

RISK ASSESSMENT – COVID-19

Company Name:	Abbey School										
Location:	Post 16										
Date of Initial Assessment:	25.08.2020			Review Date:	11.03.2021			Revision No:	17		
Persons Exposed:	Employees:	✓		Other Workers:	✓		Public / Visitors:	✓		Estimated total number of persons at risk:	80
	New / Expectant Mothers:			✓		Vulnerable Persons:	✓		Other:		

Task Description:	Risk assessment for the possible transmission of Coronavirus / COVID-19. This was originally written in conjunction with Department for Education advice on 11/05/2020 and has been further revised with information published on 02/07/2020.
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Hazard	Factors of Harm		Risk	Control Measures	Factors of Harm		Residual Risk	Further Actions	Acceptable Risk?	
	L	S			L	S			Yes	No
Lack of Information to Children	4	5	20	Children are provided with information on the correct handwashing methods. This includes the use of posters in toilets and washrooms to provide guidance on the exact method. Children are being provided with specific information on hygiene during normal lessons. Information on COVID-19 is being provided to all pupils and parents so that the risks associated with the virus are fully understood. The level of information provided is tailored to the age of the pupils concerned.	1	4	4	Frequent communication with staff pupils and parents and sharing of risk assessments as necessary and also what we have put in place to keep everyone safe.	✓	

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Lack of Information	3	5	15	<p>The school has subscribed to information and updates from approved sources. These include, but are not limited to:</p> <ul style="list-style-type: none"> The UK Government (UK Gov) (https://www.gov.uk/coronavirus), Public Health England (PHE) (https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19), Department for Education (DfE) (https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools) National Health Service (NHS) (https://www.nhs.uk/conditions/coronavirus-covid-19/) Health and Safety Executive (HSE) (https://www.hse.gov.uk/news/coronavirus.htm) <p>Updates are passed to all staff members to ensure that they are kept informed. This is in the form of notices, memos and meetings (face to face, videoconference or teleconference). The subject is of public concern and all newspapers and other news sources are providing daily information on this matter. All persons, therefore, are considered to have easy access to information at the present time.</p>	1	5	5	<p>Posters are clearly visible through the building and will be updated as and when necessary. Information is also on Teams and the school website. Weekly briefings for all staff are conducted / sent out as well as updates when necessary.</p>	✓	

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Use of Personal Protective Equipment	2	5	10	<p>The wearing of a face covering or face mask in school is now highly recommended for Y7 pupils and upwards and also staff whilst in corridors or in areas of high volume.</p> <p>If younger pupils wish to also wear them as above this is to be encouraged.</p> <p>Any pupil who has an existing care routine which requires the use of PPE should continue to receive care in the same way. In the event that a pupil becomes unwell with symptoms of COVID-19 then social distancing should be maintained. If this is not possible then the supervising adult should wear gloves, an apron and a face mask for this situation only. If the child is coughing, spitting or vomiting, then eye protection should be worn.</p> <p>Schools have obtained adequate quantities of PPE and have trained staff in the safe use (such as doffing and donning). Means of disposing of used PPE has been considered and suitable bins are provided which are emptied regularly.</p>	1	5	5	<p>School has a supply of face masks, aprons and eye protection, and gloves for emergency use.</p> <p>Staff and pupils 11 years and over are to wear masks in the classroom. If staff are exempt then visors can be worn but these are to be cleaned every hour.</p> <p>Visors are provided by school.</p> <p>The wearing of face masks / PPE and reasons why when and how are to be taught through the PSHE curriculum to all pupils to give them all a greater understanding.</p> <p>Staff and pupils are to wear masks whilst doing the transport at the beginning and end of each day to the close proximity staff were with each other, pupils and transport staff.</p> <p>Staff and pupils to wear masks at all times when moving through school and using communal areas.</p> <p>Stock levels of PPE closely monitored and are re ordered when needed.</p> <p>All pupils are strongly encouraged to wear masks whilst on the school transport.</p>	✓	

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Contact with Others	4	5	20	<p>Contact between other persons must be limited and social distancing (keeping 2m apart) should be followed where possible.</p> <p>Movement along corridors will be reduced as far as possible.</p> <p>Staff required to mix with multiple groups must obey social distancing at all times and follow increased hygiene rules such as regular handwashing when moving from group to group.</p> <p>Timetables will be modified to ensure that breaks, assemblies and drop-off / collection times as staggered.</p> <p>Outdoor lessons will be used where possible as the transmission of the virus is less likely to occur externally.</p> <p>Groups or bubbles will not be allowed to mix at any point.</p> <p>Outside areas will be accessed directly from classrooms using external fire doors where possible to minimise use of corridors.</p> <p>Fire doors will be secured after use.</p> <p>Meetings, such as assemblies with more than one group, will be avoided.</p> <p>Toilets will be monitored to ensure that there is not overcrowding.</p> <p>Toilets will be allocated to individual groups only. If shared use of the toilet by more than one group is required, then thorough cleaning must be undertaken after each use. As this is not likely to be practicable, this should be discouraged wherever possible.</p> <p>Shared resources will be limited to use within single groups only. If sharing is required by multiple groups, then they must be cleaned or left for 48 hours (72 hours for plastic items) between uses.</p> <p>Staff / pupils taking leave abroad will be required to follow applicable government guidance on isolation or quarantine following return to the country. Full advice to be followed can be accessed from the Gov website.</p>	2	5	10	<p>Visitors to school have been restricted to essential ones only. Visitors are to be agree through a special request to the headteacher/</p> <p>Any visitors will be required to sign in and also complete a form so we can track and trace, and they must also adhere to measures we have put in place alongside this risk assessment. Visitors have to wear a mask or visor whilst they are on site at all times.</p> <p>Staff and pupils are frequently reminded to keep distances at all times where possible.</p> <p>Car sharing for essential visits and journeys has been agreed as long as both the staff are taking part in the lateral flowing testing programme, one in the front and one in the back, masks are worn and windows are open</p>		

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Shielded Persons and Persons with Increased Risk	4	5	20	<p>The shielding rules changed on the 5th November and the school will follow the recommendations in full.</p> <p>Details on the revised guidance is available from: 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>Any persons with significant risk factors will subject to a personal risk assessment so that control measures can be agreed by all parties and implemented accordingly. Control measures may include working from home and will be considered on a case by case basis.</p> <p>Social distancing will be maintained for all persons previously categorised as ‘Clinically Vulnerable’ or ‘Clinically Extremely Vulnerable’ wherever possible.</p> <p>All control measures are implemented by the school with the intention to protect all persons, regardless of background, to the fullest extent, and without exception.</p>	1	5	5	<p>The school should ensure that medical records for children and staff are updated and kept on file.</p> <p>Risk assessments for shielding persons are reviewed as and when required in line with any changes from the NHS / Government.</p> <p>Pupils and staff who fall into these categories have been contacted.</p> <p>Pupils who fall into this category and remain off school will be given work to complete at home via the virtual curriculum. Staff have been consulted and given the option to work at home.</p> <p>Where staff have requested to continue coming into work individual risk assessments are done and changes made to accommodate this where possible. These will be updated regularly in line with guidance updates and any other changes.</p>	✓	
Children with SEND requirements	4	5	20	<p>Children with SEND requirements are identified by the school. Groups will be formed of an appropriate size to avoid contact and mixing but without restricting access for support, specialist staff or therapies.</p> <p>The school will plan to assist children with changes to routines using social stories and other measures.</p> <p>Support and specialist staff who move between schools will be permitted, however they will observe strict social distancing from other staff and will obey enhanced hygiene rules including more regular hand cleaning.</p> <p>If a child with SEND requirements attends more than one setting, including NHS hospitals, then the school will communicate clearly with the other settings to ensure a uniform approach is agreed.</p> <p>Staff will wear appropriate PPE if the pupil requires intimate care.</p> <p>The school will ensure that travel arrangements are in place and agreed with the local authority if transport is required as part of the EHC.</p> <p>The school will ensure that there are appropriate measures to facilitate movement around school for those using wheelchairs or walking aids. This will include avoiding contact with others along corridors wherever possible.</p>						

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Classrooms (other than EYFS)	4	5	20	<p>Class sizes will return to normal as from 8th March 2021.</p> <p>Consideration is being given to the formation of groups based on year groups.</p> <p>The group size will not exceed 100 persons without additional justification.</p> <p>Pupils are to enter the classrooms from the outside doors where possible and are to minimise the amount of people on the corridors.</p> <p>When on the corridors you should keep to the left.</p> <p>Soft furnishings and other resources can be reintroduced into the classrooms provided that they are retained within the class bubble and not shared outside of this group. Cleaning of these items, including steam cleaning if appropriate, should be undertaken on a regular basis.</p> <p>Children will be seated shoulder to shoulder wherever possible to avoid face to face contact.</p> <p>Water dispensers to be used only by staff, cleaning equipment will be placed at the side of each.</p> <p>Air condition units can be used as they only circulate the air within the room it's used in, and not pumped elsewhere within the building.</p> <p>Lunches will be eaten within the classroom and breaks will also be staggered to ensure pupils stay within their specified bubbles and minimise the amount of pupils mixing.</p>	1	5	5	<p>Reminders are given to staff regularly promoting good hygiene and social distancing where possible and asked they also address this with the pupils.</p> <p>Reducing direct face to face contact and offering support to pupils side by side where possible.</p> <p>Lessons are 45 minutes long and staff are advised to ventilate the classrooms every hour and also encourage regular fresh air breaks and walks outside between lessons.</p> <p>Internal doors are pinned open and also at least 1 window in each room constantly to ensure ventilation through the room at all times.</p>	✓	

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EYFS Classrooms			20	<p>Teaching and support staff will avoid physical contact wherever possible, however it is accepted that this might be necessary for these, younger, children. Adults will be required to wash hands following any contact.</p> <p>Soft furnishings and other resources can be reintroduced into the classrooms provided that they are retained within the class bubble and not shared outside of this group. Cleaning of these items, including steam cleaning if appropriate, should be undertaken on a regular basis.</p> <p>Fabric resources should be cleaned regularly.</p> <p>Rotation of resources will be used wherever possible to allow items to be cleaned thoroughly to prevent surface transmission. Classrooms do not require to be organised on a shoulder-to-shoulder basis for children of this age group.</p> <p>All play items will be cleaned and sanitised regularly.</p> <p>Outdoor areas will be allocated to EYFS classes for their use only. If the total EYFS group size is large, then additional areas will be provided for their use alone.</p> <p>PPE should be worn when undertaking intimate care needs for younger children.</p>				<p>Reminders are given to staff regularly promoting good hygiene and social distancing where possible and asked they also address this with the pupils.</p> <p>Reducing direct face to face contact and offering support to pupils side by side where possible.</p> <p>Lessons are 45 minutes long and staff are advised to ventilate the classrooms every hour and also encourage regular fresh air breaks and walks outside between lessons.</p> <p>Internal doors are pinned open and also at least 1 window in each room constantly to ensure ventilation through the room at all times.</p>		
Educational Visits	4	5	20	<p>Educational visits will be planned on their individual merits. Overnight visits, or visits to overseas territories, are prohibited at the current time.</p> <p>The school will undertake a thorough risk assessment of the visit, as normal, prior to commencement. This assessment will now include an assessment of the COVID-19 secure status of the desired venue.</p>				<p>Visits relating to the curriculum are to be authorised and agreed by the Headteacher.</p>		
Outside Play Areas	4	5	20	<p>Outside play areas will be provided for all bubbles. All groups will have their own designated play areas.</p> <p>Break time will be staggered to reduce numbers outside at any one time.</p> <p>Mixing of groups will not be permitted outside.</p> <p>Use of outside play equipment will be restricted to individual groups wherever possible.</p> <p>Outside play equipment will be regularly cleaned wherever possible.</p>						

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Break Periods	4	5	20	Break periods will be staggered to reduce numbers outside of classrooms at any one time. Staff will be able to use welfare facilities away from the classrooms. Social distancing within any staff welfare areas will be enforced. Staff can mix with other from other groups providing that social distancing is maintained.						
Supply and Peripatetic Teachers	4	5	20	Supply and Peripatetic teachers may be required to provide assistance to multiple schools. This is acceptable. All supply and peripatetic teachers will be required to comply with the school's arrangements for managing and minimised risk. These persons will be required to take extra care to maintain distance from other staff and pupils. Contact with children will be prevented wherever possible. This group also applies to sports coaches, those engaged to deliver before and after school clubs, and any volunteers used within the school.						
Items Removed from School	4	5	20	Items can now be removed from school on a limited basis. Teachers and pupils will be allowed to remove items, such as books, provided that they do not share these materials with others outside the school setting. Resources which are required to be used by others in school should be cleaned thoroughly or left for 48 hours (72 hours for plastic items) upon return to school. Children will be allowed to bring everyday essential items only, such as lunch boxes, water bottles, hats, coats and books. Bags are permitted to be brought into school. Cloakrooms will not be shared by multiple groups and they will be monitored on arrival and leaving times to ensure that they are not overcrowded.						

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Housekeeping	3	5	15	<p>Adequate supplies of cleaning materials are kept on site. Each classroom has been provided with cleaning materials so that teaching staff can clean the frequently touched areas (surfaces and chair backs) between professional cleaning periods.</p> <p>Cleaning staff have been instructed to increase the frequency of cleaning wherever possible.</p> <p>Surfaces where regular contact is likely, such as door handles, tables, signing in systems, light switches, chairs etc. are being prioritised to ensure that they are cleaned regularly.</p> <p>Housekeeping staff are trained in the correct use of cleaning equipment and chemicals.</p> <p>The building is subject to regular cleaning by trained and competent persons. If required a 'deep clean' is able to be requested.</p> <p>We have purchased Zoono which provides up to 24 hr protection for staff and pupils, this also offers a no alcohol gel option for anyone who has a reaction or sensitive hands.</p> <p>We have purchased a fogger for which can be used when necessary on top of the cleaning taking place.</p>	2	5	10	<p>A weekly stock level is reported to KB who is monitoring usage so we know how many weeks' worth of resources we have at any one time. Order are to be placed in a timely manner to ensure we are able to source items needed.</p> <p>Good hygiene and hand washing is promoted throughout the day to both staff and pupils.</p>	✓	

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Transmission of Virus / Hygiene	4	5	20	<p>All persons on school are provided with information on good hygiene measure to include:</p> <ul style="list-style-type: none"> washing hands with soap and water often – do this for at least 20 seconds. washing hands when you get home or into work. using hand sanitiser gel if soap and water are not available. covering mouth and nose with a tissue or sleeve (not hands) when coughing or sneezing. put used tissues in the bin straight away and wash hands afterwards. do not touch your eyes, nose or mouth if your hands are not clean. <p>All persons are instructed to obey 'social distancing' wherever possible. This means maintaining a 2m separation wherever practicable.</p> <p>Supplies of soap and hand sanitiser are available for use.</p> <p>Hand sanitiser, or similar, is available in the reception and all visitors and staff are instructed to use this on arrival to the building.</p> <p>Hand washing facilities are available throughout the school building and includes sinks in toilets and classrooms.</p> <p>Bins will be emptied regularly, especially those used for disposing of tissues.</p> <p>Good levels of ventilation will be provided throughout the school and will include the use of open windows or air conditioning wherever possible.</p>	2	5	10	<p>Ensure that notices are displayed requiring all persons arriving on site to use hand sanitiser, or similar, before entering the main building.</p> <p>Lessons are 45 minutes and staff are encouraged to ensure the rooms are well ventilated and to encourage fresh air breaks throughout the day and between lessons. All internal doors and a window are open at all times to ventilate the rooms at all times.</p>	✓	
Emergency Procedures	3	5	15	<p>The school has formulated an emergency plan to follow should closure be required.</p> <p>Employees have been made aware of the emergency plan.</p>	1	5	5	None Required	✓	

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Employees Becoming Unwell	4	5	20	<p>The symptoms of the virus are being communicated extensively through media outlets and government information and so it is likely that persons are aware of the virus and its symptoms. Employees are instructed to remain at home at the first onset of any symptom. Employees are instructed to follow official Government guidance on isolation and testing procedures and the time that they are to remain away from school. If employees develop symptoms on site, they should be sent home to self-isolate and book a test. Should this become an issue, however, then advice should be sought from the Trust and Education Authorities on how to proceed.</p>	2	5	10	<p>Senior Leadership to remain vigilant for employees displaying the signs of symptoms of COVID-19. Staff are regularly reminded of the symptoms and encouraged to speak to SLT if they aren't sure if they should isolate or seek a PCR test.</p>	✓	
Pupils Becoming Unwell	3	5	15	<p>If any child becomes unwell with the symptoms of COVID-19 (a new, continuous, cough or high temperature they will be moved to a room there they can be isolated behind a closed door whilst parents are called to collect the individual. Supervision will be provided at all times for pupils who become unwell waiting for parents to arrive. If children waiting to be collected require the bathroom then they should use a sperate bathroom if possible and this will be disinfected using normal cleaning products before being used by anyone else. If social distancing cannot be maintained (for example with young children or those with complex needs) then PPE should be worn by the supervising adult to include gloves, aprons and face mask. If the child is spitting, vomiting or coughing then eye protection will be worn. The supervising person should wash their hands thoroughly after contact with any person who is unwell, and the affected area cleaned with normal disinfectant once the person has left. There should be no need for the supervising person to self-isolate following supervision of a child with symptoms unless they develop symptoms themselves.</p>	2	5	10	<p>None Required</p>	✓	

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Confirmed Case of COVID-19	4	5	20	In the event of a confirmed case of COVID-19, classes and/or bubbles may be asked to isolate for 10 days as a preventative measure, in line with DfE guidance and following further advice from Public Health England NHS Test and Trace will be engaged, and the school will co-operate fully with any investigation process. Information on the arrangements for compliance with NHS Test and Trace will be provided to all parents. If there are multiple instances, then the assistance of Public Health England will be sought. Any person who is tested and is the result is negative then they can return to school as soon as required.	2	5	10	Ensure that contact details for Public Health England are known.	✓	
Physical Education	4	5	20	PE sessions will be undertaken outside wherever possible. Any high exertion activities must be undertaken outside and cooling down exercises undertaken before moving inside. This is due to the way that persons breathe during exercise. Activities such as active miles, making break times and lessons active and encouraging active travel will help to encourage physical activity whilst maintaining social distancing. Distance between pupils should be maximised during physical activity. If changing within classrooms is not practical, then pupils will be permitted to wear PE clothing instead of school uniform on those days when PE is to be undertaken. Adoptions will be made in the required clothing for PE sessions to take weather conditions into account, such as the wearing of trousers and jumpers in winter. Consideration will be given to back up clothing in poor weather conditions. Changing rooms can be used, these must be wiped down after use, and well ventilated.						
Air Conditioning	2	4	8	Air conditioning systems are maintained by competent persons. Only air conditioning systems used within the schools which draw fresh air from outside, and do not recycle used air, will be used. Air conditioning systems are fitted with good quality filters to reduce the likelihood for unclean air to be circulated. The filters are checked and replaced by a competent person where required.	1	4	4	None Required	✓	

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Access and Egress to School	4	5	20	<p>If parents accompany their child to school, then they will be encouraged to hand the child over to staff in the car park.</p> <p>If parents are to enter the school grounds, then they must follow a one-way system and maintain social distancing with all other persons at all times and also wear masks at all times when they move outside their car.</p> <p>One-way routes will be clearly displayed for all persons.</p> <p>Visiting adults will not be permitted to congregate at the access points to the school.</p> <p>Collection and drop-off times will be supervised by the school staff.</p> <p>The school will follow government guidance in respect of public transport and will liaise with any transport provider to ensure that controls for COVID-19 are implemented.</p>						
Catering	4	5	20	<p>Kitchens will provide food for all persons within the school.</p> <p>The school will consult with the catering supplies as to the type of food provided.</p> <p>Consideration will be given to eating within classrooms to ensure mixing of groups does not occur.</p> <p>Eating within school halls will be acceptable providing that groups do not mix and that there is cleaning of surfaces between sittings.</p> <p>Catering suppliers will be required to demonstrate that they are following all COVID-19 guidance and that they maintain social distancing between themselves and others.</p> <p>Consideration will be given to providing serving persons PPE, such as facial coverings, as they will be required to mix with multiple persons and groups and there is the increased likelihood that they will come into close contact with these persons.</p>				<p>Meals will be served out by school staff so that Kitchen staff aren't entering or crossing bubbles.</p> <p>The meals are also serviced on the corridors and eaten in each class rather than in the school hall.</p>		
Breakfast and After School Clubs	4	5	20	<p>Individuals within school groups or bubbles will be kept separate wherever possible.</p> <p>Parents will be encouraged to limit the number of wraparound providers as far as possible.</p> <p>Staff overseeing these clubs will be required to social distance wherever possible.</p>						

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Visitors	4	5	20	<p>Only essential visitors should be permitted to attend school if possible.</p> <p>All unessential visitors, meetings or appointments should be postponed, or the use of teleconference or videoconference facilities should be considered.</p> <p>Visitors are instructed to wash hands on arrival at the site and when leaving.</p> <p>Visitors must follow the same infection control and hygiene rules as all other persons on site.</p> <p>If a visitor refuses to follow the school's policies in any way, then they are to be removed from site immediately.</p> <p>Any visitors who display symptoms of the virus on arrival at the site will not be permitted access.</p>	2	5	10	<p>Ensure that information posters and notices are prominently displayed in reception areas.</p> <p>All visitors are required to wear masks/ visors for the duration of their visit.</p> <p>All visitors will be asked to complete a health questionnaire upon arrival for trace and trace purposes.</p>	✓	
Fire /emergency evacuation	2	5	10	<p>School will continue to follow fire and evacuation procedures as they were, as we believe the layout of the school and evacuation area are sufficient to allow this to be done safely and following all the guidance set out in this document. The risks from harm or confusion by changing this out way the risk to harm.</p>	2	5	10	<p>Staff and pupils to gather in their bubbles inside the pen, leaving good distance between each of them.</p> <p>Bubbles to wait to the side before going through the gate together before the next bubble goes through.</p>		
Lateral Flow Testing				<p>School staff have undergone the necessary courses to be able to make the school a registered testing site for LFT testing to be undertaken in school.</p> <p>Consent forms are required before testing can be undertaken in school.</p> <p>Both staff and approved pupils undergo twice weekly tests to try to pick up any asymptomatic cases within the school community.</p> <p>A full MAT wide risk assessment has been undertaken for this and is also shared with staff.</p> <p>Tests are also offered to transport providers.</p>				<p>All results are uploaded onto the system.</p> <p>Any positive cases are then referred to get a further PCR test, and the relevant bubbles are immediately closed down and isolated.</p> <p>Any risk assessments and processes involved in doing this are updated in line with updates from any official sources.</p> <p>Staff will be given test kits so they can do and register the tests from home as from wc 8th March 2021.</p>		

Name of Assessor:	Ian Clayton CMIOSH	Signature:	
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Action Plan

Hazard	Further Actions	Assigned To	Due Date	Priority

Severity	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
Likelihood						

Likelihood	Severity	Risk (Likelihood x Severity)
1 = Very Unlikely	1 = No injury	1 – 5 = Low
2 = Unlikely	2 = Minor Injury or Illness	6 – 12 = Medium
3 = Likely	3 = 7-day Injury or Illness	15 – 25 = High
4 = Very Likely	4 = Specified Injury or Illness	
5 = Almost Certain	5 = Fatality or disabling injury	

