

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

(updated 20210222)

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. Provide different facilities for ‘bubbles’ when accessing online learning: Y11, 12 and 13 are to work in IT2 and use the IT2 entrance and exit. Y7, 8, 9 and 10 are to work in IT1 and use the Chapel block entrance and exit.</p> <p>4. 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>5. Ensure that furniture and seating arrangements in the rooms used maintains social distancing measures where possible and students remain in allocated seats.</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>IT Staff &amp; Key Worker Supervisors</p>

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				<p>6. Compulsory use of face masks when onsite, except when working in offices. (Appropriate signage displayed)</p> <p>7. 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>8. Ensure that any IT equipment used during the day is thoroughly cleaned.</p> <p>9. More regular cleaning of frequently touched surfaces (eg door handles, table tops, stair rails and banisters).</p> <p>10. Agree additional cleaning routines with contractors – this can be increased or decreased to meet the needs.</p> <p>11. 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>Key Worker Supervisors &amp; IT Staff</p> <p>IT Staff</p> <p>Bursar/Site Manager</p> <p>Bursar/Site Manager</p> <p>Cleaning staff/Site Team to monitor</p>
2	Pastoral Support & Safeguarding for all students	M	H	<p>1. Maintain regular contact with students.</p> <p>2. Overview of pastoral provision and support of Tutors and Mentors.</p> <p>3. Oversight and management of safeguarding cases when they arise.</p>	<p>Tutors &amp; Mentors</p> <p>Heads &amp; Assistant Heads of School</p> <p>Designated &amp; Deputy Designated Safeguarding Leads</p>
3	Lateral Flow Testing	M	M	<p>4. 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>	HM/DHM/Bursar

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				5. 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> 6. Details and staff consent form issued to all staff. 7. Recruitment of volunteers to undertake the Lateral Flow Testing and training provided. 8. Testing facility established. 9. Testing to begin w/b 25 January 2021	HM  HM DHM/AH Teaching & Learning HM/DHM/Bursar HM/Bursar
4	Action in suspected or proved cases in school	M	H	1. Any students developing symptoms or have a positive LFD test to be immediately isolated and collected by parents. 2. Any staff who develop symptoms or have a positive LFD test to immediately leave the site and isolate. 3. 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.)	Reception  All Staff  Reception to inform parents for students
5	Cross infection between pupils and teachers / support staff	M	M	1. Social distancing at all times unless Health and Safety action requires closer contact, in which case appropriate PPE to be worn. 2. PPE (surgical face masks, disposable gloves and aprons) to be provided for use from reception.	All staff  Reception
6	Cross infection between staff	L	M	1. Staff to work from home unless it is essential for them to come in to school.	All staff  All staff

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				<p>2. Social distancing at all times when on site unless Health and Safety action requires closer contact in which case PPE to be worn.</p> <p>3. PPE (surgical face masks, disposable gloves and aprons) to be provided for use from reception.</p>	All staff
7	Cross infection between visitors to site and staff	L	M	<p>1. Parents only to visit site for the most urgent reasons – collection of son or daughter, helping to deliver mass testing.</p> <p>2. Visits by anybody else including governors to be minimised.</p> <p>3. No parents to enter school site at the end of the day.</p> <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 to coordinate</p> <p>Reception</p> <p>Reception</p> <p>Site Team/Reception</p>
8	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>
9	Online Teaching	H	M	<p>1. Heads of Academic Departments to plan appropriately to make allowance for ill or isolating staff.</p>	HoDs

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				<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>
10	Risks for vulnerable and shielded staff (and family members)	L	H	<p>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.</p>	All staff – staff to inform HR Officer immediately of any change in circumstances