

**LNS
Risk Assessment
Form**

Ref No:	Risk Assessment Title	Assessor name	Assessment date	Review date
Version 3	Covid – 19 - Risk Assessment – Version 3	Fouzia Butt	2 nd January 2022	As required
How communicated to staff	INSET/Emailed/Website		Date communicated	4 th January 2022

Ref	Tasks, Issue	People carry out tasks or those at risk	Our Safety Measures
(a)	Awareness of policies and procedures	Staff, visitors, pupils, contractors, parents, governors	<p>All staff, pupils, parents, governors, visitors and volunteers are aware of all relevant policies and procedures including, but not limited to, the following:</p> <ul style="list-style-type: none"> *Health and Safety Policy *First Aid Policy * Covid guidelines <p>All staff have regard to all relevant guidance and legislation including, but not limited to, the following:</p> <ul style="list-style-type: none"> *DfE (2021) 'COVID-19: operational guidance for educational settings'

			<p>Including most recent guidance for schools: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak</p> <p>The school keeps up-to-date with advice issued by, but not limited to, the following:</p> <ul style="list-style-type: none"> - Hillingdon Local Authority - DfE - NHS <p>Staff and governors 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 or are displaying any symptoms.</p> <p>Student and staff confidentiality must be observed at all times – this includes withholding the names of staff, volunteers and pupils with either confirmed or suspected cases of coronavirus.</p>
(b)	Poor hygiene practice	Staff, visitors, pupils, contractos, parents	<p>Infection control procedures are adhered to as much as possible in accordance with the DfE and PHE. Posters are displayed throughout the school reminding pupils, staff and visitors to wash their hands, e.g. before entering and leaving the school.</p> <p>Visitors are not permitted on to site without a negative LFD covid result. They must 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 at regular intervals, including when they enter and exit the building. Further guidance on hand washing can be found at https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</p> <p>Sufficient amounts of soap, clean water, paper towels and sanitizer are supplied in all toilets, wet areas, classrooms and kitchen areas.</p> <p>Pupils are reminded of good hand hygiene via assembly/posters.</p> <p>Cleaners are employed by the school to carry out daily, thorough cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy.</p>

(c)	Ill health	Staff, visitors, pupils, contractors, parents	<p>Staff and parents are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing, high temperature, loss of, or change in, their normal sense of taste or smell (anosmia) and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus.</p> <p>Any pupil or member of staff who displays signs of Coronavirus are advised to follow the https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/ which sets out that they should <u>arrange to have a test</u> to see if they have coronavirus (COVID-19). Whilst awaiting the test result they should self isolate. Other members of their household/support bubble (including any siblings) do not need to isolate if they are under 18 or adults that are fully vaccinated (currently 2 vaccinations), unless they develop symptoms themselves. They are strongly advised to take a rapid lateral flow device (LFD) test every day for 7 days or until 10 days since their last contact with the person who tested positive for COVID-19 if this is earlier. If any of these LFD tests are positive they should self-isolate in order to protect other people.</p> <p>The school follows any further advice from the LA following a suspected or confirmed case of the Omicron variant in the school community.</p> <p>The school refuses to admit a pupil who is displaying symptoms of coronavirus where their parents are insisting their child attends if, in its reasonable judgement, the pupil poses a risk of infection to other members of the school community.</p> <p>The isolation period for the positive case following a positive result includes the day symptoms started for the symptomatic person, or the day their test was taken if they did not have symptoms, whether this was a Lateral Flow Device (LFD) or Polymerase Chain Reaction (PCR) test), and the next 10 full days. If a member of the household starts to display symptoms they will need to start their 10 day isolation period and book a test.</p> <p>Since Wednesday 22 December, the self-isolation period for people who record a positive PCR test result for COVID-19 has been reduced to 7 days if</p> <ol style="list-style-type: none"> 1) they take LFD tests on day 6 and day 7 of their self-isolation period and both are negative
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and

2) they no longer have a high temperature.

Anyone who is unable to take LFD tests will need to complete the full 10 day period of self isolation.

If a pupil displays symptoms whilst in school. The parents of unwell pupils are informed as soon as possible of the situation by a relevant member of staff. Unwell pupils who are waiting to go home are kept in the medical room where they can be isolated behind a closed door, and with appropriate adult supervision (with correct PPE). Ideally, a window should be opened for ventilation. If it is not possible to isolate them in the medical room, move them to an area which is at least 2 metres away from other people (possibly the library).

If unwell pupils and staff are waiting to go home, they are instructed to use the downstairs toilets to minimise the spread of infection. They will be escorted by a member of staff and no other student will be allowed in the toilets at the same time. The toilets will be cleaned and disinfected using standard cleaning products before being used by anyone else.

Areas used by unwell staff and pupils who need to go home will be appropriately cleaned once vacated. See the [COVID-19: cleaning of non-healthcare settings guidance](#).

Any pupils who display signs of infection are taken home immediately, or as soon as practicable, by their parents – the parents are advised to contact NHS 111 immediately or call 999 if the pupil becomes seriously ill or their life is at risk. They are also requested to get the pupil tested.

Any members of staff who display signs of infection are sent home immediately and are advised to contact NHS 111 immediately or call 999 if they become seriously ill or their life is at risk.

If a member of staff has helped someone with symptoms, they do not need to go home unless they develop symptoms themselves. It is now strongly advised to take a rapid lateral flow device (LFD) test every day for 7

			days or until 10 days since their last contact with the person who tested positive for COVID-19 if this is earlier.
(d)	Confirmed Case of Covid-19		<p>All staff and pupils who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus and are encouraged to get tested.</p> <p>Where the child, young person or staff member tests negative, they can return to their setting.</p> <p>If a staff member or pupil tests positive, they should follow the ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’ and must continue to self-isolate for at least 10 days from the day after the onset of their symptoms or the day after their test was taken if they did not have symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. A cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day after they first became ill . If they still have a high temperature, they should keep self-isolating until their temperature returns to normal.</p> <p>Other members of their household do not need to self isolate if they are under 18 or adults that are fully vaccinated, unless they develop symptoms themselves.It is now strongly advised to take a rapid lateral flow device (LFD) test every day for 7 days or until 10 days since their last contact with the person who tested positive for COVID-19 if this is earlier.</p>
(e)	Spread of infection	Staff, visitors, pupils, contractors, parents	<p>Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the bodily spillage procedure, using PPE at all times.</p> <p>The ‘catch it, bin it, kill it’ approach continues to be communicated to children through class assemblies, tutorials.</p> <p>Bodily spillage kits are available in the admin office. Cleaning kits are available in the admin office. Pupils required to come into school in PE kits on the day they will be doing PE.</p>

(f)	Poor management of infectious diseases	Staff, visitors, pupils, contractors, parents	<p>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.</p> <p>Staff are vigilant and report concerns about their own, a colleague's or a pupil's symptoms to the Headteacher.</p> <p>The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus.</p> <p>The Headteacher or school office is informed by pupils' parents immediately once a pupil has tested positive for coronavirus.</p> <p>Staff inform the Headteacher immediately once a pupil has tested positive for coronavirus.</p> <p>The site manager monitors the cleaning standards of school cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus.</p>
(g)	Lack of communication	Staff, visitors, pupils, contractors, parents	School to keep staff, pupils and parents adequately updated about any changes in relation to guidance/procedures around coronavirus.
(h)	PPE	Staff, visitors	<p>Most staff in schools will not require PPE beyond what they would normally need for their work.</p> <p>The guidance on the use of PPE in education, childcare and children's social care settings provides more information on the use of PPE for COVID-19.</p>
(i)	Managing Entrance and exits	Staff, pupils, parents	<p>Year groups to arrive to school at the same time, using the side gate.</p> <p>Students depart from school at staggered times, as appropriate.</p>
(j)	Classroom and layout	Staff, pupils	<p>Bubbles no longer used, although assemblies will be kept separate as appropriate.</p> <p>Tables, touch points to be cleaned throughout the day by Teacher.</p> <p>School bags to be kept with students at all times.</p>
(k)	Social Distancing		Staff to be mindful of distancing at all times

			<p>Staff to avoid unnecessary contact with staff.</p> <p>Assemblies split KS3 and KS4.</p>
(l)	Visitors		<p>Visitors (including parents) are requested to carry out a LFD test before arrival on site.</p> <p>Visitors 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 at regular intervals, including when they enter and exit the building. Further guidance on hand washing can be found at https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</p> <p>Contact details are no longer needed to comply with track and trace.</p> <p>Parents event's to be held virtually where possible (Parents' evenings)</p>
(m)	Physical Environment/Ventilation	Staff, pupils	<p>Ventilate all spaces using natural ventilation where possible.</p> <p>Open windows, prop open doors where possible (not fire doors).</p> <p>Admin to opens windows/vents in classrooms when opening the building, as appropriate.</p> <p>Heating to be on throughout the day. All classrooms can adjust the temperature of their radiators.</p> <p>Employers must, by law, ensure an adequate supply of fresh air in the workplace and this has not changed. Good ventilation can help reduce the risk of spreading coronavirus.</p> <p>You should balance the need for increased ventilation while maintaining a comfortable temperature.</p>
(n)	Face Masks	Pupils/ Staff/ Parents/ Visitors	<p>Where pupils in year 7 (which would be children who were aged 11 on 31 August 2021) and above are educated, we recommend that face coverings should be worn by pupils, staff and adult visitors when moving around the premises, outside of classrooms, such as in corridors and communal areas.</p> <p>From January 4th, we also recommend that in those schools where pupils in year 7 and above are educated, face coverings should be worn in classrooms. This does not apply in situations where wearing a face covering would impact on the ability to take part in exercise or strenuous activity, for example in PE lessons.</p>

			<p>Teachers are not expected to wear a face covering in the classroom if they are at the front of the class, although it is left to personal choice.</p> <p>No pupil should be denied education on the grounds that they are not wearing a face covering.</p> <p>Staff, visitors (including parents) and student are required to wear face masks in communal areas.</p> <p>Parents/carers are required to wear a face mask when entering the school site.</p>
(o)	Off Site Activities/After School Clubs	Staff, Pupils	<p>All Offsite Activities can take place.</p> <p>After school clubs can take place.</p>
(p)	Lateral Flow Testing	Staff	<p>Asymptomatic testing remains important in reducing the risk of transmission of infection within schools.</p> <p>Staff should undertake twice weekly home testing. They should continue to do this over the holidays and when they return to school.</p> <p>Confirmatory PCR tests are required for Staff with a positive LFD test result. Whilst awaiting the PCR result, the individual should continue to self-isolate.</p> <p>If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test</p> <p>It is made clear that testing is voluntary. Individuals not undergoing testing attend school in line with normal school arrangements.</p> <p>Individuals with negative test results continue to attend school unless they have been advised by NHS Test and Trace or another health professional to stay at home.</p> <p>Staff and pupils undergoing testing are supplied with lateral flow device (LFD) test kits to self-swab and test themselves twice a week at home.</p>

			Parents and other visitors are asked to take a LFD test before entering the school.
(q)	Contact Tracing	Staff	<p>Close contacts will be identified via NHS Test and Trace.</p> <p>The school makes staff aware that is not responsible for Test and Trace contacting. This will be conducted by the NHS Test and Trace service.</p> <p>The school makes staff aware that the NHS Test and Trace service will inform staff and pupils if they have been in close contact with a positive case of coronavirus and will advise them to take a PCR test.</p> <p>The school makes staff and pupils aware that, where NHS Test and Trace will contact them directly to inform them if they have been in contact with a suspected or confirmed case of the Omicron variant, and that they should follow any further advice given on what to do next.</p> <p>Staff members and parents are informed that they will need to engage with the NHS Test and Trace programme if they are contacted, meaning they need to be ready and willing to:</p> <ul style="list-style-type: none"> - Book a PCR test if they (or their child) display symptoms. - Provide details of anyone they (or their child) have been in close contact with if they were to test positive for coronavirus or are asked by NHS Test and Trace. - Take a test if they have been in close contact with someone who develops coronavirus symptoms or someone who tests positive. - Self-isolate if they display symptoms or produce a positive test. <p>Anyone in school who displays symptoms is encouraged to get a PCR test.</p> <p>If the school believes a symptomatic individual may face barriers to accessing a PCR test elsewhere, the school provides them with a PCR test.</p> <p>PCR tests stored on the school site are stored securely at ambient room temperature (5 to 22°C).</p> <p>The school considers offering a symptomatic staff member a PCR test if they cannot otherwise access testing quickly and if the individual is vital to the running of the school.</p>

			<p>PCR tests are delivered safely and with due regard for transmission risk.</p> <p>Individuals are asked to inform the school immediately of test results.</p> <p>If an individual tests negative, they feel well and no longer have coronavirus symptoms, they, and the members of their household, can stop self-isolating as long as:</p> <ul style="list-style-type: none"> - They were not told to self-isolate for 10 days from the day after contact with the individual who tested positive by NHS Test and Trace. - They feel well. <p>Pupils under 18 and 6 months that have been identified as a close contact are made aware that they should continue to attend school as normal. It is now strongly advised to take a rapid lateral flow device (LFD) test every day for 7 days or until 10 days since their last contact with the person who tested positive for COVID-19 if this is earlier.</p>
(r)	COVID Pass		The NHS COVID Pass is not used as a condition of entry for education or related activities, e.g. exams and extra-curricular activities.

General Notes / Comments:	<ul style="list-style-type: none"> ✓ Prayer times to be kept together ✓ Year 11 early leaving time (triallying one day per week this term) ✓ Admin to monitor supplies of LFD tests and PPE (particularly face masks). ✓ Medical room – ventilation concerns. ✓ Reminder assembly at start of term on Covid regulations ✓ Letter to be sent to parents before school starts ✓ Weekly reminders for LFD testing (twice per week) – use electronic noticeboard.
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