

## Lockdown 3.0 Risk Assessment January 2021 – Key Worker Provision & Lateral Flow Testing

(updated 20210111)

Note that this RA applies across the whole school site, including Britford Lane. Relevant DfE guidance can be found at:

[https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools?utm\\_source=18%20September%202020%20C19&utm\\_medium=Daily%20Email%20C19&utm\\_campaign=DfE%20C19](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools?utm_source=18%20September%202020%20C19&utm_medium=Daily%20Email%20C19&utm_campaign=DfE%20C19)

Serial	Area of Risk	Likelihood (L/M/H)	Impact (L/M/H)	Mitigation	Responsibility
(a)	(b)	(c)	(d)	(e)	(f)
1	Provision for students of Key Workers	M	M	<p>1. Provision of online learning facilities and supervision for students of Key Workers who parents request to attend school. Provision in line with the government guidelines:  <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision/guidance-for-schools-colleges-and-local-authorities-on-maintaining-educational-provision">https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision/guidance-for-schools-colleges-and-local-authorities-on-maintaining-educational-provision</a></p> <p>2. Daily Registration of students at reception.</p> <p>3. Maintaining year group ‘bubbles’ as far as possible in the rooms used for the provision of online learning and any other areas used in school.</p> <p>4. Ensure that furniture and seating arrangements in the rooms used maintains social distancing measures where possible and students remain in allocated seats.</p> <p>5. Compulsory use of face masks in closed circulation spaces in school including the IT rooms when doing the online learning. (Appropriate signage displayed)</p>	<p>Leadership Team (LT)</p> <p>Reception</p> <p>IT Staff &amp; Key Worker Supervisors</p> <p>IT Staff &amp; Key Worker Supervisors</p> <p>Head (HM), Deputy Head (DHM) &amp; Key Worker Supervisors</p>

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				<p>6. Encourage use of wall mounted hand sanitisers at the entrances to the site, other key points across the school site and when entering or exiting buildings.</p> <p>7. Ensure that any IT equipment used during the day is thoroughly cleaned.</p> <p>8. More regular cleaning of frequently touched surfaces (eg door handles, table tops, stair rails and banisters).</p> <p>9. Agree additional cleaning routines with contractors – this can be increased or decreased to meet the needs.</p> <p>10. Sports Hall Fitness Suite to be ‘fogged’ by cleaning staff at the end of each day to enhance the cleaning requirements for users as outlined by the Director of Sport.</p>	<p>Head (HM), Deputy Head (DHM) &amp; Key Worker Supervisors</p> <p>IT Staff</p> <p>Bursar/Site Manager</p> <p>Bursar/Site Manager</p> <p>Cleaning staff/Site Team to monitor</p>
2	Lateral Flow Testing	M	M	<p>1. Lateral Flow Testing to be implemented during the spring term for staff and pupils in line with government guidance: <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-asymptomatic-testing-in-schools-and-colleges/coronavirus-covid-19-asymptomatic-testing-in-schools-and-colleges">https://www.gov.uk/government/publications/coronavirus-covid-19-asymptomatic-testing-in-schools-and-colleges/coronavirus-covid-19-asymptomatic-testing-in-schools-and-colleges</a></p> <p>2. Details and the student consent form issued to parents: <a href="#">NHS Test and Trace: COVID-19 testing letter and consent form for staff and students</a></p> <p>3. Details and staff consent form issued to all staff.</p> <p>4. Recruitment of volunteers to undertake the Lateral Flow Testing and training provided.</p> <p>5. Testing facility established.</p> <p>6. Testing to begin w/b 18 January 2021</p>	<p>HM/DHM/Bursar</p> <p>HM</p> <p>HM</p> <p>DHM/AH Teaching &amp; Learning</p> <p>HM/DHM/Bursar</p> <p>HM/Bursar</p>

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3	Action in suspected or proved cases in school	M	H	<ol style="list-style-type: none"> <li>Any students developing symptoms or who test positive to be immediately isolated and collected by parents.</li> <li>Any staff who develop symptoms or test positive to immediately leave the site and book a PCR test.</li> <li>Any staff or students with symptomatic family members to immediately self-isolate for the prescribed period or until any negative test for the suspected case (ie follow PHE/DfE guidance closely.)</li> </ol>	Reception  All Staff  Reception to inform parents for students
4	Cross infection between pupils and teachers / support staff	M	M	<ol style="list-style-type: none"> <li>Social distancing at all times unless Health and Safety action requires closer contact, in which case appropriate PPE to be worn.</li> <li>PPE (surgical face masks, disposable gloves and aprons) to be provided for use from reception.</li> </ol>	All staff  Reception
5	Cross infection between staff	L	M	<ol style="list-style-type: none"> <li>Staff to work from home where possible.</li> <li>Social distancing at all times when on site unless Health and Safety action requires closer contact in which case PPE to be worn.</li> <li>PPE (surgical face masks, disposable gloves and aprons) to be provided for use from reception.</li> </ol>	All staff All staff  All staff
6	Cross infection between visitors to site and staff	L	M	<ol style="list-style-type: none"> <li>Parents only to visit site for the most urgent reasons – collection of son or daughter, helping to deliver mass testing.</li> <li>Visits by anybody else including governors to be minimised.</li> <li>No parents to enter school site at the end of the day.</li> </ol>	Reception to coordinate   Reception

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				<p>4. Maximum of 4 people (socially distanced) in Reception at any one time – others to wait until summoned by the Receptionist, one in, one out.</p> <p>5. Contractors to follow one in one out rule too at Reception – signs outside Reception as necessary.</p> <p>6. All visitors to school site to wear masks or visors (spare disposable masks in Reception) and observe social distancing.</p>	<p>Reception</p> <p>Site Team/Reception</p>
7	Social distancing adhered to by pupils on journey to and from school	H	M	<p>1. Advice to pupils and parents to follow guidance available at <a href="https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers">https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</a></p> <p>2. Regular reminders/reinforcement of control measures (use of masks and social distancing)</p>	<p>HM to include in letter(s)</p> <p>Heads of School</p>
8	Online Teaching	H	M	<p>1. Heads of Academic Departments to plan appropriately to make allowance for ill or isolating staff.</p> <p>2. HoDs to ensure that learning activities take-into-account the need for balanced learning at home in relation to screen time.</p> <p>3. HoDs to agree and implement suitable protocols for study, submission and marking of work so as to manage the level of screen time appropriately.</p> <p>4. HoDs to keep in regular contact with their teams through weekly Departmental discussions either face to face or using MS Teams – to check on academic issues, and concerns over pupil welfare and submission/quality of work and also staff well-being. Any action points to be entered on MS Teams so that all dept colleagues are aware.</p>	<p>HoDs</p> <p>HoDS</p> <p>HoDs</p> <p>HoDs</p>

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9	Risks for vulnerable and shielded staff (and family members)	L	H	1. Staff should not attend School if they or an immediate family member are clinically extremely vulnerable and so at a higher risk from infection. Teachers/support staff who are unable to come to the school site for this reason should play a full part in the organisation and delivery of remote learning for all age groups/administration of the school.	All staff – staff to inform HR Officer immediately of any change in circumstances