

# Maplewell Hall School: Coronavirus risk assessment

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This risk assessment documents the risk control measures in place from 20<sup>th</sup> August 2021. It will be reviewed when new guidance is made available and updated regularly and as necessary.

This risk assessment is based on government guidance found [here](#) as of 18<sup>th</sup> August 2021.

Staff should note that when working with vulnerable pupils with identified special needs, they retain a duty of care at all times and may need to ignore some of the advice set out in this risk assessment to keep pupils, themselves and other adults safe from emotional and physical harm. If REASONABLE, staff retain the power to use force.

Staff should also be aware that failure to comply with the guidance provided by this risk assessment without reasonable justification may result in disciplinary proceedings being taken against them. Health and Safety is everyone's responsibility and you are responsible for the health and safety of yourself, your colleagues, the students, and anyone else who comes on the school site.

## **The schools protection and control measures are based on:**

1. Ensuring good hygiene for everyone
2. Maintaining appropriate cleaning regimes.
3. Keeping occupied spaces well-ventilated.
4. Following public health advice on testing, self-isolation and managing confirmed cases.

## **In writing this Risk Assessment, school leaders have taken into account:**

- That all staff have been offered the vaccine.

- The concerns of staff, students, parents and carers.
- Staff and pupil numbers.
- Individual risk assessments for staff and students.
- The needs of our pupils as identified on their EHC plans.
- The size and layout of the school premises.
- The resources we have in stock and can order easily (e.g. PPE, soap, cleaning products).

Rob Cooper (Deputy Head) remains the senior leader with responsibility for all covid related matters (Captain Covid).

**This is a live document and will be regularly updated to reflect best practice and new guidance. Each section is rag-rated to help staff tasked with leadership or management responsibility for sections to easily identify areas for development. The Rag-Rated colours indicate:**

- **Red:** this measure cannot be put in place in school.
- **Amber:** this measure isn't in place yet but will be in place by the date stated.
- **Green:** this measure is already in place.

**To help staff make full use of this risk assessment, it is divided into sections covering:**

1. General Site Management
2. Arrivals and Departures: Adults
3. Arrivals and Departures: Pupils
4. Teaching and Learning: Adults and Pupils in the Classroom
5. Illness: Symptomatic Adults and Pupils
6. Managing Positive Cases: Adults and Pupils
7. Extremely Clinically Vulnerable: Staff
8. Extremely Clinically Vulnerable – Pupils
9. Lateral Flow Testing: General and clinical activities on the asymptomatic testing site Maplewell Hall School
10. Close contacts of confirmed positive cases

## 1. GENERAL SITE MANAGEMENT

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
<p>Virus transmission causing harm to health or education.</p> <p>A person comes into contact with the virus and becomes ill.</p> <p>A person comes into contact with the virus and individuals or groups must self-isolate.</p>	<p>Everyone including:</p> <ul style="list-style-type: none"> <li>• Drivers and Escorts</li> <li>• Parents and Carers</li> <li>• Staff</li> <li>• Pupils</li> <li>• Contractors</li> <li>• Visitors</li> </ul>	<ul style="list-style-type: none"> <li>• All classrooms will be well-ventilated, using natural ventilation:               <ul style="list-style-type: none"> <li>○ Opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space). Opening internal doors can also assist with creating a throughput of air.</li> <li>○ if necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so)</li> </ul> </li> <li>• Everyone in school will:               <ul style="list-style-type: none"> <li>○ Stay at home if they are ill</li> <li>○ Frequently wash their hands with soap and water for 20 seconds and dry thoroughly using NHS guidelines, or use hand sanitiser to cover all parts of their hands.</li> <li>○ Clean their hands-on arrival, after breaks, if they change rooms, before</li> </ul> </li> </ul>	<p>Leadership: Rob Cooper</p> <p>Management: Matt Whitsey</p> <p>Implementation: All staff</p>	<p>August 20th</p>	<p>Rag-rated green as these measures are already in place</p> <p>Alcohol based hand sanitiser will not be allowed in school, except in the Lateral Flow testing site (East Gate Lodge). There is a risk to students and staff related to the use of oxygen to manage health conditions.</p> <p>The widespread access to alcohol-based sanitiser across the site poses a risk of ingestion to students with identified special educational needs including but not limited to: ADHD; a lack of impulse control; self-harm, suicidal ideation</p>

## 1. GENERAL SITE MANAGEMENT

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
		<ul style="list-style-type: none"> <li>and after eating, and after sneezing or coughing.               <ul style="list-style-type: none"> <li>○ Be encouraged not to touch their mouth, eyes and nose.</li> <li>○ Use a tissue or elbow to cough or sneeze and use bins for tissue waste.</li> </ul> </li> <li>• Supplies for soap, hand sanitiser and disposable paper towels and tissues, visors, face masks, and disposable gloves and aprons will be topped up regularly and monitored to make sure they're not close to running out.</li> <li>• Bins will be emptied regularly throughout the day.</li> <li>• All staff will bring mugs, plates cutlery and crockery from their rooms at the end of the day to be washed at Butler's pantry.</li> <li>• Anyone self-isolating with symptoms will be advised to access testing and engage with the NHS Test and Trace process.</li> <li>• As a minimum, frequently touched surfaces should be wiped down twice a day, and one of these should be at the beginning or the end of the working day using standard cleaning products (e.g. bleach, detergent), including:               <ul style="list-style-type: none"> <li>○ Banisters.</li> </ul> </li> </ul>			<p>and intent; sensory needs; and pica</p> <p>Alcohol based gel used in East Gate Lodge will only be for staff and will be kept secure and accessible only by staff.</p> <p>School Zones and Bubbles.pptx</p> <p>Maplewell Hall COVID Fire Evacuation Pack PDF</p>

## 1. GENERAL SITE MANAGEMENT

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
		<ul style="list-style-type: none"> <li>○ Classroom desks and tables.</li> <li>○ Bathroom facilities (including taps and flush buttons).</li> <li>○ Door and window handles.</li> <li>○ Furniture.</li> <li>○ Light switches.</li> <li>○ Reception desks.</li> <li>○ Teaching and learning aids.</li> <li>○ Books and games and other classroom-based resources.</li> <li>○ Computer equipment (including keyboards and mouse).</li> <li>○ Sports equipment.</li> <li>○ Hard toys.</li> <li>○ Telephones.</li> <li>○ Fingerprint scanners.</li> <li>○ Outdoor play equipment.</li> <li>• Cleaning materials will be available in all classrooms and areas where shared resources are regularly handled (photocopier, kettles, library etc) for all staff to use.</li> <li>• Items that need laundering (e.g. towels, flannels, bedding) will be washed regularly in accordance</li> </ul>			

## 1. GENERAL SITE MANAGEMENT

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
		<p>with the manufacturer's instructions, on the warmest water setting. These items will not be shared between children between washes.</p> <ul style="list-style-type: none"> <li>• If a person with coronavirus symptoms comes into school, a deep clean will take place in the areas that the person has been in, following decontamination guidance.</li> <li>• In areas where a positive case has been confirmed, waste items will be tied up and kept securely for 72 hours before being disposed of in the usual way.</li> <li>• Cleaning supplies will be topped up regularly and monitored to make sure they're not close to running out.</li> <li>• The school will follow any Track and Trace advice or advice from the East Midlands Health Protection Team.</li> </ul>			

## 2. ARRIVALS AND DEPARTURES: ADULTS

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
<p>Virus transmission causing harm to health or education.</p> <p>A person comes into contact with the virus and becomes ill.</p> <p>A person comes into contact with the virus and individuals or groups have to self-isolate.</p>	<p>Everyone including:</p> <ul style="list-style-type: none"> <li>• Drivers and Escorts</li> <li>• Parents and Carers</li> <li>• Staff</li> <li>• Pupils</li> <li>• Contractors</li> <li>• Visitors</li> </ul>	<p>No adult should come on to the school site if they have covid symptoms (High Temperature; Persistent cough; Loss/Change of taste or smell.</p> <p>Driver and Escorts, Parents and Carers, Staff, and Pupils, will be asked not to come into school if they need to self-isolate under current guidance. Regular reminders will be given about this by letter, WEDUC and other social media.</p> <p>On arrival, any adults entering the main school building will enter via main reception and sign-in. They will have to sign a covid declaration as they sign in to say they are symptom free. If not, they will be asked to leave.</p> <p>Hand sanitizer to be available reception and at other entry points.</p> <p>The school will follow any Track and Trace advice or advice from the East Midlands Health Protection Team.</p> <p>All staff will be offered LFD tests to use at home according to current guidance.</p>	<p>Leadership: Rob Cooper</p> <p>Management: Andrew Patterson, Mandy Paris and Matt Whitsey</p> <p>Implementation: All staff</p>	<p>August 20th</p>	<p>Rag-rated green as these measures are already in place.</p> <p>Transport Guidance for Vehicles.docx</p>

### 3. ARRIVALS AND DEPARTURES: PUPILS

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
<p>Virus transmission causing harm to health or education.</p> <p>A person comes into contact with the virus and becomes ill.</p> <p>A person comes into contact with the virus and individuals or groups have to self-isolate.</p>	<p>Everyone including:</p> <ul style="list-style-type: none"> <li>• Drivers and Escorts</li> <li>• Parents and Carers</li> <li>• Staff</li> <li>• Pupils</li> <li>• Contractors</li> <li>• Visitors</li> </ul>	<ul style="list-style-type: none"> <li>• No pupil should come on to the school site if they have covid symptoms (High Temperature; Persistent cough; Loss/Change of taste or smell.)</li> <li>• Drivers and Escorts will follow their employers guidance to reduce the risks to pupils and themselves and ensure that pupils do too.</li> <li>• Pupils will be strongly encouraged to wear face coverings, unless exempt on the journey to school unless travelling exclusively with members of their own household.</li> <li>• The school will follow any Track and Trace advice or advice from the East Midlands Health Protection Team.</li> </ul>	<p>Leadership: Rob Cooper</p> <p>Management: Craig Palmer and Jacqui Tarry</p> <p>Implementation: All staff</p>	<p>August 20th</p>	<p>Rag-rated green as controls are already in place.</p> <p>Transport Guidance for Vehicles.docx</p>

#### 4. TEACHING AND LEARNING: ADULTS AND PUPILS IN THE CLASSROOM

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
<p>Virus transmission causing harm to health or education.</p> <p>A person comes into contact with the virus and becomes ill.</p> <p>A person comes into contact with the virus and individuals or groups have to self-isolate.</p>	<p>Everyone including:</p> <ul style="list-style-type: none"> <li>• Drivers and Escorts</li> <li>• Parents and Carers</li> <li>• Staff</li> <li>• Pupils</li> <li>• Contractors</li> <li>• Visitors</li> </ul>	<ul style="list-style-type: none"> <li>• All classrooms will be well-ventilated, using natural ventilation:                             <ul style="list-style-type: none"> <li>○ Opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space). Opening internal doors can also assist with creating a throughput of air.</li> <li>○ if necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so)</li> </ul> </li> <li>• Teachers will:                             <ul style="list-style-type: none"> <li>○ Wash their hands or use sanitizer on arrival;</li> <li>○ Display information at the start and end of the lesson reminding students of Hands, Face, Space and Catch It, Bin It, Kill It messages;</li> <li>○ Ensure the room is well-ventilated – If the temperature in the room is very cold students and staff may leave outer layers on;</li> <li>○ Leave sufficient time for equipment and surfaces to be wiped down;</li> </ul> </li> </ul>	<p>Leadership: Rob Cooper</p> <p>Management: Kasia Glinka</p> <p>Implementation: All staff</p>	<p>August 20th</p>	<p>This is rag-rated green as all measures are in place</p> <p>Covid Template.PPT</p>

#### 4. TEACHING AND LEARNING: ADULTS AND PUPILS IN THE CLASSROOM

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
		<ul style="list-style-type: none"> <li>• Hand sanitizer to be available at the entrance to every classroom.</li> <li>• Cleaning materials will be provided for every classroom: All shared surfaces and equipment will be wiped down at the end of each lesson.</li> <li>• The school will follow any Track and Trace advice or advice from the East Midlands Health Protection Team.</li> </ul>			

## 5. ILLNESS: SYMPTOMATIC ADULTS AND PUPILS

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
<p>Virus transmission causing harm to health or education.</p> <p>A person comes into contact with the virus and becomes ill.</p> <p>A person comes into contact with the virus and individuals or groups have to self-isolate.</p>	<p>Everyone including:</p> <ul style="list-style-type: none"> <li>• Drivers and Escorts</li> <li>• Parents and Carers</li> <li>• Staff</li> <li>• Pupils</li> <li>• Contractors</li> <li>• Visitors</li> </ul>	<ul style="list-style-type: none"> <li>• If a symptomatic person comes into school, they will be sent home immediately or isolated until they can be picked up. Pupils will be isolated in East Gate Lodge (Main site) or Medical Room (Post-16) until they are able to go home.</li> <li>• If a pupil displays symptoms or appears ill, staff working or supervising the pupil should contact Claire Welch or Ed Smith-Watson who will oversee their isolation and return home.</li> <li>• In the case of a symptomatic pupil who needs to be supervised before being picked up:               <ul style="list-style-type: none"> <li>○ The student will be isolated from other staff and students.</li> <li>○ If it is not possible to supervise the student remotely, supervising staff will wear a fluid-resistant surgical mask, disposable gloves and a disposable apron.</li> <li>○ If there's a risk of splashing to the eyes, such as from coughing, spitting or vomiting, supervising staff will also wear eye protection.</li> </ul> </li> </ul>	<p>Leadership: Rob Cooper</p> <p>Management: Claire Welch</p> <p>Implementation: Claire Welch/Ed Smith-Watson</p>	<p>August 20th</p>	<p>This is rag-rated green as all measures are already in place</p>

## 5. ILLNESS: SYMPTOMATIC ADULTS AND PUPILS

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
		<ul style="list-style-type: none"> <li>○ Supervising staff will wash their hands thoroughly for 20 seconds after the pupil has been picked up.</li> <li>• Parents will be advised that their child needs to be tested for Covid-19. Home testing kits will be offered to parents/carers collecting symptomatic children, and to staff who've developed symptoms at school, if providing one will increase the likelihood of them getting tested.</li> <li>• The child will not be allowed to return to school for at least 10 days unless they provide confirmation of a negative result.</li> <li>• Only in exceptional circumstances will staff take symptomatic children home themselves, and in this case one of the following steps will be taken:               <ul style="list-style-type: none"> <li>○ Use of a vehicle with a large school minibus (i.e. the driver is as far away as possible from the symptomatic child).</li> <li>○ The driver and passenger will maintain a distance of 2m from each other; or</li> <li>○ The driver will use PPE (the same PPE as when supervising a symptomatic pupil, as explained</li> </ul> </li> </ul>			

## 5. ILLNESS: SYMPTOMATIC ADULTS AND PUPILS

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
		<p>above) and the passenger will wear a face mask if they are old enough and able to do so.</p> <ul style="list-style-type: none"> <li>• Staff members who fall ill whilst at school should report to Claire Welch or Ed Smith-Watson. If it is felt staff may have covid-19 then they will be sent home immediately advised to self-isolate and told to book a test. Staff cannot return to school until the results of their test are known and they have completed any self-isolation period as instructed.</li> <li>• Staff must inform Rob Cooper of their test result as soon as possible (Out of hours: email or 07549 288253).</li> <li>• A deep clean will take place in the areas that the symptomatic person has been in, and PPE will be disposed of properly, following decontamination guidance.</li> <li>• 999 will be called if anyone is seriously ill or injured or their life is at risk.</li> <li>• The school will follow any Track and Trace advice or advice from the East Midlands Health Protection Team.</li> </ul>			

## 6. MANAGING POSITIVE CASES: ADULTS AND PUPILS

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
<p>Virus transmission causing harm to health or education.</p> <p>A person comes into contact with the virus and becomes ill.</p> <p>A person comes into contact with the virus and individuals or groups have to self-isolate.</p>	<p>Everyone including:</p> <ul style="list-style-type: none"> <li>• Drivers and Escorts</li> <li>• Parents and Carers</li> <li>• Staff</li> <li>• Pupils</li> <li>• Contractors</li> <li>• Visitors</li> </ul>	<ul style="list-style-type: none"> <li>• In the event of a positive test result, Lateral Flow or PCR, Rob Cooper must be informed immediately (Out of hours email or 07549 288253).</li> <li>• A student who returns a positive LFD result whilst at school, will be treated as symptomatic and the procedures set out in section 5 of this risk assessment followed.</li> <li>• Anyone with COVID-19 symptoms or a positive test result should stay at home and self-isolate or go home immediately. This is because they could pass the infection on to others, even if they don't have symptoms.</li> <li>• The isolation period starts immediately from when symptoms started, or, if no symptoms, from when the test was taken. Your isolation period includes the day symptoms started (or the day the test was taken if no symptoms), and the next 10 full days. This means that if, for example, symptoms started at any time on the 15th of the month (or if no symptoms but the first positive COVID-19 test was taken on the 15th), the isolation period ends at 23:59 hrs on the 25th.</li> <li>• Rob Cooper may contact the local health protection (LHP) team on 0344 2254524. The</li> </ul>	<p>Leadership: Rob Cooper</p> <p>Management: Rob Cooper</p> <p>Implementation: SLT and Claire Welch/Ed Smith-Watson</p>	<p>August 20th</p>	<p>This is rag-rated green as all measures are already in place</p>

## 6. MANAGING POSITIVE CASES: ADULTS AND PUPILS

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
		<p>LHP team will carry out a rapid risk assessment to confirm who has been in close contact with the person.</p> <ul style="list-style-type: none"> <li>• All positive cases will be reported through the education status form</li> <li>• If there are 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus is suspected, the school will work with the local health protection team to decide if additional action is needed.</li> <li>• The school will follow any Track and Trace advice or advice from the East Midlands Health Protection Team.</li> </ul>			

## 7. CLINICALLY EXTREMELY VULNERABLE STAFF AND THOSE PREVIOUSLY SHIELDING

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
<p>Staffing levels due to illness and self-isolation mean pupils can't be safely supervised.</p> <p>Pupils are not able to attend school and their access to education is put at risk.</p>	<p>Everyone including:</p> <ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils</li> </ul>	<ul style="list-style-type: none"> <li>• Adjustments to timetables and duties will be considered to reduce the number of contacts they have in school.</li> <li>• An individual risk assessment can be requested.</li> <li>• The school will follow any Track and Trace advice or advice from the East Midlands Health Protection Team.</li> </ul>	<p>Leadership: Rob Cooper</p> <p>Management: Rob Cooper</p> <p>Implementation: Andrew Patterson and Claire Welch</p>	<p>August 20th</p>	<p>This is rag-rated green as all measures are in place.</p> <p>Remote Learning Contingency Plan September 2020.docx</p>

## 8. CLINICALLY EXTREMELY VULNERABLE PUPILS

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
<p>Staffing levels due to illness and self-isolation mean pupils can't be safely supervised</p> <p>Pupils are not able to attend school and their access to education is put at risk..</p>	<p>Everyone including:</p> <ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils</li> </ul>	<ul style="list-style-type: none"> <li>• All CEV pupils should attend their school unless they are one of the very small number of pupils under paediatric or other specialist care and have been advised by their GP or clinician not to attend. Pupils who live with someone who is CEV should continue to attend school as normal. Pupils whose parents/carers are unsure if their condition makes them clinically extremely vulnerable will be supported to stay away from school until they have confirmation from their GP or consultant.</li> <li>• The school will follow any Track and Trace advice or advice from the East Midlands Health Protection Team.</li> </ul>	<p>Leadership: Rob Cooper</p> <p>Management: Rob Cooper</p> <p>Implementation: Andrew Patterson and Claire Welch</p>	<p>August 20th</p>	<p>This is rag-rated green as all measures are in place</p> <p>Remote Learning Contingency Plan September 2020.docx</p>

## 9. LATERAL FLOW TESTING

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
<p>Contact between subjects increasing the risk of transmission of COVID19 (Transmission of the virus leading to ill health or potential death) including:</p> <p><b>1. Welcome &amp; registration</b></p> <p>Contact between subjects and staff increasing the risk of transmission of COVID19:</p> <p><b>2. Sample taking</b></p>	<ul style="list-style-type: none"> <li>• Parents and Carers</li> <li>• Staff</li> <li>• Pupils</li> <li>• Contractors</li> <li>• Visitors</li> </ul>	<p><b>Staff Testing:</b></p> <ul style="list-style-type: none"> <li>• All staff lateral flow (LFD) testing will be administered by staff at home. All staff are strongly encouraged to test twice a week.</li> <li>• Staff LFD test results should be reported to the NHS following the instructions provided in the LFD kits, and recorded using the appropriate form on WEDUC.</li> </ul> <p><b>Student Testing:</b></p> <ul style="list-style-type: none"> <li>• Students will be offered LFD kits to enable them to test twice weekly at home.</li> <li>• The school will retain a small asymptomatic test site at Woodhouse Eaves and Loughborough to offer minimal testing for students who are unable or unwilling to test at home will be able to continue to test at school.</li> </ul> <p><b>All</b></p> <ul style="list-style-type: none"> <li>• All subjects are to be advised in advance not to attend if they have any symptoms of COVID 19.</li> </ul> <p><b>Hand hygiene:</b></p> <ul style="list-style-type: none"> <li>• All subjects to use hand sanitiser provided on arrival &amp; adherence to this enforced by reception staff.</li> </ul> <p><b>Cleaning:</b></p> <ul style="list-style-type: none"> <li>• Regular cleaning of the site including wipe down of all potential touchpoints in accordance with PHE guidance.</li> </ul>	<p>Leadership: Jason Brooks, Chris Houlton and Rob Cooper</p> <p>Management: Claire Welch</p> <p>Implementation: Nicky Goodwin Emily Cooper Julie Follows Sami Smith Matt Warner Georgina Smith Stuart Matthews Mel Lewis Ziggy Banks</p>	<p>August 20th</p>	<p>This is rag-rated green as all measures are in place.</p>

Contact between subject and sampler increasing the transmission of COVID19:

**3. Sample transport**

Contact between sample and test centre runner increasing the transmission of COVID19:

**4. Sample processing & analysis.**

Contact between samples and sample testers increasing the transmission of COVID19:

**5. Sample disposal**



<p><b>and waste disposal</b></p> <p>Contact between samples and sample testers increasing the transmission of COVID19:</p>					
<p>Incorrect result communication</p> <p>Wrong samples or miscoding of results</p>	<ul style="list-style-type: none"> <li>• Parents and Carers</li> <li>• Staff</li> <li>• Pupils</li> </ul>	<ul style="list-style-type: none"> <li>• 2 identical barcodes are provided to subject at check in</li> <li>• The subject registers their details to a unique ID barcode before conducting the test.</li> <li>• Barcodes are attached by trained staff at the sample collection bay.</li> <li>• Barcodes are checked for congruence at the analysis station 1 and applied to Lateral Flow Device at this station.</li> </ul>	<p>Leadership: Jason Brooks, Chris Hoult and Rob Cooper</p> <p>Management: Claire Welch</p> <p>Implementation: Nicky Goodwin Emily Cooper Julie Follows Sami Smith Matt Warner Georgina Smith Stuart Matthews Mel Lewis Ziggy Banks</p>	<p>August 20th</p>	<p>This is rag-rated green as all measures are in place.</p>

<p>Damaged barcode, lost LFD, failed scan of barcode</p>	<p>Orphaned record on registration portal &amp; No result communicated to individual</p>	<p>Subjects are called for a retest</p>	<p>Leadership: Jason Brooks, Chris Hoult and Rob Cooper</p> <p>Management: Claire Welch</p> <p>Implementation: Nicky Goodwin Emily Cooper Julie Follows Sami Smith Matt Warner Georgina Smith Stuart Matthews Mel Lewis Ziggy Banks</p>	<p>August 20th</p>	<p>This is rag-rated green as all measures are in place.</p>
<p>Extraction solution which comes with the lab test kit contains the following components: <math>\text{Na}_2\text{HPO}_4</math> (disodium hydrogen phosphate), <math>\text{NaH}_2\text{PO}_4</math></p>	<p>These components do not have any hazard labels associated with them, and the manufacturer states that there are no hazards</p>	<p><b>PPE:</b> nitrile gloves which meet the Regulation (EU) 2016/425 to be used at all times when handling the extraction solution. Safety glasses with side shields which are tested and approved under appropriate government standards to be worn at all times when handling the extraction solution. Impervious clothing to be worn to protect the body from splashes or spillages.</p> <p><b>Environmental:</b> do not let product enter drains</p>	<p>Leadership: Jason Brooks, Chris Hoult and Rob Cooper</p> <p>Management: Claire Welch</p> <p>Implementation: Nicky Goodwin</p>	<p>August 20th</p>	<p>This is rag-rated green as all measures are in place.</p>

<p>(sodium phosphate monobasic), NaCl (Sodium Chloride)</p>	<p>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.</p>	<p><b>Spillages:</b> wipe surfaces which the solution has been spilt on and dispose of cleaning material in line with the lab's waste disposal procedures</p> <p>Do not use if the solution has expired.</p> <p>Training to be provided in handling potentially biohazardous samples, chemicals and good lab practice. Adhere to guidelines in these training procedures to prevent improper handling.</p> <p>Follow procedures on the MSDS form provided by Innova to mitigate against inhalation, skin contact or ingestion of these chemicals.</p>	<p>Emily Cooper Julie Follows Sami Smith Matt Warner Georgina Smith Stuart Matthews Mel Lewis Ziggy Banks</p>		
<p>Inclement weather</p>		<ul style="list-style-type: none"> <li>• Students to be called in pairs to reduce need for waiting and queuing outside;</li> </ul>		<p>August 20th</p>	

## 10. CLOSE CONTACTS OF CONFIRMED CASES

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
<p>Virus transmission causing harm to health or education.</p> <p>A person comes into contact with the virus and becomes ill.</p> <p>A person comes into contact with the virus and individuals or groups have to self-isolate.</p>	<p>Everyone including:</p> <ul style="list-style-type: none"> <li>• Drivers and Escorts</li> <li>• Parents and Carers</li> <li>• Staff</li> <li>• Pupils</li> <li>• Contractors</li> <li>• Visitors</li> </ul>	<p>Adults who have been fully vaccinated (double-jabbed), adults who are unable to be vaccinated for medical reasons and anyone under 18 and 6 months are not required to self-isolate if they are a close contact of a confirmed case of Covid-19.</p> <p>Students who are a close contacts of a confirmed case should continue to attend school.</p> <p>Staff whose main role is working directly with students should continue to come to work. Duties should be adjusted to:</p> <ul style="list-style-type: none"> <li>• Limit close contact with anyone who is clinically extremely vulnerable.</li> </ul> <p>Duties may be adjusted to:</p> <ul style="list-style-type: none"> <li>• Limit close contact with people outside of their household.</li> </ul> <p>Staff whose main role does not include direct work with students may be able to work from home or adjust their hours to:</p> <ul style="list-style-type: none"> <li>• Limit close contact with people outside of their household.</li> <li>• Limit close contact with anyone who is clinically extremely vulnerable.</li> </ul>	<p>Leadership: Rob Cooper</p> <p>Management: SLT</p> <p>Implementation: SLT</p>	<p>August 20th</p>	<p>Rag-rated green as these measures are already in place.</p>

## 10. CLOSE CONTACTS OF CONFIRMED CASES

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
		<p>All staff and students who are a close contact of a confirmed case of Covid-19 will be:</p> <ul style="list-style-type: none"> <li>• Strongly encouraged to test twice weekly.</li> <li>• Wear a mask in enclosed spaces and where social distancing is not possible,</li> </ul>			