

# Maplewell Hall School – Post-16: Coronavirus risk assessment: National Lockdown 2.0



This risk assessment documents the risk control measures in place at school from Monday 8<sup>th</sup> March 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 and advice from the local health protection team (Sian Hughes) as of 24<sup>th</sup> February 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)
- [Actions for early years and childcare providers during the coronavirus outbreak](#)
- [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.

The schools Prevention measures are based on: 1. Minimising contact with individuals who are required to self-isolate by ensuring they do not attend the setting; 2. Ensuring face coverings are used in recommended circumstances; 3. Ensuring everyone is advised to clean their hands thoroughly and more often than usual; Ensuring good respiratory hygiene for everyone by promoting the 'catch it, bin it, kill it' approach; 5. Maintaining enhanced cleaning, including frequently touched surfaces often using standard products such as detergents; 6. Considering how to minimise contact across the site and maintain social distancing where possible; 7. Keeping occupied spaces well-ventilated; 8. Ensuring individuals wear the appropriate personal protective equipment (PPE) where necessary; 9. Promoting and engaging with asymptomatic testing.

The schools response to infection measures are based on: 10. Promoting and engaging with NHS Test and Trace; 11. Managing confirmed cases of coronavirus (Covid19) amongst the school community; 12. Containing any outbreak by following PHE local health protection advice.

**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)

Summary of main changes to the document Maplewell Hall School Re-opening: Risk Assessment 3.0

Following DfE **guidance** ([Schools coronavirus \(COVID-19\) operational guidance](#) and [Safe working in education, childcare and children's social care settings, including the use of personal protective equipment \(PPE\)](#)), the school have taken the following additional approaches (in this order) to reducing risks in the school:

**1. Elimination:**

- Staff are not allowed to make drinks for anyone other than themselves.
- Students will not change for PE.
- There will be no gatherings of students in groups larger than a class group in a single room. This includes at social times, assemblies and all other times.

**2. Substitution:**

- Teachers will return to the classroom and deliver live lessons in person with measures described in this risk assessment in place.

**3. Engineering controls:**

- **Zones/Bubbles** remain in place. Post-16 is a single bubble.
- Only SLT, timetabled teachers and site team will routinely cross into the Post-16 zone/bubble from the main site. All other crossing of zones/bubbles will be kept to a minimum and should only occur to enable staff to carry out their Duty of Care, or to safeguard students. All staff crossing bubbles should take extra care to wash their hands before and after crossing bubbles, to wear a face covering, and to ensure social distancing (Hands, Face, Space).
- Any crossing of bubbles for purposes other than to deliver a timetabled lesson, to carry out the Duty of Care, or to safeguard a student, must be sanctioned by a member of SLT.
- Where timetabled to take place, Post-16 staff and students can have access to the main site but must:
  - Email slt@, mattwhitsey@, teachers&tas@ and learningsupport@ before coming on site, clearly stating the date and times of arrival and departure, the curriculum subject, the students and staff involved, and the areas of school being used to avoid unnecessary contacts between bubbles. This measure is to protect the quality of education.
  - Students wear masks on transport, observe social distancing as far as is possible, and the minibus is well-ventilated.
  - All rooms must be cleaned at the end of the activity.
  - Any equipment used must be cleaned before leaving.
- Where zones/bubbles are made up of more than one tutor group, students can share social times as long as:
  - Social time is supervised and staff model and enforce Hands, Face, Space messages.
- Routine temperature checks for students, staff and visitors will no longer take place. (Public Health England (PHE) has good evidence that routinely taking the temperature of pupils and students is not recommended as this is an unreliable method for identifying coronavirus (COVID-19).)
- Face coverings are not classified as PPE (personal protective equipment). PPE is used in a limited number of settings to protect wearers against hazards and risks, such as surgical masks or respirators used in medical and industrial settings. A face covering is a covering of any type which covers your nose and mouth. Most staff in schools will not require PPE beyond what they would normally need for their work. If a pupil already has routine intimate care needs that involve the use of PPE, the same PPE should continue to be used.
- **Disposable face coverings and gloves are provided for all staff.**
- Staff and students are strongly encouraged to wear face coverings (disposable or re-usable) around the site and in classrooms. There is no requirement in the guidance to wear face coverings outdoors, but both staff and students are encouraged to do so. We recognise that some of our staff and students can't wear a face covering at all, and that some will be able to wear a face covering but not all day. Others will have no problems at all. Staff and students should be extra cautious about maintaining social distancing, including outside, when not wearing a face covering.

- Face coverings should be worn in classrooms/during activities unless social distancing can be maintained. This does not apply in situations where wearing a face covering would impact on the ability to take part in exercise or strenuous activity, for example in PE lessons
- Face visors or shields should not be worn as an alternative to face coverings. They may protect against droplet spread in specific circumstances but are unlikely to be effective in reducing aerosol transmission when used without an additional face covering. They should only be used after carrying out a risk assessment for the specific situation and should always be cleaned appropriately.
- Disposable face coverings that staff, children, young people or students wear should be placed in a refuse bag and can be disposed of as normal domestic waste. Disposable face coverings should not be put in a recycling bin or dropped as litter.
- Transparent masks are available for students with specific communication needs.
- Staff who are unable to wear a face covering at all times in occupied areas of the school building, must have an individual risk assessment in place.
- Room ventilation signs are displayed in all used areas
- The one-way system remains in place at published times.
- Covid Seating Buddies remain in place.
- Wherever possible pupils should sit side by side and not face to face and desks should be facing the front of the classroom.
- Office accommodation for SLT, admin staff and site team have been adjusted to strengthen social distancing.
- Teachers will teach from a designated area at the front of the classroom, leaving this area only where necessary to meet the needs of students or carry out their Duty of Care.
- All students remain in their bubble for lessons, working at an assigned desk using assigned equipment.
- Students will remain in their bubbles for social times.
- Additional cleaning is taking place so that all communal areas and toilets are cleaned throughout the school day.
- For home visits, permission should first be sought from a member of SLT and any decision to sanction a home visit should be based on risks to children and young people, risks to families, and risks to the workforce.
- For home visits where households report no coronavirus (COVID-19) symptoms, no PPE is required, but a distance of 2 metres should be maintained where possible and a face covering should be worn. If this is not possible, a [risk assessment](#) is required. Good basic hygiene should be followed, such as handwashing or use of sanitiser before and after the visit, and not touching your face during the visit.
- If households are reporting coronavirus (COVID-19) symptoms, PPE should be worn if a distance of 2 metres cannot be maintained. Anyone displaying symptoms should self-isolate immediately and be encouraged to [book a coronavirus \(COVID-19\) test](#).

- If it is not possible to find out whether any member of the household is suffering from symptoms of coronavirus (COVID-19) before face-to-face contact, steps should be taken where practical to mitigate risk. These steps include but are not restricted to:
  - Knocking on the front door or ringing the doorbell and then stepping back to a distance of 2 metres in adherence to social distancing guidelines.
  - Taking PPE as a precautionary measure.
- A two-sitting arrangement for student lunches will be put in place to alleviate crowding in the canteen and indoor social areas.
- Anyone sat in the booth seating will sit diagonally to, rather than opposite each other.

#### 4. Administrative controls:

- Rob Cooper (Deputy Head) **remains** the leader for all covid related matters (**Captain Covid**)
- Signage and markings have been reviewed
- The procedure for the management of cars, taxis and buses on arrival and departure has been reviewed
- All parents and carers have been contacted **to advise them of the measures in place and signpost them to this document**
- All staff **in receipt of a shielding letter or an official letter from a health professional that identifies them as high-risk or clinically extremely vulnerable will continue 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 **remain in place.**
- Lateral Flow Testing **will continue to take place following published guidance** place

#### 5. PPE:

- The school will ensure individuals are supplied with and wear the appropriate personal protective equipment (PPE) where necessary. Face coverings are not classified as [PPE \(personal protective equipment\)](#). PPE is used in a limited number of settings to protect wearers against hazards and risks, such as surgical masks or respirators used in medical and industrial settings. A face covering is a covering of any type that covers your nose and mouth.
- Most staff in education, childcare and children's social care settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others.
- If a child, young person, or student already has routine intimate care needs that involve the use of PPE, the same PPE should continue to be used.

- During the coronavirus (COVID-19) outbreak, additional PPE is only required in a very limited number of scenarios:
  - if an individual child, young person or student becomes ill with coronavirus (COVID-19) symptoms and only then if a distance of 2 metres cannot be maintained
  - when performing [aerosol generating procedures \(AGPs\)](#)
- Staff performing AGPs should wear the correct PPE:
  - a FFP2/3 respirator
  - gloves
  - a long-sleeved fluid repellent gown
  - eye protection
- The PPE that should be used when caring for someone with symptoms of coronavirus (COVID-19) is:
  - a face mask should be worn if a distance of 2 metres cannot be maintained
  - if contact is necessary, then gloves, an apron and a face mask should be worn
  - eye protection if a risk assessment determines that there is a risk of fluids entering the eye, for example, from coughing, spitting or vomiting

**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: General and clinical activities on the asymptomatic testing site Maplewell Hall School Post-16

## 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> <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> </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</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
		<p>well around the school site. Students who are unable to wear a mask will be offered a face shield. <b>For staff, the wearing of just a face shield should be avoided unless it is to meet students' communication needs.</b></p> <ul style="list-style-type: none"> <li>○ <b>Staff unable to wear a face mask should have an individual risk assessment in place. All staff are able to take a short break from wearing a mask as long as they observe social distancing when doing so.</b></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> <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> <ul style="list-style-type: none"> <li>● Supplies for soap, hand sanitiser and disposable paper towels and tissues, visors, face masks, and disposable gloves and aprons will be topped up</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>regularly and monitored to make sure they're not close to running out.</p> <ul style="list-style-type: none"> <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> <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> </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>○ 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> <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</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
		<p>be avoided, especially where it doesn't contribute to pupil education and development.</p> <ul style="list-style-type: none"> <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, <b>and specialist teaching areas</b> 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> <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> </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>• 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> <li>• All communal toilets should operate a one in/one out system</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><b>No adult should come on to the school site if they have covid symptoms (High Temperature; Persistent cough; Loss/Change of taste or smell).</b></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>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>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>

### 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, unless exempt, will wear face coverings on the journey to school unless travelling exclusively with members of their own household.</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>• Pupils will be strongly encouraged to wear face coverings, unless exempt, from their drop-off point to their classroom.</li> <li>• Pupils will be strongly encouraged to wear face coverings, unless exempt, in 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>	<p>Leadership: Rob Cooper</p> <p>Management: Nichola Smith-Smith-Watson</p> <p>Implementation: All staff</p>	<p>Already in place</p>	<p>Rag-rated green as these measures are already in place</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>• 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 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>• Teaching staff will teach from designated areas at the front of the room. They will only teach outside of this zone if the students' needs cannot be met otherwise and to carry out their Duty of Care.</li> <li>• All teachers will:</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. Seating buddies will be introduced on Monday 9<sup>th</sup> December and should be established by the start of school on Wednesday 11<sup>th</sup></p>	<p>This is rag-rated amber as covid seating buddies have not yet been observed to be 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>○ Wash their hands or use sanitizer on arrival;</li> <li>○ Check all students are sat according to the seating buddy seating plan;</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> <li>○ Teach from an allocated and marked space at the front of the classroom;</li> <li>○ wear a face covering at all times;</li> </ul> <ul style="list-style-type: none"> <li>● All classroom staff maintain social distancing where possible whilst recognising that maintaining distance or forming bubbles could be difficult in special settings, particularly given the need for staff to administer care support and provide therapies to the children and young people attending. However, the average number of pupils or students attending a special school is much lower than the average number in a mainstream school. This will help to limit the number of contacts for any individual.</li> <li>● Support staff working directly with pupils will:</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
		<ul style="list-style-type: none"> <li>○ Wear a face covering at all times; maintain social distancing when not directly supporting;</li> <li>○ support from the side when direct support is required.</li> <li>○ <b>Avoid face to face support unless face to face support is necessary to meet a students needs.</b></li> <li>● All staff will wear disposable gloves or use cleaning materials when handing out or collecting in equipment or books.</li> <li>● <b>Practical activities should continue to protect the quality of pupils' education, but staff should ensure that all other relevant measures laid out in this risk assessment are not compromised.</b></li> <li>● Close staff supervision.</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</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 <b>other gatherings</b> where pupils are placed in groups larger than the size of a class group <b>in any indoor space</b>. 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> </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 amber as the new seating buddies have not yet been observed to be 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
groups have to self-isolate.		<ul style="list-style-type: none"> <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> <li>• Interventions and therapy sessions can be conducted via Teams if they can be done so and still meet the pupil's needs.</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 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>• To protect the quality of education, teaching staff will routinely work across bubbles but will teach from designated areas at the front of the room. They will only teach outside of this zone if the students' needs cannot be met otherwise and to carry out their Duty of Care.</li> <li>• Unless exempt, everyone should wear a face mask. 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 hand and respiratory 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> </ul>	<p>Leadership: Rob Cooper</p> <p>Management: Nichola Smith-Watson</p> <p>Implementation: All staff</p>	<p>9<sup>th</sup> November</p>	<p>Rag-rated amber as most controls are already in place but the timings for the one-way system are to be introduced on Monday 9<sup>th</sup> November and have not been observed yet</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>• Staff will remind pupils of, and enforce Hands, Face, Space and Catch It, Bin It, Kill It messages.</li> <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>• <b>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.</b></li> <li>• <b>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.</b></li> <li>• Rob Cooper <b>may</b> contact the local health protection (LHP) team on 0344 2254524. The LHP team will carry out a rapid risk assessment to confirm who has been in close contact with the person.</li> <li>• <b>Close contact means:</b> <ul style="list-style-type: none"> <li>○ anyone who lives in the same household as someone with coronavirus COVID-19) symptoms or</li> </ul> </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>who has tested positive for coronavirus (COVID-19)</p> <ul style="list-style-type: none"> <li>○ anyone who has had any of the following types of contact with someone who has tested positive for coronavirus (COVID-19) with a PCR or LFD test: <ul style="list-style-type: none"> <li>▪ face-to-face contact including being coughed on or having a face-to face conversation within 1 metre</li> <li>▪ been within 1 metre for 1 minute or longer without face-to-face contact</li> <li>▪ sexual contacts</li> <li>▪ been within 2 metres of someone for more than 15 minutes (either as a</li> <li>▪ one-off contact, or added up together over one day)</li> <li>▪ travelled in the same vehicle or a plane</li> </ul> </li> <li>● Close contacts will need to self-isolate immediately and you must stay at home and complete 10 full day's isolation. Your isolation period includes the date of your last contact with them and the next ten full days. This means that if, for example, your last contact with them was at</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>any time on the 15th of the month, your isolation period ends at 23:59 hrs on the 25th.</p> <ul style="list-style-type: none"> <li>Any Close Contacts who subsequently develop symptoms must get tested. The close contact self-isolation period must be completed even if the test result is negative.</li> <li>Do not go to work, school, or public areas, and do not use public transport or taxis.</li> <li>Anyone identified as a close contact will be informed immediately 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>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>All positive cases will be reported through the education status form</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> </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
		<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>			

## 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>• <b>In the event of a school closure, all learning will move online via Google classroom and follow the contingency timetable</b></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> </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>



## 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
		<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>			

## 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 in receipt of a shielding letter or an official letter from a health professional that identifies them as high-risk or clinically extremely vulnerable will continue to work from home.</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>• The advice for pupils who have been confirmed as clinically extremely vulnerable is to shield and stay at home as much as possible until further notice. They are advised not to attend school while shielding advice applies nationally. All 16 to 18 year olds with underlying health conditions which put them at higher risk of serious disease and mortality will be offered a vaccine in priority group 6 of the vaccination programme. At present, these children should continue to shield, and self-isolate if they have symptoms or are identified as a close contact of a positive case, even if they have been vaccinated.</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</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>

## 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>is rag-rated red in any area, then the child will not be allowed to return to school.</p> <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>			

## 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 9<sup>th</sup> November 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 a 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 Hault and Rob Cooper</p> <p>Management: Claire Welch</p> <p>Implementation: Ed Watson</p>	<p>March 8th</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>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 Houlton and Rob Cooper</p> <p>Management: Claire Welch</p> <p>Implementation: Ed Watson</p>	<p>March 8th</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</p> <p>Implementation: Ed Watson</p>	<p>March 8th</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> (sodium phosphate monobasic),  <math>\text{NaCl}</math> (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</p> <p>Implementation: Ed Watson</p>	<p>March 8th</p>	<p>This is rag-rated green as all measures are in place.</p>
<p>Inclement weather</p>		<ul style="list-style-type: none"> <li>• Not applicable</li> </ul>			