RISK ASSESSMENT – UCS Bolton (April 2022 Update)

Location: UCS Bolton **Assessor**: LA/The Keys Federation (Quest)

Signed: Nicola Glynn/Ian Ball **Date of Assessment**: September 2020 updated April 2022 **Review Date**: OPEN

Activity: COVID-19: Secondary School – Risk Assessment in case of return to lockdown protocols.

Hazard	Risk	Individuals at risk	Risk – L/M/H	Control Measures (Current)	Control Measures (Additional – Proposed)
It is our plan is to welcome back all pupils, in all year groups, to a new school year starting in September 2020. The generic assessment in compliance with the Governments (original) guidance (COVID-19 Guidance for Full Opening of School. Dated: 02/07/2020) which covers our expectations and support of all students including those with special educational needs and disability (SEND) and students with education, health and care plans, within the school. This risk assessment document is reviewed weekly and amendments made where required following updates to the DFE Full Opening document. This updated risk assessment is linked to the latest DFE guidelines on full school opening (February 2022 - https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1048357/220119_Schools_guidance_January.pdf **There are additional 'Control Measures' documents (last significant update on Thursday 20th January 2020) which identify a more detailed approach to the day to day operation of the school, including updates on the use of facemasks in schools and the transition of the Lateral Flow Testing procedures from the school environment to home. Due to concerns over the new variant (Omicron) facemasks were re-introduced into communal spaces and classrooms in all Secondary Schools, with a review to take place in January 2020. This review has taken place and from Thursday 27th January 2022 facemasks will no longer by compulsory in schools – but may still be worn.** **The remainder of this risk assessment document remains in place as a precautionary measure in case there is a spike in local cases and a return to stricter measures, including temporary lockdowns, are re-introduced.** It is acknowledged that there are logistical challenges for planning and the delivery of the curriculum to each year group and between Secondary schools there is not a "one size fits all" approach even between key stage groups. Flexibility in the use of resources and planning for what is right for your school is a key factor. A Control Measures document was produced in July 2020 for UCS Bolton, and formed part of a consultation period with staff on the procedures to be implemented to ensure that the school is 'Covid-Secure'. This Risk Assessment update is undertaken in compliance with the Management Regulations to aid the planning and monitoring of a safe reintroduction of the staff and pupils of the school. Prior to this, the period of closure and/or partial use of the premises has been for a period of four months and a separate Risk Assessment document was completed for this period. Following are the opening comments from that document to allow this update Risk assessment to be placed into context. *"On the 20th March 2020 the UK Government in response to the coronavirus pandemic, designated by the WHO as COVID-19, introduced a lock-down of the*					

working population except for key workers as a medical control measure to reduce the spread of the virus and allocate resources to supporting those who are infected and maintain minimal services for running the country. Schools remained open for the children of designated Key Workers and those children identified as vulnerable. This has resulted in a reduction in the use of the premises and staff implementing alternative working patterns, including educational support to the pupils being educated at home under the supervision of their parents.

Now that the UK has made sufficient progress in reducing the transmission of the coronavirus, the government has directed subject to scientific advice, to start a phased reopening of the school to welcoming back pupils in Year 10 and 12 classes alongside the existing priority groups of the children.

This assessment is undertaken in compliance with the Management Regulations to aid the planning and monitoring of a safe reintroduction of the staff and pupils of the school. The period of closure and/or partial use of the premises has been for a period of almost three months, however remote learning has been set by all staff for all students during this time.

It should be noted that the management of the school changed from The University of Bolton to The Keys Federation (Quest). This took place on the 1st August.

Meetings took place on a regular basis between Health and Safety liaison staff at UTC/UCS Bolton, the Facilities Staff at the UoB, and Facilities Staff at The Keys Federation (Quest) which ensured a smooth transition of facilities management and that UCS Bolton was 'Covid-Secure' for the full opening in September 2020.

Building Safety Legionella Management	Compliance with HSG 274	All Building Users	L	**Domestic hot and cold water services** The requirements for the management of your buildings water system must be completed to the requirements of HSG 274 and your Legionella maintenance schedule. This includes calorifiers/direct fired water heaters/sinks/ basins/ showers / thermostatic mixing valves. (blended hot water) Water temperatures must be kept within limits recommended for the control of legionella bacteria in water systems. For reference, use the Approved Code of Practice and HSG 274. • If the hot water system has been left operational, the hot water should be circulating as normal and regular checks, in line with guidance, should be carried out. Weekly flushing, Monthly water temperature checks, etc. • If the hot water system has been isolated or drained down, contact your water Hygiene Contractor to check and restart the system • Maintain regular weekly flushing regimes of infrequently used outlets, for all hot water services.	Liaise with facilities staff to arrange Water Hygiene Contractor to update Legionella risk assessment and water safety. Ensure that procedures are in place to regularly flush toilets and run taps over the summer break. Managing School Premises during the Coronavirus Outbreak 07 07 20 (guidance withdrawn 28.8.20) https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak
Asbestos Management	Compliance with Asbestos Reg 12 & HSG 264	All Building Users	L	Not applicable to this site – building 5 years old	Not applicable to this site – building 5 years old

Statutory Requirement for Servicing of plant and Equipment. Pressure systems Passenger Lifts Lifting equipment	Compliance with PSSR 00 LOLAR 98	All Building Users	L	Thorough Examination & Test is a critical component of a management process to ensure the safe operation of equipment whose failure through deterioration can create dangerous situations, physical harm and business disruption. The statutory obligations to TE&T remain in place and the HSE expects dutyholders to make all reasonable efforts to arrange for TE&T to be carried out within the statutory time limits. The HSE strongly recommend that TE&T are completed. If a failure occurs due to a safety related fault, enforcement action may be taken.	HSE Guidance Note to Dutyholders and Inspectors. https://www.hse.gov.uk/news/work-equipment-coronavirus.htm **Required** - If equipment is outside of the inspection date, the school management to contact their specialist contractor and have the TE&T completed asap.
Building Hygiene Deep Clean of all areas of the school	Compliance with current hygiene standards published by the UK Government.	All Building Users	M – due to Covid-19. L at other times	The school is to be 'Thoroughly Cleaned' each morning and each evening. Thorough cleaning should include: cleaning all desks, chairs, window sills, trunking, other work surfaces, sink areas, all door handles, all doors, all glass partitions, as well as hand rails on staircases. The school community is split into 5 categories: 1. Staff 2. KS3 students 3. KS4 students 4. KS5 students 5. Visitors Each of these groups is planned for separately in the Control Measures document. These groups are sequenced with respect to 'levels of control' in reducing the possibility of the spread of Covid-19. Staff are identified has having the highest level of control with procedures in place to socially distance them at all times to 2 metres. Each other group is 'likely' to have 'mixing' with other groups outside of school, e.g. family groups and transport. There will also be 'mixing' within these groups due to lunch and break-times and also option subjects at KS4 and 5 where students are in different classes with different students. Strict seating plans will be in place to reduce face to face contact. A one-way system will also be employed to further reduce face to face contact during movement times. Students will have a daily reminder briefing each day to remind them of the updated procedures. This will include: 1. Students must be properly equipped for all lessons, and also bring in food and drink for break-times. 2. Students must be properly equipped for all lessons, and also bring in food and drink for break-times. 3. Students to follow the one-way system and to sanitise on entry/exit of all rooms 4. Students will wear face masks in communal areas and on corridors. 5. Students to come to school in their PE kit on days when they have PE	The standard to be followed will be the GOV-UK guidance COVID-19: cleaning of non-healthcare settings guidance The procedures in the Control Measures document will be reviewed on a daily basis for the first two weeks of full-opening in September. Onwards from there, reviews will link to any changes to 'local' situations and any changes to government guidelines.

				Cleaning/sanitising equipment will be available in each classroom. This will allow any equipment used to be cleaned between sessions. This will include spray bottle and cloth allocated to each room that is occupied. All staff and students should use this on both entering and exiting the room at all times. There will be an allocated time at the beginning of the lesson for students and staff to wipe down seating areas and equipment.	
Building Users. Ventilation.	HSWA 74 W(HSW)R92 DoE BB103. Building Regulations	Students, staff and visitors.	L	Ventilation of the building and classrooms is important to reduce natural pollutants, provide fresh air to enable pupils to stay alert and potentially with other hygiene measures reduce the life cycle of the coronavirus. • Open windows and doors in classrooms to promote through ventilation. • However, during fire evacuations and lockdown procedures all doors and windows should be shut by staff before they exit away from the room. • Fire evacuation tests (every Thursday pm) should ensure that all the fire doors held by magnetic holds close appropriately • Air Conditioning Units do not need to be switched off unless you have a centralised ventilation system – Seek advice from your Heating Ventilation and Air Conditioning engineer. (HVAC)	Government guidance. DoE BB101 Ventilation in schools. **Reminder to all staff that you Do Not Use** fire extinguishers as a door wedge. Use of a Dorgard Hold Open Door Retainer should be used, Compliant to BS7273-4 2007
Fire Management	Compliance with the RR(FS)O BB100	All Building Users	L	Review and if necessary, update your building fire management plan to ensure any changes to fire escape routes are clearly identified and communicated to staff and pupils – there has been an update to the Fire Evacuation procedure that was shared with staff on 17/07/2020, and will again at the beginning of September. Further amendments were made following completion of a new playground area which is now used as the primary fire evacuation area. Prior to the increased occupancy of the school: • Physically test the fire alarm system and emergency lights are operational. • Complete a planned Fire evacuation within 7 days or the start of the new term – due to building work, an initial contingency plan was in place. Drill to take place when KS3 and KS4 return from isolation. • Carry out weekly checks of alarms systems, call points and emergency lighting. • Carry out regular hazard spotting to identify escape route obstructions. • Check that all fire doors are operational. • Review, update and test individual named PEEP's	Record details of maintenance and equipment tests in the building Fire Log-Book/Management file

				• A supplementary fire evacuation procedure document was created for during the national lockdown (Jan/Feb 2021) • From 1st March the school returned to the standard fire evacuation procedures, with a full test completed on 24th March 2021	
Catering service	HSW 74	Students, Staff and Visitors	L	• Updated timetable on lunch is provided within the Control measures document. • A normal catering service will be available at lunchtime; however, no food or drink will be available at breaks or before school. • Allocate appropriate level of staff for supervision of pupils – these staff will remain socially distanced at all times. • Allocated lunch period for each of the students' key stage groups • Students will sit at allocated places – 3 to a table to reduce face to face contact • Time will be allocated to allow cleaning of surfaces in between each key stage group	Updates found on the Control Measures Document and Duties Rota document (for during Covid-19 procedures)
Management of Access Control to and from the building. General principles.	HSWA 74	Students, staff and visitors	L	The social distancing 2 metre rule remains in force for all visitors attending the school building. All staff, students and visitors are to wear face masks when moving about the building. • Visitors, on entry, will be made aware of the one-way system employed on the school • Where the building prevents the application of one-way, the floor will be marked centrally, with people asked to keep to the left in direction of movement • Signage to remind everyone of movement procedures will be in place at all entrances, by all staircases and by all classrooms.	GOV.UK Guidance. Staying Alert and Safe (Social Distancing) 04 06 20 https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing (updated with new national restrictions guidance on 3.11.20 and 13.4.22) Guidance stated in Phase 1 of the generic assessment remains appropriate. Use signs, posters and regular reminders to raise awareness
Test and Trace Maintaining records of staff and visitors to support the NHS Test and Trace	Support the management of COVID-19	Staff and all visitors	L	Any staff, student, or visitor who shows signs and/or symptoms of Covid-19 will be instructed to leave the building as soon as possible (monitored by staff in PPE). They will be asked to take a test. The school has a small provision of home test kits that can be given to staff/students showing any of the three key symptoms (fever, cough, or loss of taste or smell). Government/NHS procedures for test and trace will then be applied: The following information would be required by the Test and trace operators and therefore must be made available if requested by the NHS:	Maintaining Records of staff Customers and Visitors to Support NHS Test and Trace. 02 07 20 (updated 9.10.20 and withdrawn 24.2.22) https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace?utm_source=e159c002-348d-40e9-892a-656cc5916a0f&utm_medium=email&utm_campaign=govuk-notifications&utm_content=daily

				Staff • the names of staff who work at the premises, • a contact phone number for each member of staff, • the dates and times that staff are at work. Visitors. • the name of the visitor. If there is more than one person, then you can record the name of the 'lead member' of the group and the number of people in the group • a contact phone number for each visitor, or for the lead member of a group. • date of visit, arrival time and departure time • the name of the member of staff who they are meeting, or activity being delivered on behalf of the school. There is now in place an internal school track and trace system to help minimise the number of staff and students who will need to isolate due to a positive test. • An increase in the number of bubbles – KS4 students are now separated during social times. • The school will implement a 24-hour closure of a bubble on learning of a positive test that may impact on a bubble. This will allow the school to be able to identify high and low risk students – high risk to isolate for 10 days, low risk to return to school. Procedures for the use of Lateral Flow Tests in Schools for the purpose of identifying asymptomatic cases are in place. This has moved from in-school testing to at-home testing. Additional information on this can be found at the end of this document.	Personal details for staff and students are held by the school - Records kept of dates and names of staff/children when positive cases impact school. Inform local GM public health team of all cases that directly affect school. Recorded on the signing in system Help contain any outbreak by following local health protection team advice. Tests can be booked on line through the NHS or phone NHS 119
Entering School Site	Spread of Virus/failure to comply with social distancing rules	Staff/Visitors	L	• Students will enter the school site via the student entrance and will move direct to form rooms from 8.35am. Staff will be on duty to ensure that all students are wearing face masks when inside the building. • Anyone entering the school site should aim to follow the UK Government Social Distancing Guidelines. • All staff, students and visitors on entering the school site may be asked questions (if there is concern) linked to their health, and their household, e.g. o Have you had a persistent cough, high temperature or loss of taste and smell in last 14 days? o Has anyone in your household had any of these symptoms in the last 14 days? • Anyone answering YES to either of the above questions will be asked to leave site and follow the COVID-19: guidance for households with possible coronavirus infection guidance, and self-isolate themselves and their household for the appropriate amount of days or until a test has been taken	GOV.UK Guidance. Staying Alert and Safe (Social Distancing) 04 06 20 https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing (updated with new national restrictions guidance on 3.11.20 and 13.4.22) Stay at Home Guidance for Households with Possible Coronavirus Infection 18 06 20 (updated 23.10.20 and 15.2.22) https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance

				and returned a negative result. • Hand sanitiser stations are positioned on all entrances to the building and must be used by all pupils and visitors. • Students must arrive on site where possible no earlier than the designated time for the year group. • Parents are advised to make an appointment if they wish to speak to a member of staff before visiting the school • Parents are discouraged from gathering at school gates.	The school SLT to include specific management arrangements – which will link to the duty rota for the school entrances, and daily briefings with reception staff.
Leaving School Site	Spread of Virus/failure to comply with social distancing rules	Staff/Visitors	L	• All staff and visitors should sign in and out to ensure compliance with fire, and health and safety, regulations. • Students will be registered as normal in the AM and PM sessions. Any students arriving or leaving school outside of registration times will have this information updated on SIMS. • Students will be reminded on exit to avoid 'mixing' with other key stage students, where possible. • Hand sanitiser station will be available on exit to the building. • Maintain as much as possible, the 2m distance rule. • Use marked walkways where possible • If parents arrive at school to collect students then they will be asked to wait on the open space between the UCS and the UoB.	GOV.UK Guidance. https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing (updated with new national restrictions guidance on 3.11.20 and 13.4.22) Use signs, posters and regular reminders to raise awareness
Communicating with parents on changes	Safety of others.	Students, staff and parents.	L	Phase 1 restrictions and good practice apply. • Inform students and their, parents/carer's, not to enter the school if they are displaying any symptoms of coronavirus. (following the COVID-19: guidance for households with possible coronavirus infection) • The use of public transport to travel to and from the school is discouraged due to the higher risk of infection. If possible walking, cycling and family car is recommended. • Inform parents that students will be required to wear facemasks in all communal areas of the school, and along corridors – students should also bring in a spare face mask in case the first one is either lost or damaged. • Inform parents that if their sibling needs to be accompanied into school, only one parent should attend. • Inform parents the students of their allocated drop off and collection times and the process for doing so, including protocols for minimizing adult to adult contact. (for example, which entrance to use) • Instruct parents that they must not gather at entrance gates or doors or enter the school grounds unless they have a pre-arranged appointment. • Display a polite notice at the entrance points to the school grounds of prohibited actions / where the office is located. • Discourage parents from gathering at school gates/waiting	GOV.UK Guidance – Implementing Protective Measures in Education. 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 (Guidance withdrawn 28.8.20)

				in the school car park.	

Communication with Staff
 	
Protection against infection
	Personal safety	Staff	L	An initial Control Measures document, Fire Evacuation procedures, and One-Way system document were distributed to staff on 17/07/2020 – which was followed up by a staff briefing on 20/07/2020. Further updates have occurred and these are found in the COVID19 folder in the staff shared area. Staff will be asked to comply with the recommended procedures – including:
				• Avoiding contact with anyone with symptoms of COVID-19
				• Continue frequent hand cleaning and good respiratory hygiene practices.
				• Using soap and water or hand sanitizer students to clean their hands regularly,
				  ○ On arriving at school.
				  ○ Return from breaks.
				  ○ Changing rooms.
				  ○ Before and after eating
				  ○ On leaving the school
				• Provide paper towels to dry hands and dispose into lidded bins.
				• Supervising the cleaning of work areas and chair backs, equipment, in-between lessons.
				• Minimizing contact and mixing with other class bubbles.
				• Ensuring good respiratory hygiene - promote the '**catch it, bin it, kill it'** approach.
				• Daily updates delivered to the class by the teacher.
				• The school risk assessment for the Full Opening of School in September 2020 (and subsequent updates) to be published on the school Intranet for access to all staff and the school Union representatives.
				• Note: Supply teachers can move between schools but must maintain social distancing and minimal contacts.
				• Recommend staff and students have their own items and do not share with others.
					GOV.UK Guidance.
					Staying alert and safe (social distancing)
					(updated with new national restrictions guidance on 3.11.20 and 13.4.22)
					
					COVID-19 Actions for Schools Guidance for Full Opening – Schools 02 07 20 (updated 5.11.20 – withdrawn on 1.4.22)
					https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools
					
					See guidance for staff planning
					Annex A. Behaviour principles
					Annex B. Principles for staff.
					Review the daily GOV.UK Web Page
					
					Students who become violent and require restraint, contact your TESS officer for support advice.
					
					Staff who are deemed as extremely high risk or pregnant should have an individual risk assessment completed with respect to their work routines. This should be updated as per the most recent DFE guidelines (15th December 2020)
					Members of staff who are pregnant will have additional risk assessment reviews at 28 weeks, 32 weeks and 36

				Staff must also inform the SLT of incidents of non-compliance, suspected illness, medical support or violence by pupils, including restraint – this will link to an updated school behaviour policy - see Annex A for additional support/information on behaviour, and Annex B for additional reminders about staff behaviours.	weeks and may be given the opportunity to work from home from 28 weeks gestation.
Personal Protective Equipment	Personal protection	Students and Staff	L	Pupils are now required to wear face coverings in communal areas and on corridors. See guidance link for further information.	Safe Working in Education, Childcare and Children's Social Care Settings including the Use of Personal Protective Equipment 16 06 20 (updated 22.10.20 and 20.7.21) 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
First Aid	Support to others	Students, staff and Visitors	L	• If a student becomes unwell with symptoms of coronavirus while in the school and needs direct personal care until they can return home. The student will be isolated until collected. Staff involved in the supervising of the student, and/or the cleaning of any infected areas may wear a fluid-resistant surgical face mask. All first-aid trained staff will have their own personal first aid kit and PPE kit. • If contact with the student/person is necessary, then gloves, an apron and a fluid-resistant surgical face mask should be worn by the supervising adult. • Staff who have helped anyone with suspected symptoms does not need to go home and self-isolate for 14 days (10days from 14th December 2020) unless they develop the symptoms themselves or the symptomatic person tests positive. Contact PHE for advice. • If the situation determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn. • The area around the person with symptoms must be cleaned with normal household disinfectant after they have left to reduce the risk of passing on any infection • Training took place on 3rd and 4th September 2020 to ensure that there is an increased number of first aid trained staff. All trained staff have access to personal first aid/PPE kits to reduce risk of cross-contamination.	COVID-19 Actions for Schools Guidance for Full Opening – Schools 02 07 20 (updated 5.11.20, withdrawn 1.4.22) https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools Note: as of the 18 05 20, the list of symptoms now includes; • High Temperature 37.8°C • Continuous Cough • Loss of taste and smell Contact Public Health (01942 404240) for further advice on a Positive COVID test result.
Class/Year group Bubbles –	Working environment	Students and Staff	L	Due to the nature of the school size and shape, staffing structure, and timetable restrictions – the students will be	GOV.UK Guidance. Follow the social distancing guidelines

Application of Key Stage 'bubble' groups. Staying Alert, Staying Safe				allocated into group 'bubbles' based on their key stage. To help minimize the risk of the virus spreading to both staff and pupils, the school will: • Inform students, parents and visitors not to enter the school if they are displaying any symptoms of coronavirus. • Students to stay together and work within their group bubble. • Ensure that seating arrangement throughout the school maximise the ability for students to sit where they are not face to face with other students. Each classroom will have a marked area that is for the teacher only. • There will be a staggering of lunch times – whilst at break times each key stage group will access a specific area, with toilets. As a result of building work and new fencing, additional outdoor areas are available and these will be reviewed regularly as to whether students may use them, e.g. the small field area and the new paved area adjacent to University Way. • The movement of students around the school will be controlled by a one-way system (where possible) to avoid congestion at 'pinch-points'. This has been updated regularly. • Discourage parents from gathering at school gates/waiting in the school car park. • Display signage at all entrances into school and along corridors to raise awareness of social distancing. • Each group bubble is allocated their own entry and exit point to and from the building. • Whole school/year assemblies will not be undertaken, and selected group bubble assemblies will take place. • Clean frequently touched surfaces using standard detergents products. • Initial guidelines suggested that practical work in subjects like Science will have to be postponed, replaced by demonstrations by the teacher. Departmental staff to consult relevant subject specific documentation to ascertain how practical work may be carried out. • Student and Teachers can take books and other shared resources home but unnecessary sharing should be avoided. Similar rules on hand cleaning, cleaning of resources and rotation apply. Books can be left for 48-72 hours before being marked or returned e.g. when marked by the teacher, but this may be sooner if strict hygiene methods are followed. • Staff should implement the above measures as far as they are able, whilst ensuring children are kept safe and well. • From October 2020, additional measures have been introduced to a) split the KS4 bubble to help reduce the	(withdrawn 1.5.20) Face covering are not recommended for use in schools Daily briefings to be given each day to all staff and group bubbles. Ensure that on a daily basis that all duty areas are covered (if any staff absent) Review of eating procedures to take place within the first two weeks of September. Additional signs, posters and markings on the flow will aid in reminding everyone of the procedures.

				potential number of students required to isolate, and b) an internal track and trace system to also aid in the reduction of the number of students required to isolate.	
Classroom Management	Staffing	Students and staff	L	• The number of students in the class should be based on the size of the room and curriculum topic plus a teacher. If there are any shortages of teachers, then teaching assistants can be allocated to lead a group, working under the direction of a teacher. • Staff to maintain their distance possible (2m) from the students by staying at the front of the class. Rooms are organised to create a 'staff-only' area at the front of the classroom. • Avoid face to face contact and minimize the time spent within 1 metre of anyone • For students with complex needs or close care, support should be provided as normal. • The layout of the classroom will maximise the opportunity for students to be seated side to side and facing forward. • Students will be in group bubbles, with staff remaining in their classroom. Students will follow the one-way system to move between lessons. At the beginning of each lesson there will be a coordinated cleaning period linked to a starter task. • Tables and chairs to be cleaned whenever there is a change in group use, using a bacterial spray. • Where possible, staff should maximise the use of the IPads to support both learning and feedback – as per the new update school policies on feedback and assessment. • If a student becomes unwell or shows symptoms of COVID-19, removed them from the group, isolate and inform the parents to pick up the student. To minimize unintended use and continual cleaning, any room or facilities that are not required to be in use, should remain locked following its last cleaning cycle. However, the room should be opened for a daily inspection and ventilation.	COVID-19 Actions for Schools Guidance for Full Opening – Schools 02 07 20 (updated 5.11.20, withdrawn 1.4.22) https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools Daily briefings to be given each day to all staff and group bubbles. Where safety and/or management concerns remain, these should be discussed with the school management and options identified for further discussion with the local authority or trust.
Technician and Site Staff, e.g. ROW and KST		All building users	M	• Due to provision of support facilities that cross the key stage groups, support staff should ensure that as much preparation of resources, management of resources is completed remote from other staff and students. • Technician staff may wear PPE where appropriate when potential cross-contamination is possible, e.g. when ICT support cannot be provided remotely, or lab practical's being set up for different year groups.	Evaluation of procedures to be undertaken by technician staff on a daily/weekly basis – as appropriate to the task, and if changes required then this information should be shared.
English, Languages and Humanities		Students and staff		• Classroom based – see guidance above • Wipe down desktops and chairs after use. • Letters will be sent home with respect to students being	Control Measures document will be updated with respect to specific

				correctly equipped for lessons. • Support staff will be allocated via key stage groupings. Support staff may need to provide support outside of the classroom, in breakout spaces, to reduce risk of being less than 2m from students. NHA to communicate plans and any changes with respect student/staff support – these will also be applied in all other subject areas	detailed information for the curriculum programme.
Maths		Students and Staff		• Classroom based – see guidance above. • Wipe down desktops and chairs after use. • Letters will be sent home with respect to students being correctly equipped for lessons. Any Mathematical equipment that needs to be shared by the teacher during lessons will either be sanitised at the end of the lesson by the teacher, or placed in a container to be left for 72 hours before next use, e.g. • Equipment to be cleaned frequently and meticulously and always between bubbles or rotated and allow them to be unused out of reach for a period of 48 hrs (72 hrs for plastics) • Support staff will be allocated via key stage groupings. Support staff may need to provide support outside of the classroom, in breakout spaces, to reduce risk of being less than 2m from students.	Control Measures document will be updated with respect to specific detailed information for the curriculum programme.
Specialist Rooms 1 Science		Students and Staff		• Review the educational topic and the information provided by CLEAPSS. • The layout of the labs already ensures that students are not sat face to face with others • Ventilation of the Labs and Prep Room to be maintained.. • Equipment to be cleaned frequently and meticulously and always between bubbles or rotated and allow them to be unused out of reach for a period of 48 hrs (72 hrs for plastics) However, it is a recommendation that student practical's are postponed at KS3 and KS4 and staff led demonstrations take precedent. KS5 may complete practical's but under close and strict guidance. The Reflection Room will be used to store prepared practical resources. • Wipe down hard surfaces and equipment after use • Letters will be sent home with respect to students being correctly equipped for lessons. • Support staff will be allocated via key stage groupings. Support staff may need to provide support outside of the classroom, in breakout spaces, to reduce risk of being less than 2m from students.	CLEAPSS Science Guidance www.cleapss.org.uk Control Measures document will be updated with respect to specific detailed information for the curriculum programme.
Specialist Rooms 2, for example: Design and		Students and Staff		• Review your risk assessment and guidance provided via CLEAPSS regarding the activity and use of equipment. • Student class groups or less subject to the type of activity and equipment in use.	CLEAPSS guidance for workshops www.cleapss.org.uk Control Measures document will be

Technology Wood/Metal Workshops Graphics Art. Textiles Home Economics				• Consider the requirements for students needing 1:1 support, how this can be maintained • Workbench spaced out to provide maximum distancing between students – all students not to be sat face to face • Fixed equipment annual inspection completed. Retain documentation and make available upon request. • Extraction systems fixed to machinery to be operable • Equipment to be cleaned frequently and meticulously and always between bubbles or rotated and allow them to be unused out of reach for a period of 48 hrs (72 hrs for plastics) • Letters will be sent home with respect to students being correctly equipped for lessons. • Support staff will be allocated via key stage groupings. Support staff may need to provide support outside of the classroom, in breakout spaces, to reduce risk of being less than 2m from students.	updated with respect to specific detailed information for the curriculum programme.
Music	Fit for purpose	Student and staff		• Student class group or less subject to the type of activity and equipment in use. • Consider the requirements for students needing 1:1 support, how this can be maintained • Instruments and Equipment to be cleaned frequently and meticulously and always between bubbles or rotated and allow them to be unused out of reach for a period of 48 hrs (72 hrs for plastics) • Wipe down desktops and computer equipment after use • Letters will be sent home with respect to students being correctly equipped for lessons. • Support staff will be allocated via key stage groupings. Support staff may need to provide support outside of the classroom, in breakout spaces, to reduce risk of being less than 2m from students.	Control Measures document will be updated with respect to specific detailed information for the curriculum programme.
ICT – Computer Rooms	Fit for purpose	Students and Staff		• Only Year 11 students are to use A12 computer room, and will be allocated seating. All other year groups will use IPads for initial teaching/topics. • Staff are not to book out/use computer rooms during their normal timetabled lessons. Any ICT work should be completed using the IPads. • Clarification required from BTEC and Cambridge National qualifications as to how B26 and B28, and laptops will be used for coursework – priority to be given to Year 11 and 13 students whilst guidance may change again. • Wipe down desktops and computer equipment after use • There is an awareness that in some rooms, students will be sat face to face due to the location of work-stations. However, students will be sat at least 2 metres apart in this situation.	Control Measures document will be updated with respect to specific detailed information for the curriculum programme. Clarification required from BTEC and Cambridge National qualifications as to how B26 and B28 and laptops will be used for coursework.

				• Support staff will be allocated via key stage groupings. Support staff may need to provide support outside of the classroom, in breakout spaces, to reduce risk of being less than 2m from students.	
SLZ	Fit for purpose	Students and Staff		• This area will only be used by KS5 students. • Year 13 Students will be given a designated computer space to use on a daily basis, this will eliminate the sharing of equipment. The study areas in the SLZ will be available but must be cleaned after use. Cleaning wipes will be made available in the SLZ. • Wipe down hard surfaces and equipment after use	
Offices		All building users		• Signs have now been placed on all office and communal spaces informing of the recommended number of people to be in an office space. These numbers have been determined by whether the room has ventilation and the layout of the room. • Staff should restrict all meetings to be less than 90 minutes (face masks should be worn) and staff should not be sat in close proximity for more than 15 minutes (times based on guidance documentation)	Office numbers were calculated in consultation with site supervisor and other staff – will be reviewed as guidelines are updated.
Sports Indoor/outdoor courts. Gyms facilities		Students and Staff		• Non-contact sports only. • Tennis/Net cricket. Equipment to be handled by one player then cleaned before reuse. • Athletics with a clear lane between runners to provide distancing. • Sports Management topics to take precedence over practical activities where possible. • Equipment to be cleaned frequently and meticulously and always between bubbles or rotated and allow them to be unused out of reach for a period of 48 hrs (72 hrs for plastics) • Outdoor sports should be prioritised to maximize distance between players. Social distancing, 2 metres or 1 metre with risk mitigations where 2m is not available. • Identify support for students with physical and sensory disabilities. • Students will wear their PE kits on days when they have PE.	Coronavirus Guidance on a Phased Return of Sport and Recreation in England 07 07 20 (updated 5.11.20 and 14.4.22) https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/guidance-for-the-public-on-the-phased-return-of-outdoor-sport-and-recreation Association for Physical Education. Guidance for Managing Playgrounds and outdoor Gyms. 26 06 20. (updated 5.11.20 withdrawn 19.5.21) https://www.gov.uk/government/publications/covid-19-guidance-for-managing-playgrounds-and-outdoor-gyms/covid-19-guidance-for-managing-playgrounds-and-outdoor-gyms
Post-16		Students and Staff		• KS5 students will follow the same guidelines as all other key stages, with particular additional reference to the SLZ.	Control Measures document will be updated with respect to specific detailed information for the curriculum programme.

Remote Education Support for - Students unable to return to school				• Provision of educational resources for individuals or groups of students unable to return to school • Use of established on-line learning and support materials • Ensuring that all students (as soon as possible) have new or updated log-in and email details to allow access to online learning. • Use of IPads to ensure that all students have the technology to access home learning.	This will continue as per the lockdown procedures, and be based on analysis of return numbers in September.
SEND Support Support to named Students		Students and Staff		• SENCO to review the EHCP/PSP/PHP/IEP/PEEP for named students and provide advice to the senior management and LA of any concerns. • (See link for government guidance for working in education and the use of PPE) • Support staff will be allocated via key stage groupings. Support staff may need to provide support outside of the classroom, in breakout spaces, to reduce risk of being less than 2m from students.	Safe Working in Education, Childcare and Children's Social Care including the use of PPE. 14 05 20 (updated 22.10.20 and 20.7.2021) 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
Learning and other specialist facilities, e.g. dentistry labs	Fit for purpose	Students and Staff		• It is likely that these will be out of use during the initial period of the return to full opening. Any practical work in these areas will be teacher led demonstrations. • Monitor and review your risk assessment to ensure social distancing is maintained as much as possible during the lessons and practicable application of tasks. • Restrict access to a manageable number of pupils. • DSL and SENDCO to monitor risk assessments and requirements of any specialist support (e.g. 1:1) within this context. • Wipe down desktops and computer equipment after use.	Government Guidance, and this will be reviewed on a bi-weekly basis.
Off Site Visits. Day Visits Only Transport	Safety	Pupils and Staff		• Residential visits are presently prohibited. • As of the 01/08/2020 day visits will be allowed but will be restricted by a) travel implications, and b) Covid-19 guidelines at the destination. Any visits will be limited to group bubbles. • There is no restriction in the distance of travel, but the group bubble must return to the school base location at the end of the school day. • Staffing of the group visit to be compliant with the DoE guidance and the LA policy for Out of school Visits. • All day visits to be recorded using the EVOLVE system and authorised by the Headteacher to proceed. Proposed adventurous activities assessments to be reviewed by the EVC/EVOLVE Safety Officer and Approved by the LA's EVC	Further advice from the EVC Safe Working in Education, Childcare and Children's Social Care Settings including the Use of Personal Protective Equipment 16 06 20 (updated 22.10.20, withdrawn 4.4.22) https://www.gov.uk/government/publications/safe-working-in-education-

				For self-drive vehicles, it is an enclosed space with a higher risk of transmission of the virus. It is recommended that: • use a vehicle with a bulkhead or partition that separates the driver and passenger, • the driver and passenger should maintain a distance of 2 metres from each other • the driver should use PPE, and the passenger should wear a face mask if they are old enough and able to do so,	childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe
Reporting of injuries	Compliance with RIDDOR 13 and LA Policy	Students, staff and Visitors		• Injuries to pupils, staff and visitors must be recorded as usual in compliance to the LA's Policy. Major injuries that are reportable under RIDDOR to be reported to the Safety Officer (Schools) immediately, who will support to the school with the notification to the HSE.	HSE - Employers Guidance – Incident Reporting in Schools. https://www.hse.gov.uk/pubns/edis1.pdf
BAME	Vulnerable to COVID-19	Individual staff and students		• Student groups to remain in their group bubble for all activities to minimize interaction with others. • The teaching staff to monitor social distancing within the behaviour of the young pupils. (supervised by staff) • To consider the government advice relating to children of families within the BAME risk group and identify where possible support needs. • Individual staff - Headteacher to complete a 1:1 informal discussion with any member of staff within a BAME risk group, to offer reassurance for any concerns and/or support within the ability of the school. • School Employee Assistance Programme can help provide support, advice and information. Call them on 0300 555 0120 (calls charged at local rate).	GOV.UK Advice If an assessment is required of a named person, see the LA's Corporate guidance for BAME and vulnerable Persons. Contact the Safety Team.
Return to work of Vulnerable named staff	Clinically Vulnerable	Named member of staff		• The health and protection of a vulnerable member of staff is important. In support of a named person a Vulnerable Person risk assessment will be completed through the process of an informal 1:1 discussion, to explore the most appropriate options and offer reassurance for any concerns and support within the ability of the school.	Vulnerable Person at Increased Risk Assessment. For further advice contact the Safety Team. As of the 5th November 2020 update, high risk and pregnant staff should have updated individual risk assessments in place.
Employee Wellbeing	Anxiety	School Staff and their families		• Employee Assistance Programme can help provide support, advice and information. Call your service provider. Insight on 0300 555 0120 (calls charged at local rate). Open 24/7 • Citizens Advice – offer free, independent, confidential and impartial advice on a range of financial issues.	
Contingency planning to provide continuity of education in the case of a local outbreak	Spike in coronavirus and Anxiety	School Staff, Pupils and Parents		Specific details will be provided to the schools affected by the LA based on the Government advice and scientific evidence at that time. For pre-planning purposes plan for a possible Phase 1 partial opening of the school with a supporting service based on home education for pupils and minimal staff in school to support Key	Refer to section 5. COVID-19 Actions for Schools Guidance for Full Opening Help contain any outbreak by following the advice of the local health protection team advice.

				Worker and Vulnerable children, or full closure if advised by PHE.	
Further Information: The guidance issued by the Government may change as we continue to move forward further scientific advice. Such new or amended guidance will be published on the GOV.UK web site.					

The following are taken from the Government Guidance for Schools (originally) published on 02nd July 2020 - (updated 3.12.20)
COVID-19 Actions for Schools Guidance for Full Opening – Schools 02 07 20 – withdrawn 1.4.22
https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools

Annex A: Behaviour principles
In light of the need for children to behave appropriately and with respect for others. The following behaviour guidance must be communicated to children, parents and staff.
Rules of good behaviour are:

- following the routines for arrival or departure
- following the club instructions on hygiene, such as handwashing and sanitising.
- following instructions and stay with your allocated bubble whilst attending the club.
- When moving around the premises follow the instructions given to you. (for example, one-way systems, out of bounds areas, queuing including where children may or may not play)
- expectations about sneezing, coughing, tissues and disposal ('**catch it, bin it, kill it'**) and avoiding touching your mouth, nose and eyes with hands
- tell an adult if you are experiencing symptoms of coronavirus
- follow the rules about sharing any equipment or other items including drinking bottles
- use of toilets
- clear rules about coughing or spitting at or towards any other person.
- Any rewards and sanction system where appropriate
- Identify any reasonable adjustments that need to be made for children with more challenging behaviour.

Annex B: Principles for staff

1. Do not come to work if you have coronavirus symptoms but go home as soon as these develop (informing your Team Manager) and access a test as soon as possible.
2. Clean your hands more often than usual - with running water & soap and dry them thoroughly or use alcohol hand sanitiser ensuring that all parts of the hands are covered.
3. Use the '**catch it, bin it, kill it**' approach.
4. Avoid touching your mouth, nose and eyes.
5. Clean frequently touched surfaces often using standard products, such as detergents and bleach.

6. Think about ways to modify your activity approach to keeping a distance from children in your group as much as possible, particularly close face to face support (noting that it's understood that this is not possible at all times, which is why hygiene and hand cleaning is so important).
7. Help your group to follow the rules on hand cleaning, not touching their faces, '**catch it, bin it, kill it**' etc. including by updating your classrooms displays with posters.
8. Prevent your group from sharing equipment and resources (like stationery).
9. Keep your activity door and windows open if possible for air flow.
10. Limit the number of children from your group using the toilet at any one time.
11. Limit your contact with other staff members, and do not congregate in shared spaces, especially if they are small rooms.
12. Ensure that you remain within the marked area in the classroom, and brief students that this area is not to be entered.

Additional Risk Assessment/Control Measures (Document 2):
Risk Assessment for the Testing of COVID-19 by Lateral Flow Tests (UCS Bolton)

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. In the risk assessment the term 'subject' is used to describe a staff or student member of UCS Bolton having their test done.

Assessment Date	07/01/2021	Lead Assessor	J..Adams	Contract	NHS	Assessment Number	UCSJ 141941
Activity / Task							
Description of task / process / environment being assessed	General and clinical activities on the asymptomatic testing site at UCS Bolton						
Activities Involved	Traversing the site on foot Testing University staff and students					**Location**	Room - A15/A23
Who Might be affected	Employee ✔	Client ✔	Contractor ✔	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	• **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:** As per the whole school control measures these should be worn at all times, apart from when completing the swab procedure of the test. • **Compliance** with wearing of face covering/mask of all subjects to be visually checked on arrival by all staff • **Compliance** with wearing of face covering/mask of all subjects to be visually checked through building by all staff • **Hand hygiene:** All staff and students to ensure that hand sanitising is done both before and after the testing procedure • **Social distancing:** Two metre social distancing to be maintained between subjects whilst waiting for their test. Testing bays are greater than 2m apart. Protective screens are in place to mitigate for testing staff approaching within 2m of the subject • **A one-way** flow of subjects within the testing area will follow existing school one way protocols already in place in the testing area.. • **Cleaning:** Regular cleaning of the site including wipe down of all potential touchpoints in accordance with PHE guidance. • **Limited clutter** - chairs only on request; no physical handing of documents to subjects except barcodes and PCR test kits for first 200 subjects	1	4	4	
2	Contact between subjects and staff increasing the risk of transmission of COVID19 : Welcome & registration	Transmission of the virus leading to ill health or potential death	• **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:** As per the whole school control measures these should be worn at all times, apart from when completing the swab procedure of the test. • **Subjects** will be briefed on a daily basis as to who is to complete the test. Subjects will register in the SLZ seating area outside A11, and will be called to A15 when required.	1	4	4	
3	Contact between subject and sampler increasing the transmission of COVID19: Sample	Transmission of the virus leading to ill health or potential death	• **Testing Staff (who have completed the online testing assessment)** to wear full PPE equipment – face masks and visors, aprons and gloves. • **The Testing areas** are cordoned off by protective plastic screens.	1	4	4	

	taking		• **The Testing room** will be sufficiently ventilated to ensure dispersal of aerosols • **Before and after** each test the testing area will be sanitised				
4	Contact between sample and test centre runner increasing the transmission of COVID19: Sample transport	Transmission of the virus leading to ill health or potential death	• **Testing Staff** to wear full PPE equipment – face masks and visors, aprons and gloves. • **The Testing areas** are cordoned off by protective plastic screens. • **The Testing room** will be sufficiently ventilated to ensure dispersal of aerosols • **Before and after** each test the testing area will be sanitised	1	4	4	
5	Contact between samples and sample testers increasing the transmission of COVID19: Sample processing & analysis.	Transmission of the virus leading to ill health or potential death	• **Testing Staff** to wear full PPE equipment – face masks and visors, aprons and gloves. • **The Testing areas** are cordoned off by protective plastic screens. • **The Testing room** will be sufficiently ventilated to ensure dispersal of aerosols • **Before and after** each test the sample testing area will be sanitised	1	4	4	
6	Contact between samples and sample testers increasing the transmission of COVID19: Sample disposal and waste disposal	Transmission of the virus leading to ill health or potential death	• **Testing Staff** to wear full PPE equipment – face masks and visors, aprons and gloves. • **The Testing areas** are cordoned off by protective plastic screens. • **The Testing room** will be sufficiently ventilated to ensure dispersal of aerosols • **Before and after** each test the sample testing area will be sanitised • **At the end of each testing session** the waste disposal bin will be removed and disposed of external to the testing room.	1	4	4	
7	Incorrect result communication	Wrong samples or miscoding of results	• **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 (who have completed the online testing assessments)** at the sample collection bay **Barcodes are checked that they match at the relevant testing bay** and applied to Lateral Flow Device at this station	1	4	4	
8	Damaged barcode, lost LFD, failed scan of barcode	Orphaned record on registration portal & No result communicated to individual	• **Rule based recall of subjects** who have not received a result within 1 hour of registration (test result should be available 30 minutes after test completed) • **Subjects are called for a retest**	1	4	4	
9	Extraction solution which comes with the lab test kit contains the following components:	These components do not have any hazard labels associated with them, and the manufacturer states that there are no hazards anticipated under conditions of	• **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	1	4	4	

	NA_2HPO_4 (disodium hydrogen phosphate), NaH_2PO_4 (sodium phosphate monobasic), NaCl (Sodium Chloride)	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.	• **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 (as per the online testing assessment)** 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** (which will be available in the testing room), provided by Innova, to mitigate against inhalation, skin contact or ingestion of these chemicals.				
10	Use of shared equipment	Transmission of the virus leading to ill health or potential death	• **Apart from** the testing solution bottle, all other equipment is single use. • **After each use**, the testing solution bottle will be cleaned with sterilising wipes. • **After each sample** has been processed, testing staff will replace their gloves with a new pair.	1	4	4	

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	08/01/21	31/01/21
2	Toolbox talks to be delivered to all workers on a daily basis when testing in being completed	Covid Coordinator	ongoing	31/03/21
3	Initial testing to be completed on all staff (if present in school during current lockdown), students currently accessing the school (twice in the first week, and then subsequently if showing symptoms)	Covid Coordinator	15/01/21	28/02/21
4	When ‘whole’ school returns, amendment to the testing regime dependent on the staggered entry of students to facilitate mass testing	Covid Coordinator	February H/T	28/02/21

Additional Notes

Once students have had their double test in their first week of return, students to be tested subsequently if:

a) A student tests positive – seven days of daily testing for the bubble of that student

b) A student is exempt from wearing a mask – tested weekly as per staff

Testing has now switched from in-school testing to at-home testing. Students have been provided with home test kits along with instructions for use (contained in the test kit boxes), video instructions (both school based and NHS), and support from form tutors (via Google Classroom)

Students have been asked to report results to both the Government and School based websites.

Likelihood of event ocurring (Probability)	Consequence of event ocurring (Severity)				
	Negligible	Minor	Moderate	Major	Critical
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

Risk Evaluation

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	Ian Ball, Janice Jones	
Signature of Lead Assessor	J.Jones	Date 07/04/2022

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
08/01/21	Changes made linked to lockdown changes	NGL	
28.02/21	Changes made to reflect the return to school of all students	IBA	

Review date	Comments	Reviewed by	Signature
31/03/21	Further update linking to the change of testing from in-school to at-home.	IBA	
20/04/22	Review following guidance update	IBA	