

SLATrust | Risk Assessment and Management Plan

Date of Assessment:	Reviewed 06/02/2020	Assessor:	1 st Helen Lewis – Operations Manager 2 nd Alex Roffe – Operations Support Lead	Ref:	COVID-19_ RTW V6
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This Risk Assessment is reviewed frequently as and when changes take place or more advice becomes available

Hazard	Risk Caused & to Whom	Management of Risk (<i>intervention steps</i>)	Sufficient?	Additional controls required
Exposure to a case of COVID 19.	Students Vulnerable & Non-Vulnerable staff whom are on site Contractors who maybe on site during the majority closure	<ul style="list-style-type: none"> Following government advice, anyone who presents symptoms of COVID-19 to self-isolate for 14 days, including those within the household. Parents have been advised not send students in if they display any symptoms at all. Staff have been advised not to come in if they display symptoms, or of anyone within the household. Hand washing facilities in place with soap and water Stringent wash hands or use hand sanitiser when arrive and when changing environments. Students or staff that present symptoms during the day will be sent home to self-isolate and asked to get a COVID test. Members of the same household will also be sent home. Objects and surfaces of high use to be disinfected e.g. door handles. Day cleaners employed Social distancing to be followed by staff and students where possible. Staff to wear PPE when it is not possible. Start and finish time, break and lunch times to be varied where possible to minimise movement and large collection of students. Students to be grouped by year group with designated rooms, yard and food outlet point. Mental Health to be considered and support provided when necessary. Additional signage to be put up to remind staff and students to social distance and wash hands regularly If a positive test is received staff and students to isolate for 10 days after symptom started or if no symptoms 10 days from a positive date. Staff to wear masks when in busy corridors and when out on the yards. Students to wear masks during movement in and around the corridors, 	Yes	<ol style="list-style-type: none"> 1. School transport needs to be managed so students can keep social distancing where possible. Masks to be worn. This is in liaison with LCC and school transport providers. 2. All school events will be reviewed in view of COVID 19 restrictions 3. Enforcement measures above to be followed as specified for each situation 4. Washing hands reminder issued regularly to include 20 second rule. 5. Encourage staff to carry out skin checks and report if any problems 6. Reminder of Catch it, bin it for sneezes. 7. SLT will closely monitor the situation and make changes as soon as they become apparent. 8. Medical room staff to be provided with all necessary PPE (masks, shield, gloves, disposal overalls/scrubs) 9. Uplift cleaning to take place in rooms used. Daily cleaner to be employed 10. 1st Aid staff to be on site, 1st Aid facilities and PPE to be review in line with Government Guidance 11. Revised student behaviour and safety policy

		assemblies, on the yard when not eating, to and from the toilets and in computer rooms when facing another student		
TA's that normally sit within 2M of students.	Staff(TAs) and SED students	<ul style="list-style-type: none"> RA has been carried out for all Tas. They will not go within 2M of student without PPE (to be agreed by SEN Managers). 	Yes	<ul style="list-style-type: none"> Will be reviewed daily and dependent on SEN students attending school
Staff using Air Conditioning in classrooms/offices	Staff Students	<ul style="list-style-type: none"> Air Conditioning that is externally fed presents no greater risk to those who are already in the room as the air is not 'redistributed' across different classrooms. All Air Conditioning units on the Academy sites are externally fed, therefore can be used if required. 	Yes	
Use of PPE causing other related issues, such as poor vision or skin irritation.	Staff Students	<ul style="list-style-type: none"> All staff who wish to use a mask/goggles/apron/gloves will be given the appropriate level of training on how to use the PPE. Students: Increased awareness of personal hygiene. If PPE causes discomfort, stop task immediately and seek advice from one of the named members of staff. If staff use PPE they should ensure it is worn correctly. Training will be given to members of staff if they are unsure on how to use the PPE. If masks are worn, staff should make sure it is the correct way around, covers the nose and is pulled under the chin. 	Yes	<ul style="list-style-type: none"> Ongoing orders of PPE in advance – review PPE supplies daily.
Insufficient staff due to illness (14 days if symptoms in family) & vulnerable staff or family members	Staff Students	<ul style="list-style-type: none"> There may be insufficient teachers Supply staff can be employed If necessary the school hall will be set up to take a greater number of students. 	Yes	<ul style="list-style-type: none"> Use the 'Emergency Cover Procedure' as directed by SLT.
Queueing in corridors.	Staff Students	<ul style="list-style-type: none"> Students not to queue but go straight into room Mainly double lessons Breaks between most lessons facilitate reduced queueing 	Yes	<ul style="list-style-type: none"> Face masks in corridors are mandatory for both staff and students. Teacher will take class straight into the classroom where possible.
Practical Lessons - DT/Food/Science/PE	Staff Students	<ul style="list-style-type: none"> Practical lessons will be limited in all subjects See subject specific risk assessments. 	Yes	<ul style="list-style-type: none"> Weekly review of departmental risk assessments.
Journey to school either by bus or on foot, there is an increased risk of contracting COVID 19	Staff Students	<ul style="list-style-type: none"> Parents to be advised to use Public Transport as a last resort Parents advised to follow Government advice on use of Public Transport Parents and students reminded of Social Distancing rules Students to wash hands or hand sanitiser when they arrive at school. 	Yes	<ul style="list-style-type: none"> Senior staff & pastoral team to monitor numbers on the bus and if not abiding by current rules students and parents to be advised
Handing out resources	Staff Students	<ul style="list-style-type: none"> Staff photocopying work sheets will need to wear the appropriate PPE if resources are to be used within 72 hours. All photocopying requests will need to be sent to Repro a week in advance. 	Yes	<ul style="list-style-type: none"> N.B. The use of material resources to be kept to a minimum.

		<ul style="list-style-type: none"> Text books only to be used within a bubble. Teachers to be encouraged to partially open classroom windows to encourage ventilation. 		<ul style="list-style-type: none"> Each class to be provided with spray cleaned and cloths for as and when it is required.
Social Distancing during free times	Staff Students	<ul style="list-style-type: none"> Each year group to have own yard and food outlet point 	Yes	<ul style="list-style-type: none"> Students will be strongly encouraged to socially distance at all times.
Transmitting of COVID19 during lessons	Staff Students	<ul style="list-style-type: none"> Students to be sat facing the front and 2m from teacher where possible. Furniture to be arranged to allow this to happen Only one bubble to be allowed in a room on any one day unless appropriate fogging with a suitable disinfectant has taken place. 	Yes	<ul style="list-style-type: none"> N.B Classrooms to be provided with a disinfectant spray and cloth, hand sanitiser and wipes
Evacuation procedures to be review to take into account horizontal tutor groups	Staff Students	<ul style="list-style-type: none"> Students to still line up in their tutor groups but this will be in year group, not a house Regular fire drills will still take place; this will be under the COVID-19 Procedure. 	Yes	<ul style="list-style-type: none"> Face masks should be worn at all times.
Visitors bringing COVID 19 onto site	Staff Students Visitors	<ul style="list-style-type: none"> Limited visitors to be allowed on site with permission from senior staff - passed via reception Reception staff protected by screen Any visitors going passed reception wash hands on entry or use hand sanitiser Reception to be cleaned regularly by Day Cleaner Visitors not to come to site if they feel ill. A record of the contact details of visitors to be kept and the students and staff that they have come into contact with so that Tract and Trace can be informed if required. 	Yes	<ul style="list-style-type: none"> All visitors to be agreed in advance.
Contractors bringing COVID 19 onto site	Staff Students Contractors	<ul style="list-style-type: none"> Limited number of contractors on site Any contractor on site to wash hands on entry or use hand sanitiser Contractors not to come to site if they feel ill Contractors to provide us with their COVID 19 RA Contractors to sign in main reception so contact details can be obtained. 	Yes	
Provision of food on site	Staff Students	<ul style="list-style-type: none"> Each year group to have own food outlet point, separate from other bubbles. Canteen cards will be topped up online at home, no use of cash machines. 	Yes	
Vulnerable students	Staff Students	<ul style="list-style-type: none"> Member of support staff to be based on site and available to offer support Any student on site to be given an appointment slot if required 	Yes	

		<ul style="list-style-type: none"> Meetings to take place in meeting room so 2M distancing can take place 		
Safeguarding	Students	<ul style="list-style-type: none"> Registers to be completed each lesson Staff to report student absence to Attendance Officer First day calling to be carried out A record to be kept of students self-isolating and the duration required 	Yes	
Test Track and Trace	Staff Students	<ul style="list-style-type: none"> The Trust will follow the guidance issued regarding track and trace 	Yes	
Legionella	Staff Students	<ul style="list-style-type: none"> Trust sites have been managed to minimise the risk of legionella and all routine flushing /monitoring has been carried out. Additional flushing has taken place to take into account the reduced use of water. 	Yes	<ul style="list-style-type: none"> Monthly Water Monitoring will continue.
Use of Equipment (including headphones)		<ul style="list-style-type: none"> Staff and students must not share equipment. This includes headphones. Staff will be reminded not to share equipment when they come onto site to teach. Students provided with essential equipment at the start of term. 	Yes	
Use of shared offices		<ul style="list-style-type: none"> Staff should not have students in their office at any time unless social distancing can be maintained. Staff should not share equipment or telephones where possible, equipment should be cleaned after use where this is not possible to do so. 	Yes	
Home Visits	Staff Students Families	<ul style="list-style-type: none"> Staff to wash hands before and after the visit. Home visits should not be carried out alone. Staff not to enter the home but may discuss outside from a distance of 2 meters Hand sanitiser to be made available for use during the visit if required. Gloves to be taken so that paperwork can be passed if required 	Yes	<ul style="list-style-type: none"> Staff must not car share, even during the working day for home visits.
External Cover Staff	Cover staff Students Staff	<ul style="list-style-type: none"> External Cover Staff (ECS) to sign in at reception ECS not to come in if they feel ill and will be sent home if symptoms appear during the day ECS to have access to whole school RA ECS to be made aware that PPE is available if require Hand sanitiser available in every classroom 	Yes	
Use of computer rooms during partial closure	Staff Students Families	<ul style="list-style-type: none"> Classroom numbers will not exceed 20 students. Additional teaching assistance maybe required to be within the classroom owing to the number of students in school. 	Yes	<ul style="list-style-type: none"> In the unlikely event of staff have to directly intervene with a student, PPE is provided in the area of working.

		<ul style="list-style-type: none"> Students will sit one computer apart, with a divider behind each computer. 		
Examinations	Staff (including invigilators) Students	<ul style="list-style-type: none"> Students to be sat 2m apart Invigilators to keep 2m apart from each other Papers to be put out and collected using masks and gloves Students to bring own equipment Students to be sat facing the same direction Invigilators in high risk groups not to be used 	Yes	<ul style="list-style-type: none"> Students in different bubbles to line up 2 m apart from each other
Isolation of students in response to a positive case	Staff, Students, Visitors and Contractors	<ul style="list-style-type: none"> Students will be identified through the COVID procedure, which will be identified on a case specific basis with the guidance of the DfE. Students who have been identified will be isolated in a separate room until they can be collected. Face Masks will be worn by the students who are in the hall awaiting collection. Students will use the toilets closest to the point of isolation to reduce any travelling across the school. 	Yes	<ul style="list-style-type: none"> Cleaners will be notified that students have been isolated in the school hall, they will clean the area that has been used once all students have been dismissed. Cleaners will be notified which toilets have been used by the students in isolation, these will then be cleaned after the students have left the school site. Students who require food will be taken to the canteen after the peak student movement times, they will be escorted at all times.
Transition of Covid during the Covid testing of staff and students on site	Staff, students, volunteers	<ul style="list-style-type: none"> All the procedures provided by DfE for Testing of students and staff on site to be followed. Training of all staff/volunteers to be used in the testing procedure to be carried out as per DfE Guidance Testing area to be arranged as per DfE Guidance Medical Grade PPE to be used at point of contact with students being tested Where possible students will be tested before they go into classes during the evenings of the first week Where testing is not possible before students go into classes, the procedure for isolating of students and staff to be followed if a positive test is detected Close contacts of a positive case to be tested for 7 days following contact or if no permission has been given for testing to take place student/staff member to self-isolate for 10 days 	Yes	<ul style="list-style-type: none"> Any staff used to help in the testing directly of students to volunteer for the role Anyone to be tested must have given permission for the test take place
Injury caused to person under test	Staff Student	<ul style="list-style-type: none"> All the procedures provided by DfE for Testing of students and staff on site to be followed. Training staff all staff/volunteers to be carried out as per DfE Guidance Students to be shown training video on the test procedure on site before they take the test Staff to test themselves 		<ul style="list-style-type: none"> Parents give permission for test to be carried out and this includes that they have discussed procedure with the students and are fully aware of what is required. Any student declining test at point of test to be allowed to leave the testing hall

COVID MASS TESTING: CURRENTLY SUSPENDED UNDER GOVERNMENT ADVICE:

This Risk Assessment is to review frequently as and when changes take place or more advice becomes available

Hazard	Risk Caused & to Whom	Management of Risk (<i>intervention steps</i>)	Sufficient?	Additional controls required
<p>Contact between subjects increasing the risk of transmission of COVID19</p> <p>Transmission of the virus leading to ill health or potential death</p>	<p>TESTING STAFF AND TESTING SUBJECTS</p>	<ul style="list-style-type: none"> • Asymptomatic: All subjects are to be advised in advance not to attend if they have any symptoms of COVID 19, or live with someone who is showing symptoms of COVID 19 (including a fever and/or new persistent cough) or if they have returned within 14 days from a part of the world affected by the virus or have been in close contact with someone who is displaying symptoms. • Face masks: • Face coverings/masks to be worn by subjects at all times whilst on the premises except for brief lowering at time of swabbing. • Requirement to wear face covering/mask to be reminded to all subjects in advance at time of test booking. • Compliance with wearing of face covering/mask of all subjects to be visually checked on arrival by reception / security staff. • Compliance with wearing of face covering/mask of all subjects to be visually checked through building by queue managers and all other staff. • Hand hygiene: All subjects to use hand sanitiser provided on arrival & adherence to this enforced by reception staff. • Social Distancing: Two metre social distancing to be maintained between subjects with measured floor markings in place to ensure compliance in addition to verbal reminders if necessary from reception, queue management & sampling staff. • A one-way flow of subjects through the building is to be initiated and maintained at all times. Compliance with this is to be ensured by queue management staff. • Cleaning: Regular cleaning of the site including wipe down of all potential touchpoints in accordance with PHE guidance. • Limited clutter-chairs, if used, to be cleaned after each usage. no physical handing of documents to subjects except barcodes and PCR test kits for first 200 subjects 	<p>Yes</p>	
<p>Contact between subjects and staff increasing the risk of transmission of COVID-19 : Welcome & registration areas</p>	<p>TESTING STAFF AND TESTING SUBJECTS</p>	<ul style="list-style-type: none"> • Asymptomatic: All subjects are to be advised in advance not to attend if they have any symptoms of COVID 19, or live with someone who is showing symptoms of COVID 19 (including a fever and/or new persistent cough) or if they have returned within 14 days from a part of the world affected by the virus or have been in close contact with someone who is displaying symptoms. • Face masks: • Face coverings/masks to be worn by subjects during registration process. 	<p>Yes</p>	

		<ul style="list-style-type: none"> • Compliance with wearing of face covering/mask of all subjects to be visually checked on arrival by reception / security staff. • Compliance with wearing of face covering/mask of all subjects to be visually checked through building by queue managers and all other staff. • Hand hygiene: All subjects to use hand sanitiser provided on arrival at the registration desk & adherence to this enforced by reception staff. • Social distancing: Two metre social distancing to be maintained between subjects with measured floor markings in place to ensure compliance in addition to verbal reminders if necessary from reception, queue management. • A one-way flow of subjects through registration process. Compliance with this is to be ensured by queue management staff. • Cleaning: Regular cleaning of the registration area including wipe down of all potential touchpoints in accordance with PHE guidance. • Limited clutter-chairs, if used, to be cleaned after each usage. no physical handing of documents to subjects except barcodes. 		
<p>Contact between subject and sampler increasing the transmission of COVID19: Sample taking</p>	<p>TESTING STAFF AND TESTING SUBJECTS</p>	<ul style="list-style-type: none"> • Asymptomatic: All subjects are to be advised in advance not to attend if they have any symptoms of COVID 19, or live with someone who is showing symptoms of COVID 19 (including a fever and/or new persistent cough) or if they have returned within 14 days from a part of the world affected by the virus or have been in close contact with someone who is displaying symptoms. • Face masks: • Face coverings/masks to be worn by subjects during swabbing process except for a short time during swabbing. • Compliance with wearing of face covering/mask of all subjects to be visually checked on arrival by reception / security staff. • Hand hygiene: All subjects to use hand sanitiser provided on arrival and leaving the swabbing desk. • Social distancing: Only one test subject to be at the swabbing desk at any one time. • A one-way flow of subjects through swabbing process. • Cleaning: Swabbing desk and testing equipment to be cleaned after each use • Limited clutter-chairs, if used, to be cleaned after each usage. no physical handing of documents to subjects except barcodes. • Training: All staff used in the swabbing process to have completed and passed the six training units provided by NHS. This to be checked by the Team Leader before staff used in the process. These units include correct use of PPE and the frequency it should be changed. 	<p>Yes</p>	

Contact between sample and test centre runner and/ or during sample processing and analysis increasing the transmission of COVID19: Sample transport	Test Centre Staff	<ul style="list-style-type: none"> • Face masks: Test Centre runners (if used) to use face masks at all times. • Training: Test centre runner to have completed and passed all 6 units of NHS training which include the correct use of PPE. • Hand hygiene: All Test Centre runners to wash hands on access to and egress from Test Centre and to use hand sanitiser provided during their shift if gloves removed. • Social distancing: Test Centre runners to Socially Distance from all other test centre staff • Cleaning: Processing area and recording area to be cleaned regularly. 	Yes	
Contact between samples and sample testers increasing the transmission of COVID19: Sample disposal and waste disposal	Test Centre Staff	<ul style="list-style-type: none"> • Anyone that handles the test sample to have completed the NHS 6 training units. This includes the correct use of PPE. • Clinical waste bins to be located in a position so that waste is easy to place in the bins. • Bins to be emptied after each session. • Tiger bags to be used to identify clinical waste bins. • All clinical waste to be disposed of by Licenced Waste Carried and in line with Waste Carriers regulations 	Yes	
Incorrect result communication	Testing Subject and close contacts	<ul style="list-style-type: none"> • If barcodes are used 2 identical barcodes are provided to subject at check in • The subject registers their details to a unique ID barcode before conducting the test • Barcodes are attached by trained staff at the sample collection bay • Barcodes are checked for congruence at the analysis station 1 and applied to Lateral Flow Device at this station • Students identity to be checked at time of registration. Identification label to be raised at time of registration and this to follow testing cartridge through testing process. 	Yes	
Damaged barcode, lost LFD, failed scan of barcode	Testing subject	<ul style="list-style-type: none"> • Rule based recall of subjects who have not received a result within 1 hrs of registration • Subjects are called for a retest 	Yes	
Extraction solution which comes with the lab test kit contains the following components: NA2HPO4 (disodium hydrogen phosphate), NaH2PO4 (sodium	Test Centre staff	<ul style="list-style-type: none"> • PPE: nitrile gloves which meet the Regulation (EU) 2016/425 to be used at all times when handling the extraction solution. Face shields which are tested and approved under appropriate government standards to be worn at all times when handling the extraction solution. Impervious aprons to be worn to protect the body from splashes or spillages. 	Yes	These components do not have any hazard labels associated with them, and the manufacturer states that there are no hazards anticipated under conditions of use as described in other product literature. This is the case for exposure to: eye, skin, inhalation, ingestion, chronic toxicity, reproductive and developmental toxicity, carcinogenicity, and medical conditions

phosphate monobasic), NaCl (Sodium Chloride)		<ul style="list-style-type: none"> • Environmental: The product will not enter drains. It will be disposed of into tiger bags and removed from site by a registered waste carrier. • Spillages: wipe surfaces which the solution has been spilt on and dispose of cleaning material in line the tiger bags which will be removed from site by a licenced waste carrier. • Do not use if the solution has expired 		aggravated by exposure.
Manual handling	Trust Staff	This will be carried out in line with Trust Manual Handling Policy	Yes	
Unauthorised access by members of the public	Staff, visitors, students	<ul style="list-style-type: none"> • Trust sites are securely fenced, have a controlled access • Intruder alarms are set when sites are not manned and this is linked to an out of hours service. 	Yes	
Slips, trips and falls	Staff, visitors, students	<ul style="list-style-type: none"> • Floors in the testing area to be non-porous • Any spillages in the test area to be cleaned up immediately • All trip hazards to be removed from test area and access and egress routes 	Yes	

OTHER LINKED DOCUMENTS:

- Pastoral Management Plan
- Wet Weather COVID Plan
- COVID Duty Area Rota
- Staggered Finish Rota – COVID-19
- COVID Teaching Procedures
- DfE COVID-19 Mass Testing Procedures