OPERATING DURING CORONAVIRUS RISK ASSESSMENT
LANCASTER CAMPUS

Risk Assessment of operating during coronavirus pandemic. **Who Might be Affected?** Staff, students and visitors	**Date of Assessment** March 2020, Reviewed May 2020, June 2020, July 2020, November 2020, December 2020, January 2021, February 2021, March 2021, May 2021 **Name of Assessor: Caroline Lee, Southalls & H&S JSN, MBL, LCS** **NB: These control measures are in addition to site risk assessments which are held on Safety Cloud and remain applicable for other hazards.**

What are the Hazards?	How could people be Harmed?	Control Measures to be Applied
Coronavirus (Covid-19)	Most people are at risk from infection (staff, children, visitors, etc.). The possible implications from contracting COVID 19 are, as we know, worse for vulnerable persons. The list of who is currently vulnerable includes: the elderly; those with chronic underlying health conditions; pregnant women. The risks to children of becoming severely ill from COVID19 is very low. The majority of cases lead to mild symptoms (persistent coughing and temperature). The disease, however, can be fatal. Transmission is via person to	**Government Advice:** ● Government guidance is being reviewed on a daily basis to ensure the latest available information is put into practice. Guidance for full opening: schools - GOV.UK ● Members of staff, students, and visitors to the school are reminded of the symptoms of coronavirus (COVID-19) at the point of entry to the site by posters displayed at site entrances and/or site rules displayed on visitor checking in systems including a visitor questionnaire to check for symptoms of coronavirus (COVID-19) and by regular communication with parents / carers via o newsletters/ o email bulletins/ o specify other measures. These symptoms include a new, continuous cough or high temperature, or a loss of, or a change in, normal sense of taste or smell.

	person spread as airborne droplets and also via surfaces contaminated with virus.	● All meetings on site will be observing 2m social distancing rules where possible or conducted utilising technology. ● All non-essential appointments on site have been postponed and necessary appointments will be evaluated taking into account current guidance as they occur. ● All staff have been issued with guidance on social distancing and have completed an eLearning title in relation to infection control (available on Safety Cloud) and the importance of social distancing. ● Where clinically extremely vulnerable (CEV) staff have been advised/ instructed by PHE to stop shielding, they must check with the employer if is safe for them to return to work; where they cannot attend to the workplace, they should work from home, and not attend work ● From Thursday 1 April, students who are clinically extremely vulnerable and on the shielding patient list should attend school, and if available, out-of-school settings, unless they are one of the very small number of children under paediatric or other specialist care and have been advised by their GP or clinician not to attend. ● Staff and children who have previously been identified as being within the clinically vulnerable group may continue to attend school. ● Pregnant women are considered "clinically vulnerable" or in some cases "clinically extremely vulnerable" to COVID19. An individual risk assessment should be carried out, using information from the Coronavirus (COVID-19): advice for pregnant employees - GOV.UK and from their Midwife. ● Extra-curricular activity and wrap-around provision should be resumed, where necessary, to support parents to work, attend education and access medical care, and as part of pupil's wider education and training. Vulnerable children can attend regardless of circumstances. Bubbles in line with the school day should be maintained where possible.

		SYSTEM OF CONTROLS **A. Prevention** ● The school will minimise contact with individuals who are infectious by ensuring that people do not attend school if they: o have coronavirus (COVID-19) symptoms o have had a positive test o someone in their household, support bubble, or childcare bubble has symptoms or a positive test o are required to quarantine after visiting a country outside of the Common Travel Area ● The use of face coverings, where recommended. Following advice from Lancashire LEA Lancaster campus will continue to ask students from Y7 and above to wear facemasks in communal areas until further notice. ● The school will ensure that all students, members of staff and visitors maintain excellent standards of hand hygiene. ● The school will ensure that good respiratory hygiene practices are followed by promoting the "catch it, bin it, kill it" approach. ● Enhanced cleaning practices (OSG UK cleaning schedule) will be followed, including the cleaning of frequently touched surfaces often, using products such as detergents and bleach. ● The contact between individuals will be minimised, and social distancing will be maintained wherever possible. ● Where necessary and in line with government guidance, appropriate personal protective equipment (PPE) will be worn. ● Occupied spaces will always be kept well ventilated. **B. Response to any Infection** The following measures will be followed where relevant: ● The school will engage with the NHS Test and Trace process ● The school will manage confirmed cases of COVID-19 amongst the school community. ● Local Health Protection Team Advice will be followed in order to contain any outbreak.

		SITE SPECIFIC PREVENTION CONTROLS ● **Minimising contact with individuals who are unwell with symptoms of COVID-19:** ● Pupils, staff and other adults must not attend school if they: o have coronavirus (COVID-19) symptoms o have had a positive test o someone in their household, support bubble, or childcare bubble has symptoms or a positive test o are required to quarantine after visiting a country outside of the Common Travel Area ● Members of staff returning to work after a period of absence e.g. holiday, will be asked to complete a return to work questionnaire (on Management Portal) to confirm that they are free of symptoms. ● Pupils, staff and other adults must immediately cease to attend and not attend for at least 10 days from the day after they developed symptoms, or tested positive for COVID-19 (whether by PCR testing or lateral flow testing). If this occurs during the school day, they must immediately be sent home. ● Where self-isolation is being undertaken, a test must be arranged for coronavirus Coronavirus (COVID-19): getting tested - GOV.UK. ● COVID-19: guidance for households with possible coronavirus infection must be followed. Guidance on timescales may change. ● All members of staff will be briefed on the self-isolation process. Self-isolation includes the day symptoms started or a positive test was taken (whether by PCR test or lateral flow test), and the following 10 days. ● If someone tests positive for COVID-19 whilst not experiencing symptoms, but develops symptoms during the isolation period, they must restart the 10-day isolation period from the day they developed symptoms.

		• If a child is awaiting collection, they will be moved to the self-isolation room. A window will be opened to ventilate the room whilst occupied **or** If a child is awaiting collection, they will be moved to an area CHANGING ROOM OFF SCHOOL HALL which is at least 2 metres away from other people. Thisroom or area will be cleaned and disinfected after use. • A separate bathroom has been allocated for use by children who are displaying symptoms of coronavirus. This bathroom will be cleaned and disinfected before being used by anyone else. • The self-isolation room and bathroom will be kept clear of unnecessary items in order to facilitate thorough cleaning and disinfection. • PPE will be worn by staff caring for the child in the self-isolation room ifa distance of 2 metres cannot be maintained. • Where staffing levels may be reduced due to absences within the school the Headteacher / SLT on site will undertake an assessment of the necessary controls to operate the school with a reduced capacity. **Face coverings** **Primary School:** • Students are not expected to wear face coverings in classrooms; Following advice from Lancashire LEA Lancaster campus will continue to ask students from Y7 and above to wear facemasks in communal areas until further notice. • Visitors, contractors, and staff members will be asked to wear face coverings within all indoor areas (where social distancing is not possible – check clarification on Social distancing below).

		Secondary School: ● Following advice from Lancashire LEA Lancaster campus will continue to ask students from Y7 and above to wear facemasks in communal areas until further notice. ● Visitors and contractors will be asked to wear face coverings within all indoor areas (where social distancing is not possible – check clarification on Social distancing below). ● Individuals may be exempt from the requirements to wear face coverings. This will be dealt with sensitively by the school. ● Clear face coverings can be worn if it will assist communication with someone who relies on lip reading, clear sound or facial expressions to communicate. The evidence of them being effective is currently limited, so should only be used where necessary. ● Face visors or shields should not be worn as an alternative to face coverings, as they are unlikely to reduce aerosol transmission – they should only be used following a risk assessment for the specific situation and be cleaned appropriately. ● Those who rely on visual signals for communication, or communicate with or provide support to such individuals, are exempt from wearing face coverings in school. **Face coverings - OneBus School Transport:** ● Use of Face coverings is mandatory when travelling on dedicated school transport to school. Everyone must wear face covering. ● The school will maintain a small contingency supply of face coverings for those that have forgotten or damaged their own. ● The school will give instructions to pupils and staff on when and how to safely wear face coverings. ● **Staff areas** (shared offices, workrooms, staff rooms, kitchens, etc.) - must always ensure and maintain a 2m social distance from colleagues and students, face coverings must be always worn, where the 2m social distance gap cannot be maintained. Floor markings are in place to remind staff and help maintaining safe distances.

		● **Corridors and all other internal communal areas** - Following advice from Lancashire LEA Lancaster campus will continue to ask students from Y7 and above, and staff to wear facemasks in communal areas until further notice. **Social Distancing** – **This section provides a summary, and guidance on when to use face coverings, based on the arrangements stated on the Social Distancing and Minimising Contact between Individuals section below.** ● In line with the Hands. Face. Space. strategy, and following the advice from WHO, everyone should follow the social distancing rules and maintain a 2 metres gap from other people. Where this is not possible, the other measures will be applied and used to prevent the spread of Coronavirus. **In classroom:** • Teaching Staff – must always ensure and maintain a 2m social distance from students, then face covering should not need to be worn. Floor markings should in place to remind staff and help maintaining safe distances. • Students - students should maintain a 2m social distance from staff and 1m from other students.

- **Where teaching staff can maintain a 2m distance, but students can only maintain <u>less than 1m distance</u> between each other the following applies:**
  - Teacher - should not need to wear face covering.

- **Where the Teacher cannot maintain 2m distance with students, and vice versa, the following applies:**
  - Teacher and Students should wear face coverings.

Exams

National guidance is as follows:

- **Face coverings:**
  Candidates and invigilators do not need to wear face coverings during exams where social distancing can be maintained, but they may wear them if they wish to. Where social distancing cannot be maintained, for example, in some practical assessment situations, candidates and invigilators should wear face coverings.

  Under national lockdown restrictions, candidates and invigilators should wear face coverings in communal areas where social distancing cannot easily be maintained, or if the exam centre has chosen to require the use of face coverings in communal areas.

  This guidance in full can be accessed at:
  https://www.gov.uk/government/publications/responsibility-for-autumn-gcse-as-and-a-level-exam-series/public-health-arrangements-for-autumn-exams

  In simple terms if the exam centre cannot be set out to facilitate social distancing then face coverings will have to be worn. However, the guidance also sets out the following in relation to setting up the exam

		room. **Set up of the exam room:** Because of the practical nature of some assessments, not all external assessments will use an exam room. Where an exam room is used, desks should not be set up face to face. All candidates should be seated 2 metres apart from each other. These candidates can be seated in the same room. Each setting will differ in its layout and build. There is, therefore, no specific overall limit that can be provided in this guidance on the number of candidates who can sit in a room, but desks must be correctly spaced and there should be adequate ventilation. The upper limit to the number of candidates who can take an exam in a room together will depend broadly on the desk spacing requirements. The importance of adequate ventilation should be carefully considered when selecting the room for exams. Good ventilation is important, and you should maximise this wherever possible, for example, opening windows and propping open doors (not fire doors) where safe to do so (bearing in mind safeguarding in particular). For more advice, read the Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus (COVID-19) outbreak. Invigilators may walk up and down aisles between desks, but there must also be points in the room where an invigilator can stand at least 2 metres from the nearest desks and see all the candidates in the room. **Hand Hygiene** ● The school will ensure that students clean their hands regularly, including: • when they arrive at school • when they return from breaks • when they change rooms • before and after eating. • Hand washing facilities are located throughout the school, in

		particular, in toilets and disabled toilets. • Hand sanitiser stations will be provided: [where?] • Hand sanitiser will also be provided on school transport vehicles for use by students and staff members when getting onto and off the vehicle. • Non-alcohol-based hand sanitisers will be used within science labs where open flames may be used. • Small children will be supervised when using hand sanitiser to ensure that hands are cleaned safely, and the risk of hand sanitiser ingestion is minimised. • Posters will be displayed around the school site showing a good hand washing technique i.e., 20 seconds with soap and water followed by drying with a paper towel. • Members of staff are briefed on good hand hygiene practices via e-learning and/or toolbox talks and are encouraged to use hand sanitiser or hand washing stations at frequent intervals throughout the day. • Staff members are informed to avoid physically greeting others for example by the shaking of hands and nudging elbows. A simple 'good morning' or 'good afternoon' will suffice and will also adhere to the 2-metre clear social distancing measures. **Respiratory Hygiene** • Tissues and bins will be provided around the school. • Bins will be covered, provided with bin bags, and collected for disposaldaily. • Good respiratory hygiene in terms of "catch it, bin it, kill it" will be communicated to staff and students at the site. This will be reinforcedby the use of posters.

		• Face coverings are required at all times on public transport (for children over the age of 11). Government guidance on the safe wearing of face coverings will be issued to all users of public transport:https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers#face-coverings Use of school specific minibuses – due to numbers and arrangements, the whole school will act as a single bubble. On occasion where students mix outside their usual group or bubble, and are over the age of 11, the use of face coverings should be considered. **Enhanced Cleaning** A cleaning schedule has been implemented for all areas of the school. ▪ Cleaning Specification and Schedule implemented and signage displayed within cleaning cupboards and on other notice boards. ○ Frequently touched surfaces will be cleaned more often than normal,and these include: ○ stair rails ○ door handles ○ desks ○ light switches ○ kitchen surfaces ○ photocopier and printer control pads ● Rooms or areas shared by a number of groups will be cleaned more frequently, and these include: ○ sports facilities ○ science labs ○ D&T labs lunch facilities

		● Shared classroom resources such as books and games will be cleaned regularly. ● Resources that are shared between classes, such as sports, art and science equipment will be cleaned frequently and meticulously or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use. ● Equipment used for the delivery of therapies, for example physiotherapy or sensory equipment, should be cleaned after each use. If this is not possible, they should be left for 48 hours (72 hours for plastics) between use by different individuals. ● Musical instruments (brass and wind) will not be shared between students. Other musical instruments e.g. pianos will be thoroughly cleaned between uses. ● Outdoor playground equipment will be more frequently cleaned. ● Students and teachers can take books and shared resources home, but unnecessary sharing will be avoided. Good hand hygiene when handling these resources is emphasised. ● Lab coats which may be shared in D&T, Art and Science will not be used. Disposable aprons for wet work within these subjects will be used or individual aprons/coats may be issued. ● Arrangements will be made to thoroughly clean lunch and break tables between uses by different groups. PPE such as eye protection used in D&T and Science will be cleaned before and after use by the use of non-alcohol based sanitising wipes; preferably all staff and students should have their own set of eye protection. Please consult information provided by CLEAPSS in relation to the cleaning of eye protection: http://science.cleapss.org.uk/Resource/GL362-Sanitising-eye-protection.pdf ● The use of microscopes at the present time has been minimised. Microscope eyepieces should be cleaned with non-alcohol based sanitising wipes.

		Social Distancing and Minimising Contact between Individuals ● In order to ensure all students may attend the site, emphasis will be placed on self-isolation, good hand and respiratory hygiene and enhanced cleaning measures, with local procedures in place to ensure that contacts between staff and students, and students and other students, are minimised during the school day via either individual social distancing or group distancing. ● A daily check on the implementation of social distancing, personal hygiene and cleaning and disinfection arrangements will be undertaken by site management. Checks will be completed daily with regular cleaning of handles, toilets and frequently touched surfaces completed regularly throughout the day. This will be documented and recorded on Safety Cloud. *Measures within the Classroom* ● Adults will maintain 2 metres distance from each other. ● Close face to face contact will be avoided. ● The time spent within 1 metre of anyone will be minimised. ● Students within classrooms will be seated side to side and facing forwards. Not seated side on or face to face. ● Unnecessary furniture has been moved out of classrooms to make space. ● Classroom doors and windows will be kept open if possible, to improveair flow. Where classroom doors are also fire doors, they should be kept shut unless they are on an approved closing device. ● All unnecessary teaching aids will be removed from learning environments to promote social distancing, and to also assist the cleaning process. ● For individual and very frequently used equipment, such as pencils and pens, students and staff should have their own items.

		Secondary schools: ● Individual personal distancing between students will be encouraged. ● Teachers and staff members will stay in front of class. ● Desks will be spaced further apart to assist with individual distancing of students. ● The school will decide how many students can be accommodated in teaching areas to maintain sufficient personal distancing. Primary schools: ● Children will be kept in smaller, class sized groups. ● Teaching staff will avoid close face to face contact. They will minimise the amount of time spent within 1m of any other individual. *Measures Elsewhere* ● Whole school gatherings have been cancelled for the foreseeable future. Assemblies will take place over Zoom, with students joining by VC from their devices. ● The movement of whole groups around the school will be minimised, with groups staying in classrooms where possible for the whole day. ● The mixing of groups is avoided, apart from brief transitory contact in corridors for example at break time, lunch time or when leaving/entering the site. ● Teaching staff and pupils can take home books and shared resources but unnecessary sharing will be avoided. Hand hygiene measures and rigorous cleaning or quarantining of items will be emphasised to staff members. *Staff Welfare - facilities, break times and lunch* ● Members of staff will minimise movement around the site by using phones or radios.

		● Staff should maintain social distancing within staff rooms and avoid congregating unnecessarily. The use of staff rooms is to be minimised where possible, although staff must still have a break of a reasonable length during the day. Maximum room occupancy signage will be displayed, and floor markings will be applied to indicate 2m distancing by equipment such as kettles. ● Hard surfaces in these areas will be regularly cleaned by the FM staff on site. ● Staff members will be able to access Disabled, Staff and Visitor toilets in order to promote social distancing. ● Staff members are discouraged from using other colleagues' phones, work tools and equipment, cups and drinking / eating vessels where possible. If necessary, clean and disinfect them before and after use. *Student Welfare - facilities, break times and lunch* ● Crowding of toilets will be discouraged, and consideration given to use of these during lessons as well as at breaks to stagger use. ● Lunch time: o Students are encouraged to use outdoor seating areas. o Groups should not mix. *Arriving and Leaving School* ● The school has made arrangements for the staggering of start and leave times where appropriate. ● Communication has been made with parents about drop off and collection process. ● Rules regarding gathering at school gates and no entry to school without appointment have been issued to all parents and carers.

		Use of PPE ● PPE will be worn where already identified as necessary for a child or young person who has routine intimate care needs ● PPE will be worn where a child or young person becomes ill with coronavirus symptoms at school, and where a distance of 2 metres cannot be maintained. ● Guidance will be followed: Safe working in education, childcare and children's social care **Keeping Occupied Spaces Well Ventilated** ● Mechanical ventilation IN THE LEARNING CENTRE - The ventilation system is adjustedto supply full fresh air / single room supplemented with an outdoor air supply. The ventilation system is serviced routinely. ● Natural ventilation - windows are opened. In colder weather, windows are opened just enough to provide background ventilation. The windows are fully opened during breaks to purge the classroom air spaces. Doors to the classrooms are also opened to allow further ventilation of the space (where not fire doors). ● High windows are opened where possible to reduce draughts. ● Teaching staff will open the windows before leaving the room at break to fully ventilate the space when unoccupied (check not overriding window restrictors). ● The school has altered the uniform policy to allow warmer clothing to be worn. ● Heating is increased to ensure that the classrooms are warmer. ● PE: Outdoor sports will be prioritised where possible, and large indoor spaces used where it is not. Natural ventilation flows will be maximised by opening windows and doors where possible. ● **Promote and engage in asymptomatic testing, where available** ● Asymptomatic testing does not replace measures for symptomatic testing. Anyone showing symptoms must follow existing controls as above, to self-isolate and have a PCR test completed.

		● Anyone who tests positive from a lateral flow detection test should immediately self-isolate, follow the stay-at-home guidance, and book a confirmatory PCR test. They must self-isolate until they receive the result of the PCR test. If the PCR test returns a positive result, they must self-isolate in line with current requirements, and are not required to take another self-test within the self-isolation period. If the result is negative, and the person is not displaying symptoms of covid-19, they may return to school. *Secondary Schools* ● Testing is voluntary but encouraged STAFF AND STUDENTS HAVE BEEN ISSUED WITH HOME TESTING KITS AND UPLOAD THEIR RESULTS TO BOTH THE NHS WEBSITE AND OUR OWN IN-HOUSE SMARTFORM ● Testing should be offered to pupils at an on-site Asymptomatic Testing Site (ATS) from 8 March, for 3 tests, 3-5 days apart. ● Testing can be phased during the first week. Priority should be given to vulnerable children, children of critical workers, and children in years 10 to 13. ● Pupils return to face-to-face education following their first negative test result. Pupils not participating in asymptomatic testing should return to face-to-face education in line with phased return arrangements. ● A small on-site ATS will be retained so that testing can be offered to pupils who are unable or unwilling to test themselves at home. ● Students and staff will be supplied self-test kits to test at home. Results are to be provided to NHS Test and Trace online or by phone immediately. Results are also to be shared with the school. ● Pupils aged 12-17 should test and report with adult supervision - the adult may conduct the test if necessary. Children aged 11 should be tested by an adult. ● Any student with a positive test result will need to self-isolate. They should arrange for a PCR test and follow stay-at-home guidance. *Primary Schools* ● Pupils will not be tested in primary schools.

		• Asymptomatic testing will continue in accordance with the additional risk assessment.

		SITE SPECIFIC RESPONSE TO INFECTION CONTROLS **NHS Test and Trace Process and Management of Cases within School** ● Schools must take swift action when they become aware that someone who has attended has tested positive for coronavirus. ● Schools can contact the dedicated advice service introduced by Public Health England (PHE) and delivered by the NHS Business Services Authority. This can be reached by calling the **DfE Helpline on 0800 046 8687** and selecting **option 1** for advice on the action to take in response to a positive case. Schools will be put through to a team of advisers who will inform them of what action is needed based on the latest public health advice. ● The advice service 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. If, following triage, further expert advice is required the adviser will escalate the school's call to the PHE local health protection team. ● The advice service (or PHE local health protection team if escalated) will work with schools to guide them through the actions they need to take. Based on their advice, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 10 days since they were last in close contact with that person when they were infectious. or, as an alternative to self-isolation: ● Those who are informed that are a contact of a person who has had a positive test result for COVID-19, they must stay at home and complete 10 full days isolation. The isolation period includes the date of their last contact with them and the next 10 full days. This means that if, for example, your last contact with them was at any time on the 15th of the month your isolation period ends at 23:59 hrs. on the 25th. ● Close contact means: • direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being

		coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin) • proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual • travelling in a small vehicle, like a car, with an infected person ● The advice service (or PHE local health protection team if escalated) will provide definitive advice on who must be sent home. To support them in doing so, the school is to keep a record of pupils and staff in each group, and any close contact that takes place between children and staff in different groups. This should be a proportionate recording process. The school does not need to ask pupils to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome. ● A template letter has been provided by the DfE, on the advice of the health protection team, to send to parents and staff if needed. Schools must not share the names or details of people with coronavirus (COVID-19) unless essential to protect others. ● The school has communicated with members of staff and parents and carers about NHS Test and Trace, and where necessary, will supply details of how to book tests. ● Parents and members of staff have been asked to immediately inform the school of any test results. ● Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 10-day isolation period they should follow guidance for households with possible or confirmed coronavirus (COVID-19) infection. They should get a test, and: if someone who is self-isolating because they have been in close contact with someone who has tested positive for coronavirus (COVID-19) starts to feel unwell and gets a test for coronavirus themselves, and the test delivers a negative result, they must remain in isolation for the remainder of the 10-day isolation period. This is because they could still develop coronavirus (COVID-19) within the remaining days.

		● if the test result is positive, they should inform their setting immediately, and should isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 10-day isolation period). ● Their household should self-isolate for at least 10 days from when the symptomatic person first had symptoms, following guidance for households with possible or confirmed coronavirus (COVID-19) infection ● The NHS Business Service Authority approach to contact tracing is shown in the Appendix. Please note that tracing will vary on a case by case basis ● The school will work with their local Public Health England health protection team. *THE LOCAL HEALTH AND PROTECTION TEAM FOR LANCASTER CAMPUS IS AS FOLLOWS:* *PHE Cumbria and Lancashire Health Protection Team, Lancashire County Council, Pitt Street Reception County Hall, Preston, PR1 8XB* *cl.hpt@phe.gov.uk; PHE.clhpt@nhs.net Phone: 0344 225 0562 option 2* *Out of office: 0151 434 4819* ● https://www.gov.uk/guidance/contacts-phe-health-protection-teams. ● The school has communicated with members of staff and parents and carers about NHS Test and Trace, and where necessary, will supply details of how to book tests. ● Parents and members of staff have been asked to immediately inform the school of any test results. ● Control measures outlined in 1) will be followed where testing is undertaken.

		Managing Confirmed Cases of Coronavirus (COVID-19) in the School Community ● The school will work with their local Public Health England health protection team. *THE LOCAL HEALTH AND PROTECTION TEAM FOR LANCASTER CAMPUS IS AS FOLLOWS:* *PHE Cumbria and Lancashire Health Protection Team, Lancashire County Council, Pitt Street Reception County Hall, Preston, PR1 8XB* *cl.hpt@phe.gov.uk; PHE.clhpt@nhs.net Phone: 0344 225 0562 option 2* *Out of office: 0151 434 4819* ● https://www.gov.uk/guidance/contacts-phe-health-protection-teams. The school will be guided by the health protection team through theactions that they will need to take. **Containing Outbreaks by following local Health Protection Team advice** ● The school will work with their local Health Protection Team upon identification of an outbreak. ● Controls that may be implemented include the self-isolation of a larger number of students e.g. a whole year or whole site group. **TRANSPORT ARRANGEMENTS** ● Social distancing will be maximised within vehicles. ● Pupils are to sit within their bubble on school transport or with the same constant group of children each day. Pupils will clean their hands before boarding transport and again on disembarking. ● Additional cleaning of vehicles will be undertaken, ensuring that hand contact points are cleaned, such as seat handles, driver instruments

		and door handles.
		● The vehicle will be ventilated by opening windows and ceiling vents.
		● Pupils with suspected coronavirus will not travel on school transport.
		● Year 7 pupils and above will wear face coverings on board school transport.
		
		FIRST AID ARRANGEMENTS
		
		● Wherever possible when giving first aid, 2m distance will be maintained.
		● In the unlikely event of cardiac arrest in an adult, rescue breaths will not be performed: Adult CPR - Symptoms & First Aid Advice
		  o Do not place your face close to the casualty to hear for breathing. Watch the chest.
		  o If possible, lay a towel or similar over the nose and mouth.
		  o Ensure that CPR is performed using chest compressions and if possible a defibrillator if available and trained to do so.
		  o Ensure that there is enough PPE for first aiders to utilise including a fluid resistant surgical mask, gloves and disposable aprons, as required. Where there is a risk of splashing to eyes, for example, from spitting, coughing or vomiting, a face shield or goggles will also be worn.
		● In the event of cardiac arrest in a child, rescue breaths must be performed because cardiac arrest in children is likely to be caused by respiratory problems: Child CPR - Paediatric First Aid You must:
		  o Use a face shield or pocket mask over the child's mouth when performing rescue breaths.
		● When dealing with first aid incidents, always be aware of the risks to yourself and others.
		● Wear gloves when dealing with injured persons, particularly those with open wounds.
		● Cover cuts or grazes on your hands or arms with a waterproof dressing.
		● Always dispose of all medical waste safely in a medical waste bin.

Coronavirus (Covid-19): Mass Testing (Lateral Flow Testing)	Transmission of COVID19 during mass testing process	**Government / NHS Guidance will be adhered to: Schools & Colleges handbook**
		
		Location of Testing / Testing Room:
		• Room chosen will be large enough to set up a one way queuing system, registration area, multiple test stations, and areas for processing and recording results.
		• Room will be kept separate from other activities.
		• Where possible, the room will have external entry and exit.
		• Room will be well lit, clean, and easy to clean with non-porous flooring, and will be ventilated.
		• Unnecessary items will be removed from the room. Furniture will be wipeable.
		• Each swabbing desk will have a processing desk within 1m. Recording desk will also be located close by. Individuals being tested will not enter the processing area.
		• Where possible, will have washing facilities / WCs that are dedicated to testing staff. Where not this cannot be achieved, there will be an enhanced cleaning regime in place.
		• Signage will be displayed outside the testing room indicating that:
		  o face coverings should be worn
		  o hand sanitiser should be used on entrance and exit
		  o not to attend if displaying symptoms of COVID19
		• Hand sanitiser will be provided at the entrance, exit, and at each testing area and workstation.

		• Perspex screens to be installed at registration and processing desks where possible. Testing staff to wear IIR face masks and visors/goggles where this is not possible. • Floor markings to show 2m queue spacing. • Posters will be displayed to show how to undertake swabbing. • Free standing mirrors provided in the testing area. • Ambient temperature of the testing room should be between 15-30ºC. • Lateral flow devices should be held between 2-30ºC. Staff/Volunteers carrying out Testing: • Appropriately trained, DBS checked or supervised for the role. Training will include test preparation and results, clinical swabbing, safe donning and removal of PPE. • Supervision of testing personnel to ensure that control measures including those concerning personal hygiene, respiratory hygiene and safe donning and removal of PPE are followed. • Only staff/volunteers carrying out testing to enter the testing site. Members of staff and volunteers not involved with testing should not enter the testing site. Students/Staff/Volunteers undergoing Testing: • Those undergoing testing are advised not to attend if they have symptoms of COVID 19 or live with someone who has symptoms of COVID 19 or if they have been in close contact with someone who is displaying symptoms. Symptomatic persons must attend for a test through the national test and trace system. • Face coverings will be worn whilst in the room. They will be lowered only to allow swabbing. Compliance with wearing of face covering to be monitored by testing staff. • Consent must be gained from the pupil's parents or carers if under 16 years. • Pupils and staff are tested from the same bubble. • Pupils return to class immediately after the test and do not wait for test results.

		● Only sealed swabs to be given out. Damaged swab or test packaging is not used and will be treated as clinical waste. Cleaning of Testing Room: ● Tables and chairs will be wipeable. No soft furnishings. ● No equipment will be shared. ● All touch points will be cleaned and disinfected with virucidal single use wipes between tests. This includes mirrors, tables, chairs, and laminated posters. ● Topping up of supplies of testing equipment occurs only when testing activity has ceased. PPE ● Staff/volunteers undertaking testing will wear surgical, fluid resistant face masks and visors/goggles, disposable gloves and disposable aprons. Staff displaying COVID19 symptoms: ● Staff who display COVID19 symptoms will immediately isolate. ● PPE worn by testing staff will be removed and treated as clinical waste. ● Their testing area will be thoroughly cleaned and disinfected before reuse with virucidal cleaning products. ● Where OneBus Drivers receive a positive result, they must commence a 10 day period of self-isolation. If they have driven a OneBus onto site, this must be immediately taken out of action until it has been thoroughly cleaned with virucidal cleaning agents. Positive Pupil Cases: ● Pupil will be discreetly removed from class following positive result and taken to a well ventilated isolation area. Pupil must self-isolate for a period of 10 days.

Chemicals used within Testing	Contact with extraction solution (which contains disodium hydrogen phosphate NA2HPO4 and sodium phosphate monobasic NAH2PO4 and sodium chloride NaCl). 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 aggravated by exposure.	• Information supplied by NHS Test and Trace indicates that these chemicals are not hazardous. • PPE will be worn when handling the extract solution including nitrile gloves, safety glasses, and impervious clothing (i.e., disposable apron). • Solution will not be used past expiry date. • Users will be given training on safe handling of the extraction solution. • Product will not be allowed to enter drains. • Safety data sheet will be supplied by Innova with chemicals and procedures followed to mitigate against inhalation, skin contact or ingestion of these chemicals.
Legionella	Development of high numbers of legionella bacteria within the water system, leading to increased risk of legionellosis.	• The school has a legionella risk assessment in place. Plans for recommissioning of water system following a period of absence will be implemented; the recommendation is that where complex* systems have been allowed to stagnate for 3-4 weeks they should be recommissioned**. • Flushing of complex systems may not be enough of a control measure. * complex systems are those with water storage, shower heads and other sprays and long lengths of pipework. ** recommissioning involves the cleaning and disinfection of the water system.
Fire Safety	Changes to emergency evacuation plan; numbers of marshals; and inadequate use of fire precautions may lead to increase in evacuation time and promote fire spread throughout the building	• The school will return to normal operations, and existing fire safety procedures will be reviewed and implemented if deemed appropriate. • Fire drills will continue termly. Social distancing is not essential during an emergency evacuation (short duration of contact) but it is required during fire drills. • Fire doors will not be propped open, even as a measure to minimise surface contact. Door handles and touch points will be cleaned on a daily basis as per government guidance.

		● Non-alcohol hand sanitiser gel will be used in Science labs where Bunsen burners may be used or before using other equipment involving naked flames.

Contractor Management		● Essential visits such as those concerned with the management of fire safety, legionella, gas safety, electrical safety, and examinations of ventilation systems will be pre-arranged with the relevant contractor. The following measures will be adopted, where possible:
		  ● The contractor will attend the site out of hours to minimise opportunity for contact between all parties
		  ● Where contractor visits attend site during hours of school operation, contractors will work in rooms that are not in use by teaching staff or pupils.
		  ● The room will be well ventilated, where possible.
		  ● Contractors will be issued with additional site rules at reception, including expectations in terms of cleaning, respiratory hygiene and hand hygiene. The contractor must confirm that they are not symptomatic.
		  ● Hand sanitiser gel will be provided for use upon entry to the site.
		● Emergency visits may be undertaken but are subject to the following measures:
		  o contractors must book in at reception
		  o they must confirm that they are not symptomatic (for COVID-19)
		  o they will be issued with site rules regarding hand hygiene, cleaning and respiratory hygiene.
		  o Where possible, pupils and members of staff will be moved from the work location, also in accordance with safeguarding principles.
		  o Hand sanitiser gel will be provided for use upon entry to the site.
		● Cleaning, catering and facilities contractors, including landscaping:
		  o Self-isolation guidance will be issued to contractors who have a daily role on site.

		o Site rules including those on cleaning, hand hygiene and respiratory hygiene expectations will be issued to each contractor. o Posters will be displayed within kitchens, cleaning cupboards, and facilities offices regarding social distancing, hand hygiene, etc. o Measures for social distancing, include: ● Consider Perspex screens for kitchens ● out of hours working for cleaners, landscapers ● separation of landscaping contractors from pupils and other staff; working in an external environment which is well ventilated.
Visitor Management		● Safety Consultant and enforcement officer (e.g. food safety officers) visits may be unannounced. The following control measures will be implemented: ● Visitors must book in at reception ● They must confirm that they are not symptomatic (for COVID-19) ● They will be issued with site rules regarding hand hygiene, cleaning and respiratory hygiene. ● Hand gel will be provided at reception for use. ● Social distancing measures will be adopted. ● Screens will separate receptionists from visitors to the site, where social distancing cannot be maintained. ● Cold calls (sales) will not be processed beyond the reception area of the school. ● Gate and door control pads will be regularly cleaned.
Mental Health	The mental health of both pupils and staff has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general.	*Students*: ● There are sufficient numbers of trained staff available to support pupils with mental health issues. ● There is access to designated staff for all pupils who wish to talk to someone about wellbeing/mental health.

		• Wellbeing/mental health is discussed regularly in PSHE/virtual assemblies/pupil briefings (stories/toy characters are used for younger pupils to help talk about feelings). • Resources/websites to support the mental health of pupils are provided. *Staff:* • Staff are encouraged to focus on their wellbeing. • SLT are proactive in discussing wellbeing with the staffthat they manage, including their workload. • Staff can access school counsellors via phone. • Staff briefings / training on wellbeing are provided as part of return-to-work schedule. • Staff have been signposted to useful websites and resources.

Please contact Caroline Lee at Southalls in the event any of the controls within this risk assessment require updating or changing so amendments can be recorded.