

Risk Assessment completed by Louise Leader

Date of Risk Assessment: updated March 2021 (V6)

Description of activity being risk assessed: PLC operation from March 2021 in response to Coronavirus.

This risk assessment has been developed to clarify Pathways Learning Centre (PLC) strategy and protocol for the implementation of the requirements of government guidance for schools from March 8th 2021. It is a dynamic risk assessment and will continue to be reviewed in response to any updated government or local authority guidance.

We have taken on board the wide range of guidance available to schools, when considering the risk mitigation measures required at PLC. As the range of guidance documents has increased, we have compiled a table of all the key references at the end of this document. An overview of these key documents can be found in [Appendix C – Table of key reference documents](#) with the key guidance for specialist settings available here:

Latest guidance released 22 February 2021 / in place from 8th March 2021

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/964351/Schools_coronavirus_operational_guidance.pdf

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/963557/Additional_operational_guidance_for_special_schools_special_post-16_institutions_and_alternative_provision.pdf

https://www.gov.uk/government/publications/coronavirus-covid-19-contingency-framework-for-education-and-childcare-settings/contingency-framework-education-and-childcare-settings-excluding-universities?utm_source=22%20February%202021%20C19&utm_medium=Daily%20Email%20C19&utm_campaign=DfE%20C19

https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings?utm_source=22%20February%202021%20C19&utm_medium=Daily%20Email%20C19&utm_campaign=DfE%20C19

The relevant training information and updated guidance documents can be found at [Resources - Google Drive](#)

January 2021 contingency framework

It is also important to highlight that the 'contingency framework' for education settings, launched in January 2021, clearly states that where the contingency framework is implemented, **alternative provision (including pupil referral units, AP academies, AP free schools) should continue to allow all children or pupils to attend full-time.**

<https://www.gov.uk/government/publications/coronavirus-covid-19-contingency-framework-for-education-and-childcare-settings/contingency-framework-education-and-childcare-settings-excluding-universities>

Lateral flow testing

The introduction of the requirement to implement lateral flow testing (LFT) in all schools from January 2021 presents some significant challenges. The details of our risk reduction protocols, implementation, quality assurance and monitoring procedures can be found in **Appendix B. [Lateral Flow Testing \(LFT\) risk assessment and working protocols.](#)** *This risk assessment continue to apply for on-site LFT testing protocols from 8th March 2021.*

Tiers of restriction

This risk assessment also reflects government guidance regarding the 'Tiers of national restriction for education...' and recognises that as an Alternative Provision (AP) / specialist setting, PLC will remain open at all times, unless specifically guided otherwise by the government or local authority. Guidance regarding the tiers of national restriction can be found in Annex 3 of this document: <https://www.gov.uk/government/publications/containing-and-managing-local-coronavirus-covid-19-outbreaks/covid-19-contain-framework-a-guide-for-local-decision-makers#annex-3-tiers-of-national-restriction>

Face coverings

There is general reference throughout this risk assessment related to the **wearing of face coverings**. We will continue to monitor available guidance regarding this matter, but for now, we are following the guidance issued by the World Health Organisation (WHO) and the latest government guidance below.

<https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education>

<https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own>

This guidance states: *"children aged 12 and over should wear a mask under the same conditions as adults, in particular when they cannot guarantee at least a 1-metre distance from others and there is widespread transmission in the area."*

March 8th 2021 – All KS3 & KS4 students will be encouraged to wear face masks in communal areas AND during lesson times. See specific guidance within this document. This is required until the end of term 4. Staff will also be required to follow this additional stipulation.

Safeguarding 2020/2021

We continue to follow our rigorous safeguarding practice, policy and available guidance. All PLC pupils are risk assessed against a number of criteria to support any decisions to 'close schools', recognising that as an AP we will remain open to as many vulnerable pupils as possible, closely support and monitor the welfare of those pupils off site and ensure all students have access to our 'blended learning offer'. (See PLC student risk assessments for further details)

Prevention and response - Mitigating risks in schools:

We are continuing to use the broad guidance on 'prevention and response' first outlined in the November 2020 guidance as well as more recent guidance outlined above and listed in [Appendix C – Table of key reference documents](#). By following the guidance in school settings can be “**confident that they are managing risk effectively**”.

Risk mitigation – It is impossible to mitigate any risk entirely but the following risk reduction measures MUST be followed:

Systems of controls - Prevention and Response to infection

Prevention

- 1) Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school.
- 2) Where recommended, use of face coverings in schools.
- 3) Clean hands thoroughly more often than usual.
- 4) Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.
- 5) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach.
- 6) Minimise contact between individuals and maintain social distancing wherever possible.

7) Where necessary, wear appropriate personal protective equipment (PPE).

Numbers 1 to 5 must be in place in all schools, all the time.

Number 6 must be properly considered and schools must put in place measures that suit their particular circumstances.

Number 7 applies in specific circumstances.

Response to any infection

8) Engage with the NHS Test and Trace process.

9) Manage confirmed cases of coronavirus (COVID-19) amongst the school community.

10) Contain any outbreak by following local health protection team advice.

Numbers 8 to 10 must be followed in every case where they are relevant.

The measures identified to mitigate against the systems of control outlined above are highlighted in the columns labelled ‘prevention’ and ‘response’ in the table below:

Reduction measure	What needs to be done?	What further action is necessary?	Action / monitored by	Prevention ref.	Response ref.
Minimising contact and increasing social distancing	All staff and pupils’ needs assessed in line with latest government guidance. Individual risk assessments will be carried out for those who are ‘clinically extremely vulnerable’ and ‘clinically vulnerable’ groups as relevant, based on local and national restrictions at any given time.	Keep up to date with the latest government guidance regarding restrictions on vulnerable groups. Keep under review. Staff risk assessments – Nov 2020 Staff previously identified as clinically extremely vulnerable or extremely vulnerable, will be	Head	1	8/9/10

	<p>This includes those still shielding, vulnerable, pregnant, BAME etc.</p> <p>Follow the latest guidance for vulnerable staff</p> <p>https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</p> <p>March 2021 – staff risk assessments updated as required for CEV staff. All other staff returning to on site where applicable</p> <p>Student risk assessments updated Jan 2021 and March 2021 on an on going dynamic basis..</p>	<p>requested to bring to our attention any information that requires them to isolate under the latest government guidance / restrictions. Those not asked to isolate, will be asked if there are any changes from their previous risk assessment that require updating.</p> <p>Jan 2021 – PLC Staff able to work from home will be directed to work from home during the national lockdown.</p> <p>Jan 2021 – As above, staff in CEV group will be reviewed and supported to work from home. Other vulnerable staff will be reviewed as individual needs discuss in consultation.</p> <p>Staff on site rota - Staff needed to support students on site will be carefully considered and kept to a minimum. Staff will be allocated to a rota, maintaining bubble integrity. This may mean that some staff need to be on site daily, but others will be required to support on the rota as directed and to work from home at other times.</p> <p>All staff working in close contact with CYP have been provided with the opportunity to receive early vaccinations. The vast majority of staff have taken up this offer. Second doses due in early April 2021.</p> <p>Students risk assessment :</p> <p>As an AP setting we will remain open. However, risk assessments need to be completed / updated for any student who is still deemed to be clinical extremely vulnerable.</p> <p>For students who require any reasonable adjustments including those with EHCPs or known to social care, we will complete a South Glos LA 'Communicate – Record – Monitor' form</p>			
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		<p>outlining the reasonable adjustments. These will be completed and shared with parents.</p> <p>Jan 2021 – EHCP students – ‘Reasonable endeavours’ have been removed, so will continue to work with parents to discuss the needs of our EHCP students and how they can best be met on site or from home if safe to do so.</p>			
	<p>Social distancing must be followed during entry to the school, throughout the school building and students supervised as much as possible by all staff.</p> <p>Consider activities where social distancing is not possible. 1m+</p> <p>Staff must maintain social distancing where ever possible, even in bubbles. Ideally, adults should maintain 2 metre distance from others, and where this is not possible avoid close face to face contact and minimise time spent within 1 metre of others.</p> <p>Staff working from home:</p> <p>We will continue to follow latest guidance regarding staff working from home. As schools have been directed to remain open, and as an AP / specialist setting PLC we will remain open during all tiers of restriction. This means balancing the requirement of safe working practices against operational effectiveness to support our ‘open status’.</p> <p>Tiers of restriction:</p> <p>We have reviewed the guidance in relation to the ‘4 tiers of restriction’. The guidance clearly states that AP/specialist settings will remain open throughout all tiers.</p>	<p>Distance markers are in place through the school.</p> <p>Signage in place.</p> <p>Bubbles now in place (from sept 2020)</p> <p>Risk mitigation measures contained within the documents remain under regular review to protect staff and students. When and where necessary, or as guidance dictates, we will review the requirement for staff to work on site, or work from home.</p> <p>See also Tier of restriction guidance document</p> <p>See also the PLC Contingency Planning Document for procedure related to any future isolation / closure for students or staff.</p> <p>Jan 2021 – As directed by National lockdown restrictions, staff working from home where possible and / or on the onsite rota to support students in attendance.</p> <p>March 2021 – all social distancing risk reduction methods to remain in place as all staff and students return. See specific section for further detail.</p>	ALL	6	8/9/10
	<p>Group ‘bubbles’ from Sept 2020 / Nov 2020 / Jan 2021 / March 2021 to continue...</p>	See operational guidance section below	SLT	1,6	8/9/10

	All students and staff are allocated a 'bubble' and are asked to minimise any contact with others outside of that bubble at all times.	Staff who are in the 'PLC wide bubble' receive additional guidance and regular reminders regarding movement around the building.			
Off site tuition	<p>Students with medical / other needs who require educational provision at home / or off site, will be able to continue to receive their educational provision when certain risk assessment criteria are met.</p> <p>Jan 2021 – Temporary removal of home learning during national lockdown. Provision to move to on line platform and other indirect support.</p> <p>March 2021 – criteria to meet delivery at home reinstated.</p> <p>Jan 2021- During the national lockdown and 'school closure', PLC staff will not enter the home or other building with the students home (eg garden room),</p>	<p>Criteria required to ensure home tuition / off site provision can continue:</p> <ul style="list-style-type: none"> CYP can only receive education in the home or at the designated location if they are unable to receive the educational input using alternative means. eg. Their SEND needs restrict their ability to access learning on line. Where the above condition is met, tutors must only enter the house when the risk assessment confirms: They are able to maintain social distance during the session. Masks will be worn by all in the house. The session lasts no longer than 45 minutes. Rooms will be ventilated wherever possible. Hand sanitizer will be used at the start and end of the session. Where weather permits, tutor sessions may be able to take place in the garden, or other suitable, well ventilated outside space. If the transport of CYP is required, the CYP must sit in the back of the vehicle, wearing masks throughout the journey. <ul style="list-style-type: none"> Jan 2021 – Staff will not enter the home under any circumstance during the 'national lockdown'. Staff may visit the home to deliver work packs, carry out wellbeing checks/safeguarding etc but this MUST be a 'doorstep' visit and a distance of at least 2m must be maintained at all times. 			

		March 2021 – criteria to meet delivery at home reinstated.			
Face coverings	<p><i>Sept 2020 - We will follow latest guidance, as it becomes available, on the use of face coverings. We have risk assessed our setting and due to the low numbers of staff and students moving around the building at any given time, we have decided that face coverings do not currently need to be worn.</i></p> <p>https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education</p> <p>Face coverings for those who need them as part of PPE protocols are available throughout the school.</p> <p>Face coverings – Nov 2020 update</p> <p>In early years settings, there is no change to the existing position. It is not mandatory for staff and visitors to wear face coverings. In situations where social distancing between adults in settings is not possible (for example when moving around in corridors and communal areas), settings have the discretion to recommend the use of face coverings for adults on site, for both staff and visitors.</p> <p>Jan 2021 – In light of the latest guidance and national lockdown, we will increase the wearing of face masks.(see updated link above)</p> <p>March 2021 – additional guidance regarding the use of face covering in classroom settings to be followed by all on their return.</p>	<p>We will keep this under review. Staff and students are reassured that they are able to wear face coverings if they wish.</p> <p>Face covering supplies will be monitored to ensure supply does not run out.</p> <p>We will provide information to staff and pupils on the safe wearing and removal of face coverings.</p> <p>https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own</p> <p>From Nov 2020 we will request all staff to wear masks around all communal and busy areas of the school and will encourage students to do the same. Students will not be required to wear masks in their classroom, unless the classroom is particularly small and has reduced risk reduction measures in place. Eg. It is not possible to ventilate the room.</p> <p>Jan 2021 and March 2021– All staff on site are expected to wear face masks at all times in communal areas and to increase the wearing of face masks during lessons, particularly where 2+M cannot be maintained, where classroom ventilation is poor, or in the same space for more than 15mins.</p> <p>Students are also expected to wear masks in communal areas and where lessons permit. eg. We recognise the games and PE lessons will not be able to wear masks at all times, but careful attention should be paid to good ventilation and</p>	Head	2	

		<p>activities that allow social distancing as much as possible.</p> <p>We will continue to work with parents of any students refusing to wear masks. This may result in a student being risk assessed as unsafe to be on site. This risk has now been significantly reduced as a result of the staff vaccination roll out.</p>			
Preventing reducing spread of Covid 19	<p>Parents/carers, staff reminded that pupils must not come to PLC if they are showing any C19 symptoms.</p> <p>Parents/carers will be asked to check temperature (if possible) and to wash hands before leaving for school.</p> <p>Send parents updated guidance information and share on PLC website</p> <p><u>'Is my child too ill for school'</u></p>	<p>Regular reminders / text to parents etc</p> <p>Staff briefings</p> <p>Keep latest guidance information under review and distribute any updates to parents via the 'text to parents' service.</p>	SLT	1 / 6	8/9/10
	<p>Parents and visitors will be asked to stay away from PLC as much as possible or outside of the building whenever possible and any issues to be communicated by email or telephone.</p> <p>Jan 2021 / March 2021 update – Visitors will slowly be able to return to site, but only where their presence is required to support the needs of students. eg. Educational psychologist observation and assessment.</p>	<p>PLC Email and telephone details to be shared with parents/carers</p> <p>March 2021 – Any visitors on site must be reminded of all risk reduction measures and expectations regarding wearing masks, limiting movement etc. Personal details must be captured so track and trace processes can be triggered if required.</p>	SLT	1/ 6	8/9/10
	<p>Car park and arrival / departure</p> <p>Staff asked to be alert on arrival and departure and maintain social distancing with others.</p>	<p>Transport reminder to taxi companies, NOT to let students out of taxi until indicated by duty staff</p>	SLT	1/6	

	<p>Students arriving by car / taxi will be supervised on arrival /departure to ensure appropriate spacing, basic checks and reminders are in place.</p> <p>Staff access through the main entrance only</p> <p>Students must use their designated entrance / exit</p> <p>Frome - Frome external entrance</p> <p>Cotswold – Front student entrance</p> <p>Primary - Main entrance and across the quad.</p>	Taxi's monitored to ensure space where possible and / or the use of masks where space is not possible.			
	<p>Reception area and deliveries</p> <p>Not sitting / drop off in the waiting area</p> <p>Visitors reporting to reception may be asked to wait outside, or in the quad if the person they have come to see is not available immediately.</p> <p>Glass reception front will be kept closed at all times.</p> <p>Visitors asked to stand 1m back from the desk to ensure 2m distance is maintained.</p> <p>Visitors will be signed in by reception staff and provided with temporary ID sticker.</p> <p>All visitors must wear face coverings in the building at all times</p> <p>Visitor lanyards will not be used.</p> <p>Parcels /deliveries etc will be left on the floor in an agreed area of reception and collected by site staff asap.</p> <p>Parcels to be wiped over by site staff before distribution.</p>	<p>Parents / agencies / mentors etc informed of arrangements</p> <p>Signage in place</p> <p>Temporary visitor stickers sourced</p> <p>All visitors must sign on at reception and leave personal contact details for track and trace purposes.</p> <p>NHS Track and Trace QR code on display in reception. Visitors encouraged to use it, in addition to sign in procedure above.</p>	<p>SBM</p> <p>Site Manager</p>	1.2.6.	
Signage and information communications	<p>Effective signage in place throughout PLC to include:</p> <p>Wash hands on entry</p> <p>Maximum persons on front of each door (see classrooms section below) Groups now able to operate in bubbles.</p> <p>Wash hands posters in each classroom and offices</p> <p>DO not use (as appropriate)</p>	<p>Parents / students and staff briefed and reminded regularly.</p> <p>Maximum occupancy signs to remain in place based on 2m social distancing, but staff/students informed that there may be some flexibility with room occupancy numbers. eg. Groups in bubbles may not be able to maintain 2m's in classrooms at all times.</p>	SBM	1.2.3.4.5.6	

	<p>Wipe before and after use signs (as appropriate) eg. Surfaces / tables / microwave / toaster etc</p> <p>Social distance posters in all corridors and on main doors</p> <p>Hands Face Space promotion to continue at all times</p>	<p>CYP able to operate in bubbles, with other risk reduction measures in place. Class sizes in PLC able to operate without adjustment unless specific room risk assessment specifies otherwise.</p> <p>Latest government, LA and / or PHE HPT information shared as appropriate.</p>			
Suspected or confirmed cases of Covid 19	<p>The PHE SW HPT guidance and the South Glos response to suspected / confirmed cases documents (Jan 2021 V13) MUST be followed. This includes logging cases with Public Health South Glos each day where required.</p> <p>Monitor the number of suspected cases, with accurate dates and related information, to support information sharing and track and trace processes should any case become confirmed.</p> <p>Utilise PLC timetable to support internal track and trace processes should a confirmed case occur.</p> <p>Staff and parents, on behalf of pupils, are required to share evidence of any test results.</p>	<p>Ensure awareness and information sharing of any updated versions as they become available.</p> <p>Maintain an internal Covid tracker for suspected or confirmed cases, to include:</p> <p>Name / Self / household suspected / symptoms / onset date / test date / test result date / test outcomes / return to PLC date / date reported to PH South Glos and / or DfE / PHT as appropriate.</p> <p>Additional information to be logged. eg Discussion outcome with DfE or PHE HPT for confirmed cases.</p> <p>Use the latest version of the South Glos Covid 19 reporting process guidance, currently V8 including the new email address for reporting ey-schoolscovidincidents@southglos.gov.uk</p>	LL / ME	1/3/4/5/6/7	8/9/10
	<p>Bubble /s isolation / closure</p> <p>See PLC Contingency Planning Document in the event of any requirement to send students / staff home to isolate as a result of a confirmed case/s. OR as a result of direction from the LA, HPT or future government decisions.</p> <p>Avoid the use of agency staff to cover staff absence where possible, particularly during higher local / national restrictions.</p>	<p>Use the latest version of the South Glos Covid 19 reporting process guidance, currently V8 including the new email address for reporting ey-schoolscovidincidents@southglos.gov.uk</p>	Head	3/4/5/6	8/9/10

Becoming ill at PLC	<p>Becoming ill in PLC</p> <p>Anyone who shows symptoms in school will be asked to move to an isolated area/room.</p> <p>PHE SW HPT guidance will be followed as outlined above.</p>	Due to room shortages as all pupils return full time, the Head's office will now be used as the isolation room if required.	SLT	1/6/7	8/9/10
	First aiders supporting any medical incident including Covid 19 symptoms MUST use PPE. (See specific PPE guidance section)	Specific PPE guidance available	SLT	7	8/9/10
	If the isolated person needs to use the bathroom then a designated bathroom must be used and bathroom to be cleaned before further use. (eg Reception access toilet)	<p>Ensure process is in place for cleaning promptly after use and before next usage.</p> <p>Nov 2020 - Including use of 'fogger'. (see Appendix A - cleaning and fogging protocol sheet at the end of this risk assessment)</p>	SBM / site manager	1/6	8/9/10
	<p>Symptomatic person/pupil to leave by the nearest external door</p> <p>Ensure route to exit is as clear as possible before leaving</p>	<p>Staff supervision for handover to parents.</p> <p>Ensure cleaning of room occurs following departure ((see Appendix A - cleaning and fogging protocol sheet at the end of this risk assessment)</p> <p>Info sheet prepared to hand to parents to remind them of the isolation protocols.</p>	SLT	1/6/7	8/9/10
	First aid will continue in the usual way with the use of designated areas. PPE needs to be available and lidded waste bin to dispose of any contaminated waste and PPE. Staff should wash hands after dealing with pupil and complete any accident forms as usual.	Jan 2021 / March 2021 – A designated first aider will be identified daily for each area where students are present. This is to support the integrity of the bubbles. However, for incidents requiring additional first aid or medical support, bubble breaches may occur. All first aiders / medical staff involved must use additional PPE and follow risk reduction measures as far as reasonably practical.	SBM	7	

	<p>Provision of first aid</p> <p>As much as possible reduce the amount of medication administered</p>	<p>Ensure consent forms are completed, appropriate storage of medication, records completed of who, what and when in usual manner.</p> <p>Staff to wash hands after each pupil and follow appropriate PPE guidance.</p>	RK	1/6/7	
Potential Contamination / Cleaning routines	<p>Jan 2021 update: Deep clean areas following appropriate guidance.</p>	<p>(see Appendix A - cleaning and fogging protocol sheet at the end of this risk assessment)</p>	Site manager	1,5,6	8/9/10
	<p>Regular daily and ongoing cleaning routine established to include:</p> <p>3x daily high use areas</p> <p>Toilet flushes / handle</p> <p>Taps</p> <p>Hand wash / refill</p> <p>Door handles / push pull</p> <p>Bins in communal areas</p> <p>Hand sanitizers</p> <p>Tissues</p> <p>Jan 2021 / March 2021 (see Appendix A - cleaning and fogging protocol sheet at the end of this risk assessment)</p>	<p>Additional kitchen cleaning routines in place from Sept 2020. eg. Specific disk washer protocols, food distribution protocols.</p> <p>Employed a contract 'cleaner' 9.00 – 13.00 daily to carry out repetitive cleaning routines around to site.</p> <p>Main kitchen area now limited to Cotswold staff and admin corridor staff. (Other units have access to their own kitchen areas)</p> <p>Jan 2021 / March 2021 update: (see Appendix A - cleaning and fogging protocol sheet at the end of this risk assessment)</p>	Site manager	4,5	
	<p>Cleaning staff have been made aware (either by contractor or school) of the levels of cleaning required in each area and provided with PPE for each area.</p>	<p>PPE is taken off in controlled circumstances and as regularly as necessary to protect the user and disposed of carefully as contaminated waste</p> <p>Cleaning staff also required to wear masks during their duties, even after school hours when pupils have left, but staff remain in the building.</p>	Site manager	4/5/6	

Hand and respiratory hygiene	<p>Everyone entering PLC will be asked to wash hands on entry and regularly throughout the day. Use hand sanitizer when it is not possible to wash hands.</p> <ul style="list-style-type: none"> • on arrival at school • after using the toilet • after breaks and activities • before food preparation • before and after eating any food • before leaving school • after sneezing/coughing • after cleaning routines 	<p>Ensure good supply of hand sanitizer, soap and paper towels available every day</p> <p>Ensure staff are aware of safety data sheets</p> <p>Ensure that supplies are topped up daily at entrance and exit points from the school</p> <p>Supervision by staff to ensure safe use of sanitizers</p>	ALL	3/4	
	<p>Providing/allowing the use of hand sanitisers that contain at least 60% alcohol. Recognising that it is not always possible to follow the hand wash advice in all areas, a hand sanitiser is next best thing. Obtain the safety data sheet for the product(s) from suppliers. They will advise on action to be followed if the sanitiser is not used as designed and is swallowed or gets in eyes.</p>	<p>Most hand sanitizer products contain a high volume of alcohol, which is the reason for hand sanitizer fire concerns. Alcohol based hand sanitizers should be stored away from all heat and ignition sources, including (but not limited to) sparks, open flames, any type of electrical outlet, switches or equipment, and extreme heat. Caution should also be used when hand sanitizer has been used and individuals may come into contact with heat/hot surfaces etc.</p>	Site manager	3/4	
	<p>Students and staff reminded to use tissues provided to catch coughs and sneezes and dispose of tissues</p> <p>Elbow sneeze if tissue not available</p> <p>Wash hands or hand sanitizer after</p>	<p>Regular reminders to children. Ensure tissues are available and covered bins for disposal. Ensure posters are displayed (catch it bin it kill it)</p> <p>Hands, Face, Space promoted by all staff</p>	SLT	3/4	
General operational risks	<p>SEND pupil needs</p> <p>Risk assessments are in place for individual pupils where individual needs and / or behaviours may interfere with social distancing and other Covid requirements to keep students and staff safe.</p>	<p>Regular reviews as required by SENCO/one to one TA particularly if issues with biting/spitting</p> <p>For students who require any reasonable adjustments including those with EHCPs or known to social care, we will complete a South Glos LA 'Communicate – Record – Monitor' form</p>	SENCO	6	

		<p>outlining the reasonable adjustments. These will be completed and shared with parents.</p> <p>Jan 2021 – all EHCP risk assessments to be reviewed in light of the government guidance and the removal of 'reasonable endeavours'.</p>			
	<p>Communal areas</p> <p>Staff and students must follow clear guidance regarding communal areas. Communal areas include:</p> <p>Kitchen</p> <p>Hall</p> <p>Staff room</p> <p>MUGA</p> <p>Sensory garden</p> <p>Outside gym (only to be used as part of controlled 'external exercise' sessions using appropriate before and after use cleaning protocols)</p>	See specific details for each area below	Head	2/3/4/5/6	
	<p>Non communal areas</p> <p>Some rooms will no longer be general access / general use, including:</p> <p>Reception office</p> <p>Admin office</p> <p>Conference room</p> <p>SBM</p> <p>General Offices (Max occupancy must be followed)</p> <p>Specialist corridor rooms</p>	<p>PLC full bubble staff – further communications regarding limiting movement as much as possible around the building.</p> <p>Jan 2021 / March 2021 - Ventilation – see classrooms below</p>	Head	2/3/4/5/6	

	Quad (Primary only)				
	<p>Classrooms</p> <p>Classrooms have been risk assessed to establish a maximum safe room occupancy.</p> <p>Each classroom has a maximum occupancy poster on the door (specifically identifying 2m requirements).</p> <p>Individual student desk placed 2m apart, or as guidance stipulates</p> <p>Supply of anti-viral spray / wipes / hand sanitizer in every classroom. Stored out of reach of younger students. (or those who may be tempted to 'play' with spray bottles)</p> <p>Swing bins provided for each classroom</p> <p>Each group 'bubble' will stay in their designated zone for as many lessons as possible.</p> <p>Each work station has a designated kit of basic equipment needed for lessons</p> <p>Students will have their own named exercise books and reading books in a tray on their allocated desk (removed from Sept 2020)</p> <p>From Sept 2020 resources are available to share within bubbles, but regular cleaning is encouraged.</p> <p>Lunches will also be eaten within the allocated zone</p> <p>Exercise will be taken with the group 'bubble'</p> <p>Students will be encouraged to help wipe down their desk space using the wipes provided in each classroom at the start and end of each day</p> <p>Jan 2021 – revert to maximum occupancy in rooms.</p> <p>March 2021 – Move to normal classroom occupancy in bubbles. With the exception of the ICT room / music room on the specialist corridor.</p>	<p>Numbers may increase / decrease in line with latest guidance on social distancing and working in 'bubbles'.</p> <p>From Sept 2020 bubbles have increased in size to provision areas. Pupils will be able to move between classrooms within their bubble, or specialist corridor as directed by staff. Guidance regarding movement will be subject to change.</p> <p>Nov 5 2020 update – Ventilation –</p> <p>Speak to South Glos HSE to discuss ventilation restriction as a result of the building design.</p> <p>LL discussion 6.11.20. HSE confirmed ventilation limitations were unavoidable due to building design and operational requirements.</p> <p>Rooms will be ventilated / air changed as frequently as reasonably possible. Eg. Lunch time / end of session / day etc.</p> <p>Rooms without natural ventilation : Maximum room occupancy maintaining social distancing must be followed. Mask must also be worn by occupants.ie. ICT room and DHTs office's.</p> <p>Jan 2021</p> <p>During national lockdown, we will revert to the maximum occupancy numbers in rooms, as well as working in bubbles, to support the maintenance of social distancing.</p> <p>Ventilation – during national lockdown, we will increase the requirement for frequent 'air flushes' on site. Window restrictors will be</p>	Head	3/4/5/6	

		<p>removed from some offices and work spaces where it is safe to do so.</p> <p>All classrooms and occupied areas will open windows, corridor doors and external doors to that space every 60mins, to encourage an 'air flush' and change of air circulating the building.</p> <p>March 2021 – Revert to normal classroom occupancy along side other risk mitigation measures including ventilation above.</p>			
	<p>Specialist rooms</p> <p>Only accessible to identified staff where teaching sessions are identified on the TT or where sessions have been agreed.</p> <p>Kitchen – Jo Metcalf, Maria Veale, Andy Brown, Mandy Crew.</p> <p>Science – Connie Coppin / Janice Stockholm</p> <p>DT – Louise Marsh / Abi Hancock / Alan Cabey (Wed)</p> <p>ICT* – Michelle Skelton / Abi Hancock / Simon Thomas</p> <p>Art 1 – Sam Williams</p> <p>Art 2 – Nina Stevenson</p> <p>Numbers to be strictly adhered to and all cleaning protocol carefully followed.</p> <p>*ICT room size limitations – alternative room used for group where possible.</p> <p>Students unable to follow the guidance will not be able to join activities.</p> <p>Practical sessions may not be able to run if staff availability is limited, or may have to be significantly reduced / adjusted to meet guidance thresholds.</p>	<p>All shared rooms and areas will be cleaned and fogged daily as required, in addition to enhanced cleaning practices.</p> <p>Specialist rooms used by more than 1one bubble area, will be fogged at break and lunch time.</p> <p>(see Appendix A - cleaning and fogging protocol sheet at the end of this risk assessment)</p> <p>Ventilation – see classrooms above</p>	<p>Head</p> <p>3/4/5/6</p> <p>Site manager</p>		

	The use of an anti viral 'fogger' will be used in multi use rooms which are accessed by adults and pupils from more than one bubble during the day.				
	Access to toilets Stagger the use of toilets and use toilets in designated areas only Operate a 1 in 1 out procedure where space is limited		All	5/6	
	Break and lunch time arrangements for students Permission to go beyond the PLC boundary will be given with due consideration to latest guidance eg. Rule of 6 / only with members of your bubble. Students can use their allocated external area. Primary – Quad only Frome - Frome area & MUGA* Cotswold – external area to Cotswold & MUGA* Lunch time meals will be delivered to zones and walks beyond the PLC boundary must only be with persons in their bubble and still maintaining social distancing. *MUGA used at designated times only and 'MUGA use' followed.		SLT/ELT	5/6	
	Meetings There will be no on site meetings with parents / agencies. All meetings will be conducted over the phone or via Teams or other virtual platform.	Support staff and parents with the means to access these platforms.	Head	1/2/5/6	
Specific room requirements	MUGA use Only with members of your bubble and allocated staff Social distancing maintained throughout	MUGA use for emergency evacuation procedures has been divided in to two ZONES. See fire evacuation guidance below.	ALL	6	

	<p>Only socially distanced appropriate activities</p> <p>Eg. Football / basketball (allocated group)</p> <p>Hands washed before and after use</p> <p>Teacher to wipe down gate handle before / after use (or ensure hand cleaning protocols are followed where this is not possible).</p>				
	<p>Staff Kitchen use</p> <p>Maximum 2 persons</p> <p>Absolutely no students</p> <p>Staff distributing food to students must wear gloves (See PPE section)</p> <p>Food preparation minimal in the kitchen</p> <p>Food distribution for students only. Eg sandwiches / baguettes / hot meals in disposable foil containers / rice / pasta pots requiring boiling water only.</p> <p>No items of any description left out</p> <p>No access to 'shared tea fund' resources. Milk only.</p> <p>Milk carton to be wiped before and after each use.</p> <p>Minimum storage of staff lunches in fridges which will be emptied daily</p> <p>No shared cutlery</p> <p>Staff to bring own set and take home daily</p> <p>Wooden / disposable cutlery will be provided for students only</p>	<p>Staff reminded to follow these restrictions carefully.</p> <p>Staff reminded to give priority to student lunch distribution between 12.15 – 12.30 and to only use the kitchen between 12.15 and 13.00 if this is their actual allocated lunch break.</p>	Head / ALL	3/4/5/6	
	<p>Staff breaks</p> <p>Please bring own cutlery and food that requires minimal preparation / cool storage where possible</p> <p>Please keep own supply of tea and coffee</p> <p>Please take single mug for own use, label and clean and store yourself</p>	<p>From Sept 2020 the staff room is no longer available as it is being used as a staff work space for home tuition and other staff who do not have alternative areas.</p>	Head / ALL	3/4/5/6	

	<p>Stagger staff breaks -these will be on a rota if required</p> <p>No access to the kitchen between 12.15 – 13.00 when students are at lunch*</p> <p>*unless this is your specific allocated lunch break on the TT.</p> <p>Please use outside spaces wherever possible and maintain social distancing</p> <p>Use of cars / walks off site during breaks etc are fine, whilst maintaining social distancing</p> <p>Please avoid use of staff room for breaks where other options are available.</p>				
	<p>Fire evacuation</p> <p>Follow the same evacuation procedures as usual but if the alarm sounds in your fire zone, Fire marshals must clarify next steps with DFO. If requested to 'leave the building' go to the following locations :</p> <p>Primary: Go to primary external area</p> <p>Frome: Go to Frome external area</p> <p>Cotswold : Go to MUGA Zone A</p> <p>Office : Go to car park / bins area</p> <p>Specialist corridor : Go to MUGA Zone B</p> <p>Each area has been marked with a socially distancing mark. Each person must stand on a mark.</p>	<p>From September 2020 slightly amended evacuation protocol in place. Update and share info with staff regularly.</p> <p>Jan 2021 / March 2021</p> <p>MUGA now split into two ZONES to support this process.</p>	HEAD / SBM	6	
General site management	<p>Premises plant and equipment</p> <p>All maintenance checks to be completed prior to opening of school to ensure everything is functioning as it should.</p> <p>Sept 2020+ - all maintenance checks to be carried out, outside of pupil hours where ever possible.</p>	<p>Contractors access</p> <p>Limit all contractor access to emergencies only and where possible arrange for work to be carried out when students have left the building</p>	SBM / Site Manager	1/2/5/6	
Lateral flow testing (LFT) from Jan 2021	<p>Jan 2021 – Schools are required to carry out the weekly testing of staff using the LFT procedures and test students on their return to school.</p>	<p>(see Appendix B – Lateral Flow Testing (LFT) risk assessment and working protocols)</p>			

	March 2021 – Additional LFT testing of students as they return.	March 2021 – Parental consents to carry out LFT process with students. 3x on site tests ahead of providing students with home testing kits.			
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Updated: Louise Leader June 2020 /Sept 2020 / Nov 2020 / Jan 2021/**March 2021**

Appendix A

Covid Fogging Rota for High use areas. 2020-2021

The following areas need fogging to prevent cross contamination from one bubble to the next.

Monday: *IT Room, DT Room & Art Room (Rm 70) at break time and DT Room at lunch time*

Tuesday: *Science Lab and DT Room at break time and DT room at 12.55pm*

Thursday: *Science Lab at break time and Science Lab at lunch time*

W/c	Monday Break time 10.30 - 10.45	Monday Lunch time 12.15 – 1pm	Tuesday Break time 10.30 - 10.45	Tuesday Lunchtime 12.55pm	Thursday Break time 10.30 - 10.45	Thursday Lunch time 12.55pm	Comments
Term							
Term							

Please put your initials and time in the appropriate box when you have fogged and area.

Daily Site Cleaning Checks. COVID19. TL 5.11.20 onwards v7

Date: Monday Tuesday Wednesday Thursday Friday

Action	Completed by	Time	Comments
Ensure a supply of anti-viral spray, paper towels and hand sanitizer in <u>every</u> room on first round.			
Sanitising high use areas First round (9.00am)			
Sanitising high use areas Second round (10.30am)			
Sanitising high use areas Third round (12.00 pm)			
Refill hand soap dispensers in toilets/kitchens.			
Ensure paper towels in place across site			
Refill hand sanitiser in rooms as necessary.			
Check and sanitise staff kitchen, surfaces, sink, boiler, taps and microwave.			
Load & start or empty dishwasher on 10.30am round			
Load & start or empty dishwasher just before 1.00pm			

	Disposable Apron	Virucidal spray	Paper towels	Disposable gloves	Face masks	Face screen	Hand sanitiser	Box of tissues	Disposal bin	Digital Thermometer
Head Teachers office (Rm 11)										
Medical room (Rm 35)										
Fosse Office (Rm 52)										
Frome Office (Rm 64)										

Each Sanitising round you should:

All door handles, push plates, areas around handles, push buttons for doors, staff kitchen surfaces including microwaves, sink drainer, tap handles including boiler, stainless counter top and front in kitchen and hall (raise shutter), soap dispensers, handles on windows that are or have been opened, tables and chairs, tops of pedal bins

Toilets: all sinks, tap handles, toilet seats, flush sensors, toilet handles inside toilet cubicles.

Appendix B – Table of key reference documents

	Document Name / outline	Date	LINK
1	Additional operational guidance for special schools and APs	22 nd Feb 2021	https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/963557/Additional_operational_guidance_for_special_schools_special_post-16_institutions_and_alternative_provision.pdf
2	Covid 19 asymptomatic testing for staff in primary schools	18 Jan 2021	https://www.gov.uk/government/publications/coronavirus-covid-19-asymptomatic-testing-for-staff-in-primary-schools-and-nurseries/rapid-asymptomatic-coronavirus-covid-19-testing-for-staff-in-primary-schools-school-based-nurseries-and-maintained-nursery-schools
3	DfE latest documents	ON going / updated frequently	https://www.gov.uk/government/latest?departments%5B%5D=department-for-education&page=2
4	Contingency framework	7 Jan 2021	https://www.gov.uk/government/publications/coronavirus-covid-19-contingency-framework-for-education-and-childcare-settings/contingency-framework-education-and-childcare-settings-excluding-universities
5	Guidance for schoolsCovid 19 General guidance and link to key documents	18 Dec 2020	https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19
6	Guidance for the full reopening of special	18 Jan 2020	https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/guidance-for-full-opening-special-schools-and-other-specialist-settings

	schools and specialist setting		
7	Guidance for special schools and APs during national lockdown Jan 2021 https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/953215/Guidance for special schools specialist post-16 providers and alternative provision during the national lockdown.pdf		
8	Attendance in education settings – latest data	19 Jan 2021 Week 3	https://explore-education-statistics.service.gov.uk/find-statistics/attendance-in-education-and-early-years-settings-during-the-coronavirus-covid-19-outbreak
9	Attendance in education settings – latest data	13 Jan 2021 Week 2	https://explore-education-statistics.service.gov.uk/find-statistics/attendance-in-education-and-early-years-settings-during-the-coronavirus-covid-19-outbreak/2021-week-2
10	How to complete the educational setting status form	11 Jan 2021	https://www.gov.uk/guidance/how-to-complete-the-educational-setting-status-form
	Restricting attendance in schools	January 2021	Unable to paste to column see next row.
	https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/952443/210114_School_national_restrictions_guidance_FINAL_14012021.pdf		
11			
12	Children of critical workers and vulnerable children who can access schools or education settings	8 Jan 2021	https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision/guidance-for-schools-colleges-and-local-authorities-on-maintaining-educational-provision
13	Get help with remote education / statutory	Jan 2021	https://get-help-with-remote-education.education.gov.uk/statutory-obligations.html

	obligations and expectations		
14	Guidance on providing free school meals during Covid 19	13 Jan 2021	https://www.gov.uk/government/publications/covid-19-free-school-meals-guidance/covid-19-free-school-meals-guidance-for-schools
15	What to do if a pupil is displaying symptoms of Covid 19 – 14 Jan 2021 https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/943707/Symptomatic children action list schools.pdf		
16	Safe working in education including the use of PPE	14 Dec 2020	https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe
17	Face coverings in education	8 Jan 2021	https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education
18	Face coverings, when to wear one and exemptions	4 Dec 2020 (still the latest link referenced in the 8 Jan 2021 doc above)	https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own
19	Guidance on shielding and protecting extremely vulnerable people from Covid 19	13 Jan 2021	https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19
20	Changes to school exclusion processes during Covid 19	5 Oct 2020	https://www.gov.uk/government/publications/school-exclusion/changes-to-the-school-exclusion-process-during-the-coronavirus-outbreak

21	Reviewing your remote education in schools	12 Jan 2021	https://www.gov.uk/government/publications/review-your-remote-education-provision
22	Providing remote education information to parents template (for posting on school website by 25 Jan 2021)	11 Jan 2021	https://www.gov.uk/government/publications/providing-remote-education-information-to-parents-template
	Guidance – getting help with technology for remote education during Covid 19. Including getting laptop or internet access for disadvantaged children	12 Jan 2021	https://www.gov.uk/guidance/get-help-with-technology-for-remote-education-during-coronavirus-covid-19

Appendix B – Lateral Flow Testing (LFT) risk assessment and working protocols

Louise Leader (Headteacher) and Martin Elvy (school Business Manager) will fulfil the role of Covid 19 LFT Co-ordinator and team leaders. They will ensure the smooth running of the onsite LFT process and quality assure weekly testing using the 'key roles competency' checklists.

Key documents to support the process include:

March 2021 updates on Google Drive ; [Resources - Google Drive](#)

- Read First guide - [1 Read First - Document index.pdf](#)
- How to guide - [Schools Colleges How To Guide on site March 2021.pdf](#)
- How to test at home - [How to self test at home \(1\).pdf](#)
- The digital services you will use - [Digital Handbook - how to report LFT results etc.pdf](#)
- Rapid testing in schools from March 2021 - [Why, who, what and when to test - Testing Programme from March 2021.pdf](#)
- Standard operating procedures - [Clinical Standard Operating Procedure for Mass Testing in Schools and Colleges \(1\).pdf](#)

Previous LFT guidance documents

Schools testing handbook:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/950515/Schools_Colleges_Testing_Handbook_revised_04012021.pdf

- **How to guide – Testing:** https://drive.google.com/drive/folders/1jYv0MjFyllbzgPn_1S10OuRgfrj_b5_P
- **Training guide:** <https://drive.google.com/drive/folders/1yy8gj4XU--t21qeSx6NswBESJNrEUMBO>

Training

All staff carrying out a key role in the LFT process have completed the online training and on the ground training before LFT testing process began.

An overview of the staff training log is available here: [R:\1. COVID-19\LFT\Training, Consent Required.xlsx](#) (Accessible to SLT)

Consent

All staff carrying out a self administered LFT have been provided with the Privacy notice information and have completed the LFT consent form.

An overview of the staff consent log is available here: [R:\1. COVID-19\LFT\Training, Consent Required.xlsx](#) (Accessible to SLT)

All details of the full LFT risk assessment are outlined in the LFT risk assessment below.

APPENDIX C: Template for Risk Assessment

Why is this document needed: Public Health England and the Health and Safety Executive require this documentation to ensure end to end health, safety and infection control risks for mass lateral flow testing are identified, pre-assessed, managed and monitored regularly by the site owners and testing operators

Assessment Date	25/1/2021	Lead Assessor	Martin Elvy	Contract		Assessment Number	1
Activity / Task							
Description of task / process / environment being assessed	General and clinical activities on the asymptomatic testing site at Pathways Learning Centre						
Activities Involved	Traversing the site on foot Testing school staff and students					Location	All of site
Who Might be affected	Employee ✓	Student ✓	Subjects (people being tested) ✓		Visitor ✓	Service User	

Hazard Identification and evaluation

No	Hazards	Associated risks	Current Control/ Mitigation Measures	Risk Evaluation (post measures)			Additional control needed? Action No
				Probability	Severity	Risk	
1	Contact between subjects increasing the risk of transmission of COVID19	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 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. Face masks: Prominent signage reminding attending subjects of the above to be displayed at the entrance to the building. Face masks to be worn by staff at all times whilst on the premises. Requirement to wear face covering/mask to be reminded to all staff in advance and at time of test booking. Compliance with wearing of face mask of all subjects to be visually checked on arrival by registration assistant. Compliance with wearing of face covering/mask of all subjects to be visually checked through process by Quality Controller and all other incumbent staff. Face Masks should not be taken off until the test area is left. Hand hygiene: All subjects to use hand sanitiser provided on arrival & adherence to this enforced by registration assistant. Social distancing: Two metre social distancing to be maintained between subjects with verbal reminders if necessary from registration assistant, Quality Controller & sampling staff. Cleaning: Regular cleaning of the site including wipe down of all potential touchpoints in accordance with PHE guidance. Area: The area is Fogger and waste bins are emptied. Limited clutter- chairs only on request; no physical handing of documents to subjects except barcodes and test kits for first 50 subjects 	1	4	4	
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"> Clear set operational procedure: Run through Training on process: On line and run through Social distancing: Two metre social distancing to be maintained between subjects with verbal reminders if necessary from registration assistant. PPE worn (face masks, and groves) Cleaning of area (Spray down of desk and items used in process) Subject requested to use hand sanitiser on entry and keep face covering on 	1	4	4	
3	Contact between subject and sampler increasing the transmission of COVID19: <u>Sample taking</u>	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> Full PPE worn (face masks, visor, apron and groves) Training given on correct procedure to don and doff PPE No direct contact with subjects – Staff do not conduct tests Maintain social distance Restrict processing to minimal time Working surfaces and equipment cleaned between subjects PPE changed between subjects Subjects requested to use hand sanitiser during process. 	1	4	4	

4	Contact between samples and sample testers increasing the transmission of COVID19: <u>Sample processing & analysis and transportation.</u>	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> • Full PPE worn (face masks, visor, apron and gloves) • Training given on correct procedure to don and doff PPE • No direct contact with subjects • Maintain social distance • Working surfaces and equipment cleaned between subjects • PPE changed between subjects • Restrict process to minimal time. 	1	4	4	
5	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"> • Site manager briefs cleaning staff on correct procedure • No direct contact • Restrict process to minimal time 	1	4	4	
6	Incorrect result communication	Wrong samples or miscoding of results	<ul style="list-style-type: none"> • 3 identical barcodes are provided to subjects. 1 is attached to registration card, The subject hands to the processing staff • 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 by the processor • Barcodes are checked for congruence at the analysis station 1 and applied to Lateral Flow Device at this station. • Subject hands at check in 	1	1	4	
7	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 	1	1	1	
8	Extraction solution which comes with the lab test kit contains the following components: Na_2HPO_4 (disodium hydrogen phosphate), NaH_2PO_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 to be provided in handling potentially biohazardous samples, chemicals and good lab practice. Adhere to guidelines in these training procedures to prevent improper handling. • Follow procedures on the MSDS form provided by Innova to mitigate against inhalation, skin contact or ingestion of these chemicals. 	1	3	3	

9	Occupational illness or injury	Subject becoming unwell during the test procedure	<ul style="list-style-type: none"> • First aider on standby • Call 999 if required • Defibrillator 	1	1	1	
10	Manual handling	Carrying required kit to processing location	<ul style="list-style-type: none"> • Kits within boxes and kept to the amount required for the session • Kits replenished at the end of the session to avoid excess movement and weight 	1	1	1	
12	Unauthorised access by members of the public	Site is secure	<ul style="list-style-type: none"> • Secure access with locked gates and a controlled access system in situ. 	0	0	0	
13	Uneven surfaces (floor protection in the Testing and Welfare areas)	None	<ul style="list-style-type: none"> • None 	0	0	0	
14	Stairs to / from sample processing / registration area and welfare space	None	<ul style="list-style-type: none"> • None 	0	0	0	
15	Inclement weather	Extreme weather may cause travel to and from the site impossible	<ul style="list-style-type: none"> • All tests will be cancelled and rescheduled. 	1	1	1	
16	Electrical safety / plant & equipment maintenance Defective electrical equipment	The Site cannot operate as there is a major plant failure or the temperature is too cold or hot to conduct the tests	<ul style="list-style-type: none"> • Maintenance policy in place • List of contractors available 	3	1	1	
17	Use of shared equipment	Contamination through multi handling	<ul style="list-style-type: none"> • All equipment and surfaces cleaned after use. 	2	2	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 	1	2	2	
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"> • Rule based recall of subjects who have not received a result within x hrs of registration • Subjects are called for a retest 	1	1	1	
20	Extraction solution which comes with the lab test kit contains the	These components do not have any hazard labels associated with them, and the manufacturer	<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 	2	2	4	

	<p>following components: Na_2HPO_4 (disodium hydrogen phosphate), NaH_2PO_4 (sodium phosphate monobasic), NaCl (Sodium Chloride)</p>	<p>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>worn at all times when handling the extraction solution. Impervious clothing to be worn to protect the body from splashes or spillages.</p> <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • Do not use if the solution has expired • 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. • Follow procedures on the MSDS form provided by Innova to mitigate against inhalation, skin contact or ingestion of these chemicals. 				
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Control Improvements				
Action No	Recommended additional control measures	Responsibility	Target Date	Date completed
1	Content of the risk assessment to be communicated with all workers as part of induction	Covid Coordinator		
2	Toolbox talks to be delivered to all workers on a regular basis including slips trips falls and complacency	Covid Coordinator		

Additional Notes

Risk Evaluation

		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

Risk control strategies

Intolerable – stop activity, take immediate action to reduce the risk
Substantial - Take action within an agreed period
Tolerable – monitor the situation
Trivial – No action required

Declaration - If the above control measures are implemented the risks posed by the task / process / environment assessed will be controlled to as low as is reasonably practicable.

Persons involved in assessment Martin Elvy

Signature of Lead Assessor

Date 25.1.2021

Reviews – this assessment should be reviewed at intervals no greater than 12 months or when there are changes in operational procedure, personnel, the work environment or following an incident

Review date	Comments	Reviewed by	Signature	Review date	Comments	Reviewed by	Signature

Lateral Flow Testing - Other guidance referred to is shown in table 1 below:

Table 1:

1	Updated position statement on the LFT testing and daily contact testing in schools	20 Jan 2021	https://www.gov.uk/government/publications/daily-contact-testing-in-schools-statement-from-phe-and-nhs-tt-about-next-steps/position-statement-regarding-daily-contact-testing-in-schools-from-phe-and-nhs-test-and-trace
2	Mass asymptomatic testing in specialist settings	14 Jan 2021	https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/mass-asymptomatic-testing-in-specialist-settings
3	Covid 19 asymptomatic testing in schools	15 Dec 2020	https://www.gov.uk/government/publications/coronavirus-covid-19-asymptomatic-testing-in-schools-and-colleges/coronavirus-covid-19-asymptomatic-testing-in-schools-and-colleges
4	Guidance asymptomatic testing in schools	Jan 2021	https://www.gov.uk/guidance/asymptomatic-testing-in-schools-and-colleges
5	LFT consent form	Dec 2020	https://docs.google.com/document/d/1Z_3iWNqf46bfrVTvXjiaRcFpn0ilPhE/edit
6	LFT workforce planning tool	Dec 2020	https://docs.google.com/spreadsheets/d/1IsAyHvztVXNru1SOyWu15b73xiOZlqQD/edit#gid=1291977697
7	LFT privacy notice template (general)	Dec 2020	https://docs.google.com/document/d/1BUzgg5wpXMsUbf-uOv17YQjeTuYHljBU/edit

8	Privacy notice school representative	Dec 2020	https://docs.google.com/document/d/1ALPO_8ktg7SXyLEYZ_aC_IDtqdV8HAuSYGIkUfjtlxM/edit
9	LFT risk assessment template	Dec 2020	https://drive.google.com/file/d/1O5sixJcMPrHjNSt9zHFUb4Xg3E8A9GIT/view
10	QA competency checklist for key roles (test assistant / processor and recorder)	Jan 2021	https://drive.google.com/file/d/1ud_KAQFtT9-zUeSmRcGdqY7h1rgRyn9A/view
11	Clinical standard operating procedures for LFT testing	Jan 2021	file:///C:/Users/LeaderL/Downloads/Clinical%20Standard%20Operating%20Procedure%20for%20Mass%20Testing%20in%20Schools%20and%20Colleges.pdf