

Henley Bank High School Risk Assessment COVID 19 (Amended for March opening)

What are the hazards which may be caused?	Recommended controls/Mitigation and Protective Measures	In place? Yes/No	By whom?	Deadline
1. Awareness of and adherence to policies and procedures	<ul style="list-style-type: none"> ● A) Health and Safety Policy has been updated in light of the COVID-19 advice. http://www.henleybankhighschool.co.uk/attachments/download.asp?file=532&type=pdf ● B) All staff, pupils and volunteers are aware of all relevant policies and procedures (listed on the school website) including, but not limited to, the following: <ul style="list-style-type: none"> - Health and Safety Policy (COVID amends) - Explore link below http://www.henleybankhighschool.co.uk/attachments/download.asp?file=532&type=pdf - Infection Control Policy (p12) - Explore link below http://www.henleybankhighschool.co.uk/attachments/download.asp?file=532&type=pdf - First Aid Policy – Explore link below http://www.henleybankhighschool.co.uk/attachments/download.asp?file=534&type=pdf ● C) All staff have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> - The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 https://www.hse.gov.uk/riddor/ 	Yes	SDY	9/7/20
		Yes	SDY	9/7/20
		Yes	SDY	9/7/20

	<ul style="list-style-type: none"> - The Health Protection (Notification) Regulations 2010 - Explore link below http://www.legislation.gov.uk/ukxi/2010/659/contents/made - Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities' - Explore link below https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities - DfE and PHE (2020) 'COVID-19: guidance for educational settings - Explore link below https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-secondary-schools ● D) The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training. Staff Orientation Training Friday preceding week of shift. ● E) The school keeps up-to-date with advice issued by, but not limited to, the following: <ul style="list-style-type: none"> - DfE; NHS; Department of Health and Social Care; PHE - Regularly shared with staff – Explore links below https://www.gov.uk/coronavirus https://www.nhs.uk/conditions/coronavirus-covid-19/ ● F) Staff are made aware of the school's infection control procedures in relation to coronavirus via email – multiple comms shared with staff via email and video format ● G) Parents are made aware of the school's infection control procedures in relation to coronavirus via letter and social media – they are informed that they 2 ● H) Pupils are made aware of the school's infection control procedures in relation to coronavirus and are informed that they must tell a member of staff if they begin to feel unwell 	<p>No</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>MES</p> <p>SDY</p> <p>SDY</p> <p>SDY</p> <p>SDY</p>	<p>9/7/20</p> <p>9/7/20</p> <p>9/7/20</p> <p>9/7/20</p> <p>9/7/20</p>
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	<ul style="list-style-type: none"> I) Staff, Volunteer and Pupil Confidentiality are respected at all times – this includes withholding the names of staff, volunteers and pupils with either confirmed or suspected cases of coronavirus. 			
<p>2. Implementing social distancing</p>	<ul style="list-style-type: none"> A) Year group 'bubbles' are kept together for roll call, assemblies, break, lunchtime and lessons. They will also have an allocated toilet for their year group only. 	Yes	SDY	9/7/20
	<ul style="list-style-type: none"> B) Classrooms and other learning environments are organised to ensure that all desks are forward facing and any additional resources and equipment are not shared where possible and cleaned thoroughly after each use if sharing is essential. 	Yes	SDY	9/7/20
	<ul style="list-style-type: none"> C) Unnecessary items are removed from classrooms and other learning environments where there is space to store it elsewhere 	Yes	SDY	9/7/20
	<ul style="list-style-type: none"> D) Soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) are removed where possible 	Yes	SDY	9/7/20
	<ul style="list-style-type: none"> E) Cohorts are kept together during break and lunchtime, with a one way system in place to limit the crossover of students during lesson changeover 	Yes	SDY	9/7/20
	<ul style="list-style-type: none"> F) Throughout the day, there is a thorough cleaning of rooms 	Yes	SDY	9/7/20
	<ul style="list-style-type: none"> G) Mixing within education or childcare setting is minimised by: <ul style="list-style-type: none"> i) students being in zones with just their year group, and minimising the movement around the school (only for practical lessons); ii) young people clean their hands as they enter and leave a room iii) Each 'zone' has its own toilet which will be monitored by a member of staff outside during break and lunchtime to prevent overcrowding 	Yes	SDY	9/7/20

3. Hygiene practice	<ul style="list-style-type: none"> ● A) The COVID-19: cleaning of non-healthcare settings guidance is followed <ul style="list-style-type: none"> - Hygiene checklist to be used as standard 	Yes	SDY	9/7/20
	<ul style="list-style-type: none"> ● B) Sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitisers are in classrooms and other learning environments 	Yes	SDY	9/7/20
	<ul style="list-style-type: none"> ● C) Surfaces that children and young people are touching, books, desks, chairs, doors, sinks, toilets, light switches, bannisters are cleaned more regularly than normal 	Yes	SDY	9/7/20
	<ul style="list-style-type: none"> ● D) All adults and children are told to: <ul style="list-style-type: none"> - frequently wash their hands with soap and water for 20 seconds and dry thoroughly; - clean their hands upon arrival at school, before and after eating, and after sneezing or coughing; - are encouraged not to touch their mouth, eyes and nose - use a tissue or elbow to cough or sneeze and use pedal bins for tissue waste ('catch it, bin it, kill it') 	Yes	SDY	9/7/20
	<ul style="list-style-type: none"> ● E) Young children are encouraged to learn and practise these habits through signage and verbal communication 		SDY	9/7/20
	<ul style="list-style-type: none"> ● F) Bins with lids for tissues are emptied throughout the day 	Yes	SDY	9/7/20
	<ul style="list-style-type: none"> ● G) The use of shared resources such as stationery and other equipment is limited and disinfected where not possible to avoid – Pencil cases allocated to individual students 	Yes	SDY	9/7/20
	<ul style="list-style-type: none"> ● H) The amount of shared resources that are taken and brought in from home is limited 	Yes	SDY	9/7/20
	<ul style="list-style-type: none"> ● I) All spaces are well ventilated using natural ventilation (opening windows when students are present) or ventilation units where possible 	Yes	SDY	9/7/20
	<ul style="list-style-type: none"> ● J) Doors are propped open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation; 	Yes	SDY	9/7/20

	<ul style="list-style-type: none"> ● K) Posters are displayed throughout the school reminding pupils to wash their hands, e.g. before entering and leaving the school. ● L) Pupils wash their hands with soap before and after break times for no less than 20 seconds. ● M) Additional alcohol-based sanitiser (that contains no less than 60 percent alcohol) is provided for use where social distancing cannot be adhered to. Students use this on entry and exit of classrooms. ● N) Infection control procedures are adhered to as much as possible in accordance with the DfE and PHE’s guidance. ● O) Sufficient amounts of soap (or hand sanitiser where applicable), clean water, paper towels and waste disposal bins are supplied in all toilets and kitchen areas. ● P) Bar soap is not used, in line with the Infection Control Policy – liquid soap dispensers are installed and used instead. ● Q) Pupils do not share cutlery, cups or food. ● R) Cleaners are employed by the school to carry out daily, thorough cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy. ● S) Fire doors to be propped open to further reduce contact with door handles 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>SDY</p> <p>SDY</p> <p>SDY</p> <p>SDY</p> <p>SDY</p> <p>SDY</p> <p>SDY</p> <p>SDY</p> <p>SDY</p>	<p>9/7/20</p> <p>9/7/20</p> <p>9/7/20</p> <p>9/7/20</p> <p>9/7/20</p> <p>9/7/20</p> <p>9/7/20</p> <p>9/7/20</p> <p>9/7/20</p>
4. Ill Health	<ul style="list-style-type: none"> ● A) Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, loss of sense of smell, difficulty in breathing and high temperature, and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus. https://www.gov.uk/coronavirus ● B) Any pupil who displays signs of being unwell is immediately referred to the designated member of staff ● C) Staff act in line with the Infection Control Policy (in the health and safety policy) and ensure that any unwell pupils are moved to an empty room 	<p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>SDY</p> <p>RFN</p> <p>SDY</p>	<p>9/7/20</p> <p>9/7/20</p> <p>9/7/20</p>

	<p>(glass office in reception) whilst they wait for their parent/carer to collect them.</p> <ul style="list-style-type: none"> ● D) Pupils displaying symptoms of coronavirus do not come into contact with other pupils and as few staff as possible, whilst still ensuring the pupil is safe. Constant observation until collection. ● E) The relevant member of staff calls for emergency assistance immediately if the pupil's symptoms worsen. ● F) The parents of an unwell pupil are informed as soon as possible of the situation by a relevant member of staff. ● G) Where contact with a pupil's parents cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance and the Infection Control Policy. ● H) Unwell pupils who are waiting to go home are kept in an area where they can be at least two metres away from others. Isolation in glass office in reception until collection. ● I) Areas used by unwell pupils who need to go home are thoroughly cleaned once vacated. ● J) If unwell pupils are waiting to go home, they are instructed to use different toilets to the rest of the school to minimise the spread of infection. ● K) Staff and Parents are advised to contact 999 if their child becomes seriously ill or their life is at risk. ● L) Any medication given to ease the unwell individual's symptoms, e.g. paracetamol, is administered in accordance with the Supporting Students with Medical Conditions Policy – Explore link below: https://www.henleybankhighschool.co.uk/attachments/download.asp?file=363&type=pdf ● M) Staff and students sent home feeling unwell with suspected COVID-19 symptoms will be sent home immediately and instructed to book a test at their local testing station - https://self-referral.test-for-coronavirus.service.gov.uk/test-type 	Yes	RFN	9/7/20
		Yes	RFN	9/7/20
		Yes	RFN	9/7/20
		Yes	RFN	9/7/20
		Yes	RFN	9/7/20
		Yes	SITE	9/7/20
		Yes	RFN	9/7/20
		Yes	SDY	9/7/20
		Yes	RFN	9/7/20
		Yes	SDY	9/7/20

	<ul style="list-style-type: none"> ○ Bubble to remain functional until positive test result informs otherwise ○ SDY to log all communication on spreadsheet 			
5. Spread of infection	<ul style="list-style-type: none"> ● A) Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the Infection Control Policy and <u>Cleaning in non-healthcare settings</u> guidance 	Yes	SDY	9/7/20
	<ul style="list-style-type: none"> ● B) Pupils are instructed to cough or sneeze into their elbow and use a tissue to cover their mouths where possible, disposing of the tissue in waste disposal units. 	Yes	SDY	9/7/20
	<ul style="list-style-type: none"> ● C) Pupils clean their hands after they have coughed or sneezed. 	Yes	SDY	9/7/20
	<ul style="list-style-type: none"> ● D) Parents are informed via letter not to bring their children to school or on the school premises if they show signs of being unwell and believe they have been exposed to coronavirus. 	Yes	SDY	9/7/20
	<ul style="list-style-type: none"> ● E) Children who have displayed symptoms of coronavirus must self-isolate in line with Government guidance to avoid risks of transmission. 	Yes	SDY	9/7/20
6. Visitors/contractors	<p>A) Contractors</p> <ul style="list-style-type: none"> ● i) Limit access to absolutely essential contractors. ● ii) All essential contractors to be safety briefed upon entry to site and instructed to observe social distancing, personal hygiene and one-way routes around the school site ● iii) Contractors have been communicated with prior to not enter the school site if they, or any member of their household has been instructed to self-isolate ● iv) A log of visitors will be maintained 	Yes Yes	SDY SDY	9/7/20 9/7/20
	<ul style="list-style-type: none"> ● iii) Contractors have been communicated with prior to not enter the school site if they, or any member of their household has been instructed to self-isolate 	Yes	SDY	9/7/20
	<ul style="list-style-type: none"> ● iv) A log of visitors will be maintained 	Yes	SDY	9/7/20
	<p>B) Parents/carers</p> <ul style="list-style-type: none"> ● i) Parents/carers have been communicated with to ensure that they and any member of their household do not enter the school site if a member of their household is self-isolating 	Yes	SDY	9/7/20

	<ul style="list-style-type: none"> ● ii) Parents/carers have been communicated with to not enter site at any time ● iii) Parents/carers have been communicated with to strictly observe social distancing measures if/when dropping off/collecting children ● iv) Meetings to still be conducted on Google Meets where possible. ● v) Serious safeguarding situations will be managed on case-by-case basis <p>C) Staff moving between schools</p> <ul style="list-style-type: none"> ● i) Staff have been communicated with that they may only move to other schools if absolutely essential ● ii) Staff must check with the Headteacher with respect to staff visits ● iii) Director available for further advice when needed ● iv) All meetings must be conducted following the flow: <ul style="list-style-type: none"> ➤ Phone, Google Meet, 1:1 remote external, 1:1 remote internal 2m SD, small group with consent from Headteacher/Director 	Yes	SDY	9/7/20
		Yes	SDY	9/7/20
		Yes	SLT	9/7/20
		Yes	RFN	9/7/20
		Yes	BPL	9/7/20
		Yes	SDY	9/7/20
		Yes	SDY	9/7/20
		Yes	SDY	9/7/20
7. Management of infectious diseases	<ul style="list-style-type: none"> ● A) Staff are vigilant and report concerns about a pupil's symptoms to the designated member of staff - RFN ● B) The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus. ● C) Social distancing measures are implemented as much as possible ● D) There are plans in place for the movement of children around the school and staff ensure that this is followed ● E) The Business Manager monitors the cleaning standards of school cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus with the Headteacher. 	Yes	RFN	9/7/20
		Yes	SDY	9/7/20
		Yes	SDY	9/7/20
		Yes	SDY	9/7/20
		Yes	MES	9/7/20
8. Parental Engagement	<ul style="list-style-type: none"> ● A) Parents are told that if their child needs to be accompanied to the education or childcare setting then only one parent can attend ● B) Parents are told where their children will be having roll call so they can drop their student off at the appropriate entrance. 	Yes	SDY	9/7/20
		Yes	SDY	9/7/20
		Yes	SDY	9/7/20

	<ul style="list-style-type: none"> ● C) Parents are told that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely) 			
9. Communication	<ul style="list-style-type: none"> ● A) Children, young people, parents, carers or any visitors, such as suppliers, are told not to enter the education or childcare setting if they are displaying any symptoms of coronavirus (following the COVID-19: guidance for households with possible coronavirus infection) 	Yes	SDY	9/7/20
	<ul style="list-style-type: none"> ● B) The designated 1st Aider reports immediately to the headteacher about any cases of suspected coronavirus, even if they are unsure; 	Yes	JBP	9/7/20
	<ul style="list-style-type: none"> ● C) The headteacher contacts the Director of Education immediately about any suspected cases of coronavirus, even if they are unsure, and discusses if any further action needs to be taken; there is also the option to call the Department of Education Schools helpline. The Local Authority and Chair of Governors should be notified of any confirmed cases. 	Yes	SDY	9/7/20
	<ul style="list-style-type: none"> ● D) Schools keep pupils and parents adequately updated about any changes to infection control procedures as necessary; 	Yes	SDY	9/7/20
	<ul style="list-style-type: none"> ● E) There is early communication with contractors and suppliers that will need to prepare to support your plans for opening for example, cleaning, catering, food supplies, hygiene suppliers; 	Yes	MES	9/7/20
	<ul style="list-style-type: none"> ● F) Cleaning contractors or staff are briefed on the additional cleaning requirements and agree additional hours to allow for this. 	Yes	MES	9/7/20
10. Partial school closure	<ul style="list-style-type: none"> ● A) The school communicates with parents via letter/email regarding any updates to school procedures which are affected by the coronavirus pandemic. This includes having to partially or fully close the school again. 	Yes	SDY	9/7/20
	<ul style="list-style-type: none"> ● B) If there is a full or partial closure, pupils working from home are assigned work to complete to a timeframe set by their teacher; 	Yes	SDY	9/7/20
	<ul style="list-style-type: none"> ● C) The headteacher maintains their plan for pupils' continued education during any future partial school closure to ensure there is minimal disruption to pupils' learning – this includes their plan to monitor pupils' learning while not in school 	Yes	SDY	9/7/20

	<ul style="list-style-type: none"> • D) The Behavioural Policy and Staff Code of Conduct are adhered to at all times, even while working remotely; No APC and instead students will be sent home with parental contact and further guidance - this has been ratified by CoG in this RA. • E) The headteacher ensures all pupils have access to schoolwork and the necessary reading materials at home • F) The headteacher works with the ICT Lead to ensure that all technology used is accessible to all pupils – alternative arrangements are put in place where required; • G) The school manages the use of parents’ and pupils’ contact details in line with the Data Protection Policy and Records Management Policy, e.g. collecting emails to send schoolwork to pupils. 	Yes	SDY	9/7/20
		Yes	SDY	9/7/20
		Yes	SDY	9/7/20
		Yes	SDY	9/7/20
11. Emergencies	<ul style="list-style-type: none"> • A) All pupils’ emergency contact details are up-to-date, including alternative emergency contact details, where required. • B) Pupils’ parents are contacted as soon as practicable in the event of an emergency. • C) Pupils’ alternative contacts are called where their primary emergency contact cannot be contacted. • D) The school has an up-to-date First Aid Policy in place which outlines the management of medical emergencies – medical emergencies are managed in line with this policy. 	Yes	SDY	9/7/20
		Yes	SDY	9/7/20
		Yes	SDY	9/7/20
		Yes	SDY	9/7/20
12. Managing School Transport	<ul style="list-style-type: none"> • A) Parents, children and young people are encouraged to walk or cycle to their education setting where possible 	Yes	SDY	9/7/20

<p>13. Disposal of Waste</p>	<p>A) Waste from possible cases and cleaning of areas where possible cases have been (including disposable cloths and tissues):</p> <ul style="list-style-type: none"> i) Should be put in a plastic rubbish bag and tied when full. ii) The plastic bag should then be placed in a second bin bag and tied. iii) It should be put in a suitable and secure place and marked for storage until the individual's test results are known. iv) Waste should be stored safely and kept away from children/staff/essential visitors v) Waste suspected of COVID contamination must not be placed in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours <ul style="list-style-type: none"> • if the individual tests negative, this can be put in with the normal waste • if the individual tests positive, then store it for at least 72 hours and put in with the normal waste vi) If storage for at least 72 hours is not appropriate, arrange for collection as a Category B infectious waste either by your local waste collection authority if they currently collect your waste or otherwise by a specialist clinical waste contractor. They will supply you with orange clinical waste bags for you to place your bags into so the waste can be sent for appropriate treatment. 	<p>No</p>	<p>MES</p>	<p>9/7/20</p>
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14. Recognising that some staff may be more vulnerable to complications associated with COVID-19	A) Leaders of the school know if any of the medical conditions listed in the NHS link provided apply to staff members. Link: https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk-from-coronavirus/whos-at-higher-risk-from-coronavirus/	Yes	SDY	9/7/20
	B) Government Guidance for schools provides specific advice in relation to those moderate risk. Link: https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings#shielded-and-clinically-vulnerable-children-and-young-people	Yes	SDY	9/7/20
	C) Black, Asian and Minority Ethnic (BAME) – Whilst there is specific advice with regards to employees who are considered extremely clinically vulnerable and clinically vulnerable, there is no formal guidance from the Government which includes BAME staff. Therefore, we will consider the risks based on ethnicity, and taking into account other factors such as age, medical conditions and the type of roles being carried out by the individual staff members. In discussion with staff members, and as with critically Vulnerable and Vulnerable staff, suitable adjustments will be made where necessary.	Yes	SDY	9/7/20
	D) If a suitable number of staff are not available, student numbers will be amended, and the offer will be reduced.	Yes	SDY	9/7/20
	E) All staff have been informed that they need to maintain the social distance between themselves and other staff members where possible	Yes	SDY	9/7/20
	F) Staff will remain teaching from the front of the classroom rather than circulating the room where possible	Yes	SDY	9/7/20
	G) Teaching Assistants will work side by side rather than forward facing and be included in an allocated seat when in classrooms where possible.	Yes	SDY	9/7/20

15. TTRP	<ul style="list-style-type: none"> • SLT and HOYs have been allocated a year group that they will support with TTRP for and not go to other year groups 	Yes	SDY	05/11/20
16. PGCE students	<ul style="list-style-type: none"> • They will have to wear a mask or visor at all times when they are in a classroom with another teacher. They will be given a new timetable to ensure that they are in solo classes 	Yes	SDY	05/11/20
17. Staff briefings	<ul style="list-style-type: none"> • Monday briefing (week ahead) will take place in the Mill with full social distancing • Wednesday briefing (Better practice) will now take place in departments rather than whole school with full social distancing • Friday briefing (ABCD/FRED) will now take place virtually 	Yes	SDY FBY HBD	05/11/20
18. Finance team	<ul style="list-style-type: none"> • These are now fully working from home and not coming on to site to work in the finance office 	Yes	SDY	05/11/20
19. School Improvement Team	<ul style="list-style-type: none"> • These are now fully working from home and supporting the school virtually 	Yes	SDY	05/11/20
20. Visitors	<ul style="list-style-type: none"> • A reminder message has been sent out to all parents to ensure that they do not attend school for any reason (dropping lunch/PE kit off etc) except if they have a pre-planned meeting. If they turn up at reception, they will be spoken to at the door rather than being allowed on site. • External visitors are kept to a minimum and only for essential reasons e.g. social worker and counselling/nurse services 	Yes	SDY	05/11/20
21. DDIs	<ul style="list-style-type: none"> • These will continue to take place but will be solo rather than as a duo. The member of staff completing the DDI will wear a mask and complete it from the doorway rather than entering the classroom fully. This is the same principle for learning walks. 	Yes	SDY	05/11/20
22. Shared staff across sites	<ul style="list-style-type: none"> • Teachers and other staff who are shared between schools in GLT will continue to work across the Trust. This is because their work is deemed essential; HT will meet with members of staff to reiterate and emphasise these key points. • Ensure they do not circulate the classroom; remain at a 2m distance from students and staff at all times; wash hands regularly; will not enter the school building if they have any symptoms. 	Yes	SDY	05/11/20

23. Face Coverings - Students	<ul style="list-style-type: none"> Students must wear a face covering (mask or visor) at all times except when they are in outside, eating or drinking or in a PE lesson. If students are unable to wear a face covering for whatever reason, the letter will state that they need to let their HOY know and this will be dealt with on an individual basis. The school will provide face coverings for any students who lose theirs, forget theirs or need a replacement 	Yes	SDY	23/02/21
24. Face coverings on bus/minibus	<ul style="list-style-type: none"> Students must wear a face covering (mask or visor) at all times whilst on the school bus and minibus. 	Yes	SDY	05/11/20
25. Face coverings - staff	<ul style="list-style-type: none"> Staff must wear a face covering (mask or visor) at all times except when they are outside, eating or drinking. This includes all Roll Call, on the corridors, meetings, CPD, when working in the staff room etc and during break/lunchtime except when eating or drinking. If you are in a classroom/office on your own, then you do not need to wear a face covering. If you are in APC, after school detentions or in the learning hub on cover then you must wear a face covering. If you are unable to wear a face covering for whatever reason, staff will let SDY as this will be handled on an individual basis. The school will provide face coverings for any staff who lose theirs, forget theirs or need a replacement 	Yes	SDY	23/02/21
26. Clubs	<ul style="list-style-type: none"> Clubs will start back again w/b 15th March 	Yes	SDY	23/02/21

Risk Assessment for COVID-19 Asymptomatic Lateral Flow Testing at Henley Bank High School

Risk Assessment Completed by:	Stephen Derry	Date	08/01/2021
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No	Hazards	Associated risks	Current Control/ Mitigation Measures	Risk Evaluation		
				Probability	Severity	Risk
1	Contact between subjects increasing	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> Asymptomatic: All subjects are to be advised in advance not to attend if they have any symptoms of 	1	4	4

	the risk of transmission of COVID19		<p>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.</p> <ul style="list-style-type: none"> • Face masks: Students to be reminded of requirement to wear facemasks while on site. Face coverings/masks to be worn by subjects at all times whilst on the premises except for brief lowering at time of swabbing. • Hand hygiene: All subjects to use hand sanitiser provided on arrival & adherence to this enforced by staff. • Social distancing: Students to only attend in bubbles. Wherever possible, students to wait outside before entering testing facility. Social distancing between students to be maintained where possible. • Cleaning: Regular cleaning of the site including wipe down of all potential touchpoints in accordance with PHE guidance. • Limited clutter-chairs only for staff 			
2	Contact between subjects and staff increasing the risk of transmission of COVID19 : <u>Welcome & registration</u>	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> • Two metre social distancing to be maintained between students and staff with measured floor markings in place to ensure compliance in addition to verbal reminders if necessary from reception, queue management & sampling staff. 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. • No physical handing of documents to subjects except barcodes and PCR test kits if needed 	1	4	4
3	Contact between subject and sampler increasing the	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> • Social distancing to be adhered to at all times – see above 	1	4	4

	transmission of COVID19: <u>Sample taking</u>		<ul style="list-style-type: none"> Students to place swab into vial on table 2m away from sampler. Sampler to only collect when student has left. 			
4	Contact between sample and test centre runner increasing the transmission of COVID19: <u>Sample transport</u>	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> Samplers to wear full PPE (gloves, visor, mask, apron) Samplers to replace gloves after every test Samplers trained in actions in event of a spill Samplers to move vial rack, not vial itself. 	1	4	4
5	Contact between samples and sample testers increasing the transmission of COVID19: <u>Sample processing & analysis.</u>	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> Testers to supervise students/staff self-swabbing from 2m away Staff to wear appropriate PPE for this role (face masks, gloves) In unlikely case assistance is required, staff to also wear a visor and apron, to be disposed of after assisting students 	1	4	4
6	Contact between samples and sample testers increasing the transmission of COVID19: <u>Sample disposal and waste disposal</u>	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> All waste to be disposed of in medical waste bag in pedal bag Waste to be quarantined in safe area until collection 	2	4	8
7	Incorrect result communication	Wrong samples or miscoding of results	<ul style="list-style-type: none"> 3 identical barcodes are provided to subject at check in The subject registers their details to a unique ID barcode before conducting the test Barcodes are checked for congruence at the analysis station 1 and applied to Lateral Flow Device at this station 	2	2	4
8	Damaged barcode, lost LFD, failed scan of barcode	Orphaned record on registration portal & No result communicated to individual	<ul style="list-style-type: none"> Subjects are called for a retest 	2	2	4

9	Extraction solution which comes with the lab test kit contains the following components: NA ₂ HPO ₄ (disodium hydrogen phosphate), NaH ₂ PO ₄ (sodium phosphate monobasic), NaCl (Sodium Chloride)	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.	<ul style="list-style-type: none"> • PPE: 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. • Environmental: do not let product enter drains • Spillages: wipe surfaces which the solution has been spilt on and dispose of cleaning material in line with the lab's waste disposal procedures • Do not use if the solution has expired • Training on handling biohazards included 	1	3	3
10	Occupational illness or injury	Injury	<ul style="list-style-type: none"> • No specific hazards, other than those outlined above, are anticipated • Normal illness or injury may impact available staff numbers; this will be reviewed each day prior to testing 	1	3	3
11	Manual handling	Injury	<ul style="list-style-type: none"> • Site to be set up by site team, who are trained in manual handling 	1	3	3
12	Unauthorised access by members of the public	Injury, breach of safeguarding	<ul style="list-style-type: none"> • Access to site via car park gate only. This will be staffed at all times. 	1	4	4
13	Uneven surfaces (floor protection in the Testing and Welfare areas)	Injury	<ul style="list-style-type: none"> • Floor in Sports Hall is even 	1	3	3
14	Stairs to / from sample processing / registration area and welfare space	Injury	<ul style="list-style-type: none"> • All of testing site is on one level. 	1	3	3
15	Inclement weather	Tests are ineffective	<ul style="list-style-type: none"> • External Heaters will be used to maintain a temperature between 15-30 degrees in the Sports Hall 	1	4	4

16	Electrical safety / plant & equipment maintenance Defective electrical equipment	Fire, injury	<ul style="list-style-type: none"> • Staff using chromebooks, which have been PAT tested • Lights etc covered by normal school risk assessment 	1	4	4
17	Use of shared equipment	Transmission of COVID-19	<ul style="list-style-type: none"> • Staff to have their own equipment • Staff to clean equipment on taking over a station 	1	4	4
18	Incorrect result communication	Wrong samples or miscoding of results	<ul style="list-style-type: none"> • 2 identical barcodes are provided to subject at check in • The subject registers their details to a unique ID barcode before conducting the test • Barcodes are attached by trained staff at the sample collection bay • Barcodes are checked for congruence at the analysis station 1 and applied to Lateral Flow Device at this station 	2	2	4
19	Damaged barcode, lost LFD, failed scan of barcode	Orphaned record on registration portal & No result communicated to individual	<ul style="list-style-type: none"> • Subjects are called for a retest 	2	2	4

Risk Assessment Matrix

		Consequence of event occurring (Severity)				
		Negligible	Minor	Moderate	Major	Critical
Likelihood of event occurring (Probability)	Almost Certain	Tolerable 5	Substantial 10	Intolerable 15	Intolerable 20	Intolerable 25
	Likely	Tolerable 4	Substantial 8	Intolerable 12	Intolerable 16	Intolerable 20
	Possible	Trivial 3	Tolerable 6	Substantial 9	Intolerable 12	Intolerable 15
	Unlikely	Trivial 2	Tolerable 4	Tolerable 6	Substantial 8	Substantial 10
	Rare	Trivial 1	Trivial 2	Trivial 3	Tolerable 4	Tolerable 5

Likelihood

- Rare**, will probably never happen/recur
- Unlikely**, do not expect it to happen, but is possible
- Possible**, Might happen
- Likely**, will probably happen
- Almost Certain**, will undoubtedly happen

Severity

- Negligible
- Minor
- Moderate
- Major
- Critical

The above Risk Assessments that have been used for September, November and January are still applicable for the March full re-opening of the school. Certain amendments have been made and the date updated accordingly. This is mainly around the wearing of face coverings.

School name	Henley Bank High School		
Assessment carried out by (name/role)	Stephen Derry (Headteacher), Martin Evans (SBM), Lloyd Warren (Chair of Governors), Ellis Whittam Limited		
Date of assessment	Ellis Whittam Limited – TBC Amended by SDerry – 23/02/21	Date of next review	TBC