) test before entering the school.</b></p> <p>Visitors to use hand gel provided at entrance.</p> <p>Receiving staff to ensure visitors are aware of COVID management strategies.</p> <p>Staff receiving deliveries are advised to wash hands and clean</p>	L	<p>Admin staff to manage deliveries and visitors to site, advising of COVID management expectations prior to entry.</p> <p>Areas where contractors have been working should be cleaned after completion.</p>

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use of school causing virus spread.		H	<p>surfaces after handling items.</p> <p>Face coverings are encouraged in communal areas for staff, visitors and pupils in Yr7, unless exempt.</p> <p>Face coverings are encouraged in poorly ventilated/overcrowded areas unless exempt.</p>	L	
	Spread of infection to/from those using the school outside school hours		All use of the school premises by the local community is assessed and arranged with COVID management arrangements in place.		