

# Maplewell Hall School – Post-16: Coronavirus risk assessment: National Lockdown 3.0



This risk assessment documents the risk control measures in place at school during National Lockdown that was announced at 8pm on Monday 4<sup>th</sup> January 2020. It will be reviewed and updated at the end of the lockdown period to reflect the latest national guidance.

This risk assessment is based on government guidance and advice from the local health protection team (Sian Hughes) as of 19th January 2021

- › [Education and childcare settings: new national restrictions from 5 November 2020](#)
- › [Guidance for full opening: schools](#)
- › [Guidance for full opening: special schools](#) (this includes guidance on pupils with EHC plans that should be useful for mainstream schools as well)
- › [Safe working in education settings](#)
- › [Face coverings in education](#)
- › [COVID-19 contain framework: a guide for local decision makers](#)
- › [How schools can plan for tier 2 local restrictions](#)
- › [Critical workers who can access schools or educational settings](#)

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.

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

- 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)

**Following DfE advice, the school have taken the following additional approaches (in this order) to reducing risks in the school:**

**1. Elimination:**

- Large groups of students mixing in the dining room and in social areas have stopped
- All Trips and visits have stopped
- The number of staff moving between Post-16 and the main site have been greatly reduced
- INSET on Tuesdays has been stopped and staff are encouraged to work from home where possible at this time.

**2. Substitution:**

- In all but a few cases, live annual reviews have moved online
- Staff training and staff meetings have moved online
- Where pupils cannot access education in school, education is provided via Google Classrooms with some live lessons now being delivered.

**3. Engineering controls:**

- The use of facemasks, hand hygiene and social distancing are displayed and taught at tutor times and at the start and end of all lessons

- Covid Seating Buddies have been introduced.
- A rota for site staff has been introduced to reduce the risk of the whole team self-isolating at the same time
- Teaching staff have reduced contact time with students to deliver live learning to all
- All students remain in their bubble for lessons, working at an assigned desk on an assigned computer

#### 4. Administrative controls:

- Rob Cooper (Deputy Head) has been identified as the leader for all covid related matters
- Signage and markings have been reviewed
- All parents and carers have been contacted to ensure any students with a condition that means they are clinically extremely vulnerable are identified and asked to work from home
- All staff have been contacted to ensure any staff with a condition that means they are clinically extremely vulnerable are identified and asked to work from home
- All BAME staff have been contacted to ensure that measures are in place to keep this vulnerable group safe
- New fire procedures have been implemented
- Lateral Flow Testing is taking place

#### 5. PPE:

- Staff and students are advised to wear facemasks and/or face shields/visors around the site. Staff wear facemasks and/or face shields/visors at all times in class and when supervising pupils. The wearing of facemasks in lessons is now optional for pupils.
- Disposable gloves are now provided to teaching and support staff.

**This is a live document and will be regularly updated to reflect best practice and new guidance. It will be thoroughly reviewed at the end of National Lockdown. 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. Extra-Curricular: Assemblies, Interventions, Therapy Sessions, Morning Breaks, Lunchtime Activities and Mealtimes, And After-School Clubs
6. Movement around the Site
7. Illness: Symptomatic Adults and Pupils
8. Managing Positive Cases: Adults and Pupils
9. Contingency Planning: Partial and Whole-School Closure, and Remote Learning
10. Extremely Clinically Vulnerable: Staff
11. Extremely Clinically Vulnerable – Pupils
12. BAME Staff.
13. Lateral Flow Testing



## 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 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>• Post-16 is a single bubble. Staff movement between the bubble and the main site will be limited.</li> <li>• Post-16 has its own cleaning and catering staff to avoid staff crossing over to the main site as much as possible.</li> </ul> <p>Everyone in Post-16 will:</p> <ul style="list-style-type: none"> <li>○ Stay at home if they are ill</li> <li>○ Unless exempt, everyone on the school site will wear a face-covering. Disposable face coverings are preferable and will be provided to all staff. Staff and students may wear a re-usable face covering as an alternative but these should be washed at the end of each working day. Staff may wear a face shield as well around the school site. Students who are unable to wear a mask will be offered a face shield.</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 and after eating, and after sneezing or coughing</li> </ul>	<p>Leadership: Rob Cooper</p> <p>Management: Matt Whitsey</p> <p>Implementation: All staff</p>	<p>Already in place</p>	<p>Rag-rated green as these measures are already in place</p> <p>Fire Evacuation Maplewell Hall Post 16.PPT</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>○ 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> <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>● All staff will bring mugs, plates cutlery and crockery from their rooms at the end of the day to be washed in the main kitchen.</li> <li>● Bins will be emptied regularly throughout the day.</li> <li>● Anyone self-isolating with symptoms will be encouraged to access testing and engage with the NHS Test and Trace process.</li> <li>● Cleaning staff will regularly clean frequently touched surfaces using standard cleaning products (e.g. bleach, detergent), including:               <ul style="list-style-type: none"> <li>○ Banisters</li> <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> </ul> </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
		<ul style="list-style-type: none"> <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>● Items that need laundering (e.g. towels, flannels, bedding) will be washed regularly in accordance with the manufacturer's instructions, on the warmest water setting. These items will not be shared between children between washes.</li> <li>● Pupils and parents/carers will be asked to limit the amount of equipment they bring into school each day to essentials like bags, lunch boxes, hats, coats, books, stationery and mobile phones.</li> <li>● Areas of the school that are used by pupils will be cleaned thoroughly at the end of the day.</li> <li>● Any resources shared between groups, such as sports, art and science equipment, will be either:               <ul style="list-style-type: none"> <li>○ Cleaned frequently and meticulously, and always between groups using them; or</li> </ul> </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
		<ul style="list-style-type: none"> <li>○ Rotated so they can be unused and out of reach for 48 hours (72 hours for plastics) between use by different groups</li> <li>○ The same rules will be followed for books and other shared resources that pupils or staff take home. However, unnecessary sharing will be avoided, especially where it doesn't contribute to pupil education and development.</li> <li>● Therapy equipment, such as physiotherapy or sensory equipment, will be cleaned between each use. If this is not possible or practical, it will be:               <ul style="list-style-type: none"> <li>○ Restricted to one user: or</li> <li>○ Rotated so it can be unused for 48 hours (72 hours for plastics) between use by different individuals</li> </ul> </li> <li>● Shared rooms, such as halls and dining areas, will be cleaned between different groups using them.</li> <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>● Cleaning supplies will be topped up regularly and monitored to make sure they're not close to running out.</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
		<ul style="list-style-type: none"> <li>• Cleaning materials at the photocopier should be used by every staff user after using the copier.</li> <li>• No pupil should be sent to use the copier.</li> <li>• The school will follow any Track and Trace advice or advice from the East Midlands Health Protection Team.</li> <li>• Staff will not make drinks for anyone but themselves</li> <li>• Staff will observe social distancing around kettles and in other social areas where drinks and food are prepared</li> <li>• Cleaning materials for sanitising kettles, fridges and other shared resources will be provided</li> <li>• Additional signage in staff social areas will be displayed</li> <li>• Staff will observe social distancing at break times and not congregate together</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>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>Drivers and Escorts, and Parents and Carers dropping off and collecting pupils will not be allowed into the school building. Unless by arrangement to meet individual pupils' needs, all Drivers and Escorts, Parents and Carers will remain in their vehicles.</p> <p>All adults entering the building will have their temperature checked on arrival.</p> <p>Any adults entering the school building will enter via main reception and sign-in. They will have to indicate on screen as they sign in to say they are symptom free. If not, they will be asked to leave.</p> <p>Every adult will be advised to wear a face covering, unless exempt, while they are on the school site. Adults may be refused entry if they are exempt.</p> <p>Social distancing signage and markings will be displayed in all areas.</p> <p>Hand sanitizer to be available reception.</p> <p>The school will follow any Track and Trace advice or advice from the East Midlands Health Protection Team.</p>	<p>Leadership: Rob Cooper</p> <p>Management: Nichola Smith-Smith-Watson Rebecca Rosie</p> <p>Implementation: All staff</p>	<p>Already in place</p>	<p>Rag-rated green as these measures are already in place.</p>

## 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
		Any staff arriving on the school site intending on working in a new bubble or zone, should first go to East Gate Lodge to take a Lateral Flow Test.			

## 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</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>• 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, unless exempt, will wear face coverings on the journey to school unless travelling exclusively with members of their own household.</li> <li>• Pupils will wear face coverings, unless exempt, from their drop-off point to their classroom.</li> <li>• Pupils may wear face coverings, unless exempt, in their classroom.</li> <li>• Staff will be allocated duties to remind and enforce the wearing of hand hygiene, face coverings and social distancing.</li> </ul>	<p>Leadership: Rob Cooper</p> <p>Management: Nichola Smith-Smith-Watson</p> <p>Implementation: All staff</p>	Already in place	Rag-rated green as these measures are already in place

### 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
the virus and individuals or groups have to self-isolate.		<ul style="list-style-type: none"> <li>• Pupils will have a temperature check before entering their classroom.</li> <li>• Hand sanitizer to be available at reception.</li> <li>• The school will follow any Track and Trace advice or advice from the East Midlands Health Protection Team.</li> </ul>			

#### 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>• Post-16 will be treated as a single bubble.</li> <li>• All pupils will be allocated a small number of 'covid seating buddies'. In classrooms, pupils will only be allowed to sit alongside one of their 'Covid Buddies'.</li> <li>• Staffing of post-16 will remain as consistent as possible whilst ensuring adequate and appropriate supervision. Support staff will be allocated to bubbles.</li> <li>• All staff being allocated to a new bubble or zone should go to East Gate Lodge first to have a Lateral Flow Test</li> <li>• Where possible, teachers will be delivering live lessons from outside of the classroom or from home</li> <li>• Teachers who have to cross over bubbles to protect the quality of education will: <ul style="list-style-type: none"> <li>○ Teach from an allocated and marked space at the front of the classroom.</li> <li>○ wear a face covering at all times.</li> <li>○ maintain social distancing where possible.</li> </ul> </li> <li>• Support staff working directly with pupils will: <ul style="list-style-type: none"> <li>○ Wear a face covering at all times.</li> <li>○ maintain social distancing when not directly supporting.</li> </ul> </li> </ul>	<p>Leadership: Rob Cooper</p> <p>Management: Nichola Smith-Smith-Watson</p> <p>Implementation: All staff</p>	<p>Most measures are already in place. New seating buddies and seating plans will be introduced on Monday 11<sup>th</sup> January and should be established by the start of school on Wednesday 13<sup>th</sup></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>○ support from the side when direct support is required.</li> <li>• All staff will wear disposable gloves or use cleaning materials when handing out or collecting in equipment or books.</li> <li>• Close staff supervision.</li> <li>• Regular reminders of social distancing and hand hygiene. Tutor time and all lessons will include reminders about hand hygiene and social distancing.</li> <li>• Hand sanitizer to be available in 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. EXTRA-CURRICULAR – ASSEMBLIES, INTERVENTIONS, THERAPY SESSIONS, MORNING BREAKS, LUNCHTIME ACTIVITIES AND MEALTIMES, AND AFTER-SCHOOL CLUBS

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>• Staff</li> <li>• Pupils</li> </ul>	<ul style="list-style-type: none"> <li>• There will be no physical assemblies or activities where pupils are placed groups larger than the size of a class group. There will be no mixing of pupils across bubbles unless this is to meet identified needs</li> <li>• Wave 2 and Wave 3 interventions and therapy sessions will continue for pupils with identified needs to protect their education. Staff working with pupils for an intervention will adhere to and enforce:               <ul style="list-style-type: none"> <li>○ hand hygiene.</li> <li>○ face coverings for both staff and pupils unless exempt and where the activity permits the use of face coverings; and</li> <li>○ social distancing.</li> </ul> </li> <li>• Wave 2 and Wave 3 interventions and therapy sessions will be held outdoors if possible and appropriate, or in a well-ventilated and suitably sized room.</li> </ul>	<p>Leadership: Rob Cooper</p> <p>Management: Martine Mears and Nichola Smith-Smith-Watson</p> <p>Implementation: All staff</p>	<p>Most measures are already in place.</p> <p>New seating buddies will be introduced on Monday 9<sup>th</sup> November and should be established by the start of school on Wednesday 11<sup>th</sup></p>	<p>This is rag-rated green all procedures are in place.</p>



## 5. EXTRA-CURRICULAR – ASSEMBLIES, INTERVENTIONS, THERAPY SESSIONS, MORNING BREAKS, LUNCHTIME ACTIVITIES AND MEALTIMES, AND AFTER-SCHOOL CLUBS

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>• Interventions and therapy sessions <b>will</b> be conducted via Teams if they can be done so and still meet the pupil's needs.</li> <li>• <b>All pupils taking part in a Wave 2 or Wave 3 intervention session must belong to the same bubble if the session is being delivered live.</b></li> <li>• In the common room and at the booths, students can only sit directly next to their Covid seating buddy. Staff should remind and enforce hand hygiene, face coverings and social distancing.</li> <li>• Any social time equipment used by students to play and socialise must be cleaned before being handed out and when collected.</li> <li>• Play <b>and sports</b> equipment that encourages students to break social distancing guidelines should not be handed out.</li> <li>• Close staff supervision – staff will remind pupils of, and enforce, hand hygiene and social distancing.</li> <li>• Pupils will sit with their covid seating buddies at mealtimes in the canteen, in the booths and the common room. They will maintain social distancing from all other students in the canteen and social areas.</li> <li>• Staff will wear face-coverings when supervising or working with pupils.</li> </ul>			

**5. EXTRA-CURRICULAR – ASSEMBLIES, INTERVENTIONS, THERAPY SESSIONS, MORNING BREAKS, LUNCHTIME ACTIVITIES AND MEALTIMES, AND AFTER-SCHOOL CLUBS**

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>The school will follow any Track and Trace advice or advice from the East Midlands Health Protection Team.</li> </ul>			

## 6. MOVEMENT AROUND THE SITE

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>• Teaching staff will teach to both students on and off-site remotely via Google Classrooms;</li> <li>• Unless exempt, everyone should wear a face covering. Disposable masks are encouraged and provided. If using a reusable mask, these should be cleaned at the end of each working day. A face shield should be regarded as a temporary measure to aid communication when used without a mask.</li> <li>• Everyone should practice regular respiratory and hand-hygiene and observe social distancing.</li> <li>• A one-way system will be in operation in the building. Stairs off reception = down. Stairs by the back doors = up.</li> <li>• In the event of a fire, the one-way system is temporarily abandoned, enabling all students and staff upstairs to evacuate as efficiently as possible. The use of both staircases may be essential if the 'evac u chair' is needed to be used at one of the staircases.</li> <li>• Exiting the upstairs classrooms via the rear staircase is desirable, with any wheelchair users using the front staircase with staff assistance. The lift is NOT to be used when evacuating the building.</li> <li>• Staff will remind pupils of, and enforce respiratory and hand-hygiene, face coverings and social distancing.</li> </ul>	<p>Leadership: Rob Cooper</p> <p>Management: Nichola Smith-Watson</p> <p>Implementation: All staff</p>	<p>11<sup>th</sup> January</p>	<p>Rag-rated greed as controls are already in place</p> <p>Fire Evacuation Maplewell Hall Post 16.pptx</p>

## 6. MOVEMENT AROUND THE SITE

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>• Close staff supervision.</li><li>• The school will follow any Track and Trace advice or advice from the East Midlands Health Protection Team.</li></ul>			

## 7. 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 the medical room until they are able to go home.</li> <li>• If a pupil displays symptoms or appears ill, staff working or supervising the pupil will take their temperature using the infra-red device. If this displays amber or red, then staff should use a tympanic device to check the reading. If the temperature is 37.8 or higher, then the pupil must be isolated. Staff supervising the pupil should contact Ed Smith-Watson who will oversee their isolation and return home.</li> <li>• If a pupil is ill, but not symptomatic, call Ed Smith-Watson for advice.</li> <li>• In the event of a serious injury or illness, or another medical emergency, staff should contact reception and ask for a first aider to attend immediately.</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>○ Supervising staff will wear a fluid-resistant surgical mask.</li> <li>○ Supervising staff will also wear disposable gloves and a disposable apron.</li> </ul> </li> </ul>	<p>Leadership: Rob Cooper</p> <p>Management: Ed Smith-Watson</p> <p>Implementation: All staff</p>	<p>All measures are already in place.</p>	<p>This is rag-rated green as all measures are already in place</p>

## 7. 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>○ 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> <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 given 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</li> </ul> </li> </ul>			

## 7. 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>symptomatic pupil, as explained 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 Ed Smith-Watson. If Ed Smith-Watson believes that 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>			

## 8. 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, <b>Lateral Flow or PCR</b>, Rob Cooper must be informed immediately (Out of hours email or 07549 288253)</li> <li>• Rob Cooper will contact the local health protection (LHP) team on 0344 2254524. The LHP team will carry out a rapid risk assessment to confirm who's been in close contact with the person.</li> <li>• Close contact means: <ul style="list-style-type: none"> <li>○ Direct close contact – face-to-face contact with an infected person for any length of time, within 1 metre, including: <ul style="list-style-type: none"> <li>▪ Being coughed on</li> <li>▪ A face-to-face conversation, or</li> <li>▪ Unprotected physical contact (skin-to-skin)</li> </ul> </li> <li>○ Proximity contacts – extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected person</li> <li>○ Travelling in a small car with an infected person.</li> </ul> </li> <li>• Anyone identified as a close contact will be informed immediately and asked if they consent to</li> </ul>	<p>Leadership: Rob Cooper</p> <p>Management: Rob Cooper</p> <p>Implementation: SLT and Claire Welch</p>	<p>All measures are already in place.</p>	<p>This is rag-rated green as all measures are already in place</p>



## 8. 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>Lateral Flow Testing for 7 consecutive school/work days. If they do consent, and the results of these tests remain negative, then close contacts may continue to attend work/school and do not need to self-isolate.</p> <ul style="list-style-type: none"> <li>• If they are subsequently identified by Test and Trace, then they must follow the Test and Trace instructions regardless of in-school Lateral Flow testing capability</li> <li>• If a person identified as a close contact does not consent to 7 days of daily testing, then they will have to self-isolate following national guidelines and their return date confirmed verbally. Parents and Carers will be reminded that if their child is well, then they are expected to access all learning on Google Classrooms.</li> <li>• Details of any self-isolation will be confirmed in writing at the earliest opportunity.</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>• Any and all advice given by the team will be followed.</li> <li>• The school will follow any Track and Trace advice or advice from the East Midlands Health Protection Team.</li> </ul>			



## 9. CONTINGENCY PLANNING: PARTIAL AND WHOLE-SCHOOL CLOSURE, AND REMOTE LEARNING

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>• The cover manager will assess staffing levels each morning against the pre-agreed minimum staffing numbers. If staffing falls below the agreed numbers, the cover manager will call Rob Cooper (out of hours 07549 288253)</li> <li>• Cover manager and Rob Cooper will discuss staffing arrangements and if adequate staffing for the safe supervision of pupils cannot be identified, then the decision to reduce numbers in or close Post-16.</li> <li>• The fewest number of pupils will be asked to stay off school to ensure adequate supervision and protect education.</li> <li>• Pupils identified as particularly vulnerable will not be sent home; Pupils unable to access Google Classrooms will not be sent home.</li> <li>• In the event of a whole-school closure, the school will remain open to the most vulnerable pupils and the children of keyworkers.</li> <li>• If Post-16 has to be closed and pupils are already on site and therefore waiting for transport home, pupils will remain with available staff delivering an alternative curriculum appropriate to the weather, staffing levels and numbers of pupils.</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: Deb Phipps and Andrew Patterson</p> <p>Implementation: SLT</p>	<p>Start of the day, Wednesday 11<sup>th</sup> November</p>	<p>This is rag-rated green as all measures are in place</p> <p>Remote Learning Contingency Plan September 2020.docx</p> <p>Staff Numbers.xlsx</p>



## 10. CLINICALLY EXTREMELY VULNERABLE STAFF

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 staff who have a condition that means they are clinically extremely vulnerable will be supported to work from home for the period of lockdown.</li> <li>• Staff who 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 that it is safe for them to return.</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>All staff have been contacted. Staff who have been identified as clinically extremely vulnerable are working from home from Monday 9<sup>th</sup> November until the end of lockdown</p>	<p>This is rag-rated green as all measures are in place</p> <p>Remote Learning Contingency Plan September 2020.docx</p>

## 11. 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 pupils who have a condition that means they are clinically extremely vulnerable will be supported to work from home for the period of lockdown. Support may include remote 1 to 1 tuition if appropriate and safe.</li> <li>• 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>• Parents/Carers of pupils who have a condition that means they are clinically extremely vulnerable and wish to ignore government guidance and continue working in school, will need to sign a copy of this risk assessment to confirm that they are happy that the control measures are adequate to keep them safe. If they cannot sign this risk assessment, then their child must work from home unless, and until, an individual risk assessment is completed. If the risks cannot be mitigated and the risk assessment is rag-rated red in any area, then the child will not be allowed to return to school.</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, Martine Mears and Claire Welch</p>	<p>All parents and carers have been contacted. Pupils who have been identified as clinically extremely vulnerable have been asked to work from home from 9<sup>th</sup> November to 2<sup>nd</sup> December.</p>	<p>This is rag-rated green as all measures are in place</p> <p>Remote Learning Contingency Plan September 2020.docx</p>



## 12. BAME STAFF

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>BAME Staff</li> </ul>	<ul style="list-style-type: none"> <li>All BAME staff are invited to ask for an individual risk assessment if they feel the control measures set out in this risk assessment are not sufficient</li> <li>BAME staff who wish to continue working in school but require an individual risk assessment will be supported to work from home until, an individual risk assessment is completed and agreed.</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>All staff have been contacted. Staff who have been identified as clinically extremely vulnerable are working from home from Monday 4<sup>th</sup> January until the end of lockdown</p>	<p>This is rag-rated green as all measures are in place</p>



## 13. 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> <p>Contact between subject and sampler increasing the transmission of COVID19:</p> <p><b>3. Sample transport</b></p> <p>Contact between sample and test centre runner increasing the transmission of COVID19:</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 Training:</b></p> <ul style="list-style-type: none"> <li>• All lateral flow testing will be administered by staff who have completed the national training and have registered with the DfE.</li> </ul> <p><b>Asymptomatic:</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, or live with someone who is showing symptoms of COVID 19 (including a fever and/or new persistent cough) or if they have returned within 14 days from a part of the world affected by the virus or have been in close contact with someone who is displaying symptoms.</li> </ul> <p><b>Face masks:</b></p> <ul style="list-style-type: none"> <li>• Tutor Team staff and COMPASS staff to remind all attending subjects to wear a mask unless exempt.</li> <li>• Signage in school.</li> <li>• Reminders on noticeboards and lesson presentations.</li> <li>• Face masks to be worn by subjects at all times whilst on the premises except for brief lowering at time of swabbing unless exempt.</li> <li>• Requirement to wear face mask to be reminded to all subjects in advance at time of test booking.</li> <li>• Compliance with wearing of face mask of all subjects to be visually checked on arrival by reception / security staff.</li> <li>• Compliance with wearing of face mask of all subjects to be visually checked through building by queue managers and all other staff.</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>Social distancing:</b></p> <ul style="list-style-type: none"> <li>• Two metre social distancing to be maintained between subjects with verbal reminders if necessary from tutor team, reception, queue management &amp; sampling staff.</li> <li>• A one-way flow of subjects through the building is to be initiated and maintained at all times. Compliance with this is to be ensured by queue management staff.</li> </ul> <p><b>Cleaning:</b></p>	<p>Leadership: Jason Brooks, Chris Houlton and Rob Cooper</p> <p>Management: Claire Welch Matt Whitsey</p> <p>Implementation: Ed Watson Martine Mears Rebecca Rosie</p>	<p>Already in place</p>	<p>This is rag-rated green as all measures are in place.</p>

<p>4. <b>Sample processing &amp; analysis.</b> Contact between samples and sample testers increasing the transmission of COVID19:</p> <p>5. <b>Sample disposal and waste disposal</b> Contact between samples and sample testers increasing the transmission of COVID19:</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> <li>Limited clutter-chairs only on request; no physical handing of documents to subjects except barcodes and PCR test kits for first 200 subjects</li> </ul>			
<p>Incorrect result communication 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><b>2 identical barcodes are provided to subject at check in</b></li> <li><b>The subject registers their details to a unique ID barcode before conducting the test</b></li> <li><b>Barcodes are attached by trained staff at the sample collection bay</b></li> <li><b>Barcodes are checked for congruence at the analysis station 1 and applied to Lateral Flow Device at this station</b></li> </ul>	<p>Leadership: Jason Brooks, Chris Houlton and Rob Cooper</p> <p>Management: Claire Welch Matt Whitsey</p> <p>Implementation: Ed Watson Martine Mears Rebecca Rosie</p>	<p>Already in place</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 Hault and Rob Cooper</p> <p>Management: Claire Welch Matt Whitsey</p> <p>Implementation: Ed Watson Martine Mears Rebecca Rosie</p>	<p>Already in place</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: NA<sub>2</sub>HPO<sub>4</sub> (disodium hydrogen phosphate), NaH<sub>2</sub>PO<sub>4</sub> (sodium phosphate monobasic), NaCl (Sodium Chloride)</p>	<p>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.</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><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>Leadership: Jason Brooks, Chris Hault and Rob Cooper</p> <p>Management: Claire Welch Matt Whitsey</p> <p>Implementation: Ed Watson Martine Mears Rebecca Rosie</p>	<p>Already in place</p>	<p>This is rag-rated green as all measures are in place.</p>