



Site Name: Testwood School

Date: January 17th 2021

Version: 5.0

RISK -	Spread of Coronavirus Infection:
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| | <ul style="list-style-type: none">• through Years 7-11 priority group students on site during lockdown• Running of lateral flow testing |
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As a school we have had to revisit our control measures within the risk assessment while have returned to a National Lockdown and have our Priority Students on site. We are now set to run the lateral testing for our staff and priority students, those who have given their consent. Appendix 1.4 is a separate risk assessment for the process off the lateral flow testing that will work in conjunction with version 5.0.

We have grown together as a school and we will continue to follow our “live” Risk Assessment to support everyone involved.

Through this risk assessment, the control measures put in place along with the ongoing reviews, combined with the minimal number of positive cases we have experienced to date, Testwood School considers that the overall risk of Covid-19 transmission or contraction is LOW. However, we acknowledge that we cannot eliminate the risk, we can only put in place control measures to minimise the risk.

Although this risk assessment is written to predominately protect students and staff it also extends wider to consider the safeguarding of the families where contact is made.

Testwood school will follow guidance from the Department for Education regarding any confirmed cases. The helpline is staffed by a dedicated team of NHS Business Service Authority advisors who will work through a risk assessment with Testwood to identify close contacts, and will inform of what action is needed based on the latest public health advice. Advisors will be responsible for referring more complex cases to the PHE regional health protection team, as necessary, following a triaging of the circumstances during the call. The helpline contact number is: 0800 0468687

Staff are able able to give daily feedback to SLT to support the evolving nature of the risk assessment through the nominated Health & Safety representative

What are the hazards?	Who does this affect?	Existing Control Measures	Further actions needed	By whom & when
Maintaining semi-permeable zones across school site	Students	<ul style="list-style-type: none"> • Each year group has a separate ICT room as their cohort bubble during lock down • Break time & lunch time zones specific for each year group outside when it is dry • Wet weather social breaks have allocated indoor spaces for the priority group students • Left only (in corridors) movement around school indicated by floor markings continues to be expected practice • Wearing of face coverings at all times on school site unless there is a medical exemption reason or when eating/drinking • Break and lunch time pre-ordered food collection • There must not be a mix of year groups in a normal teaching classroom for lessons at any time 	<ul style="list-style-type: none"> • Local changes to be monitored and in the event of local changes, staff and students to follow local/Testwood guidance 	AHT ongoing
social distancing within classrooms	Students & staff	<ul style="list-style-type: none"> • Department/faculty risk assessed rooms written and reviewed by SLT – see appendix 1.2 – specifically for the ICT rooms during lock down • Marking in rooms for staff to maintain staff staying at the front of the room 2 metres from students where possible • Desk shields in every ICT room 		
Spread of infection across the site	Staff and students	<ul style="list-style-type: none"> • Weekly lateral flow testing of staff and students within the priority groups who have provided consent • All evolving Covid-19 guidance to be sent to parents, carers and trustees by HT • All classrooms will have the option of windows and doors open to provide natural ventilation within the room (where regulations allow. Fire doors must be kept closed at all times). Advice on this can be found in Health and Safety Executive 	<ul style="list-style-type: none"> • All evolving Covid-19 guidance to be sent to parents and carers by HT 	HT ongoing

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		<p>guidance on air conditioning and ventilation during the coronavirus outbreak: https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm</p> <ul style="list-style-type: none"> ● School cleaning rota to be followed every day and managed by Finance Director ● Site manager observes protocols are in place and reports to Finance Director/SLT ● Staff and students adhere to hygiene practice of hand sanitising, cleaning desks and wearing face coverings ● No shared resources or equipment outside year groups ● Daily feedback from staff to Health & Safety rep and/or SLT. To be reviewed and actioned by SLT. SLT to have an open door policy ● Extra cleaning slot of toilets per day, to include outside toilets – minimum of 3 times per day and cleaning signage on door 		
Risk of Covid-19 transmission to others	Staff, students & visitors	<ul style="list-style-type: none"> ● Work on site is all completed remotely so no handling of papers/books ● ICT rooms cleaned daily ● Staff & students to use sanitizer pumps at entrance/exit to every ICT bubble room ● Students are encouraged to bring in their own hand sanitizer ● Daily support by duty SLT every day ● School site to be cleaned daily ● Extra cleaning of touch points (e.g. door handles) 		

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		<ul style="list-style-type: none"> ● Network team to conduct IT issues remotely. When analysed, potentially 70% of issues can be rectified by talking the member of staff through the process ● Break and lunch time specific zones ● Movement around the school using keep left system – facial coverings must be worn at all times 		
Maintaining social distancing	Students & staff	<ul style="list-style-type: none"> ● ICT room have visual aid (tape marking on the floor) to support social distancing: staff to student ● Meetings to be carried out using google meet unless social distancing can be guaranteed ● No movement within classrooms. Bubble staff to have a radio to call for SLT with any concerns ● Staff and students to follow a left only policy to move around the school ● School site cleaned daily ● Reminders through weekly bulletins ● Volume of staff in reprographics to be no more than Mr Kakel plus 2 others at any given time ● Staff to leave out the fire exit of the reprographics room if staff are waiting by the entrance ● Volume of staff in the front office to be no more than the office staff plus 1 other at any given time ● Staff must only visit the front office and finance office areas, if communication can't be done via the phone, email or through the office sliding windows ● Inside the front office and finance office areas, staff must adhere to the 2m social distancing guidance at all times 		

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Spread of infection from external frequently touched surfaces/ resources	Students & staff	<ul style="list-style-type: none"> ● Staff and students to adhere to hygiene practice ● Staff and students to use sanitizers when entering and exiting rooms ● Cleaning staff to perform daily cleans ● Table tops/work stations may be wiped down by students should they wish to as an extra precautionary manner ● Photo copier to be wiped down after each use or staff to wear gloves when using the machine ● Computer rooms focussing on keyboard usage – please refer to appendix 1.3 		
Risk of catching Covid-19 and/or other diseases from students and staff who are unwell	Students & staff	<ul style="list-style-type: none"> ● In all cases for concern, Testwood to follow the PHE South East Health Protection Team: Guidance for childcare & educational settings in the management of Covid-19 (Appendix 1.1) ● If a student or member of staff has a positive result from the lateral flow tests (LFT), they are sent home to either book in a PCR test at the nearest testing venue or they can take a PCR test home as part of the LFT delivery ● If a student is awaiting collection, where possible the student is to be moved to the Conference Room where they can be isolated behind a closed door, with supervision if age of student requires this. This room should ideally have the windows open for ventilation ● If the student requires to use the toilet they must use the gender neutral toilet and then it is to be cleaned and disinfected before being used by anyone else 	<ul style="list-style-type: none"> ● Parents and carers have been informed where to find stay at home guidance and the getting tested guidance – letter & website 	HT

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		<ul style="list-style-type: none"> ● Any identified close contacts who have provided consent for the LFT will take part in the 7-day serial testing to remain in school ● Those who do not provide consent for the LFT: Follow national guidance regarding when to return to school on being sent home they must be advised to follow the ‘stay at home: guidance for households with possible or confirmed coronavirus infection (https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance). This sets out that they should self-isolate for at least 10 days and should arrange to have a test ● For all control measures for the LFT please refer to appendix 1.4 ● After a positive test by a student or adult at Testwood, SLT will contact the dedicated advice service introduced by PHE and delivered by the NHS Business Services Authority. This can be reached by calling the DfE Helpline on 0800 046 8687 ● Pupils, staff and any other adult must not come into school if they have coronavirus symptoms or have tested positive in at least the last 10 days ● If anyone at Testwood develop any of the following symptoms during the school day, they are to be sent home: new & persistent cough, high temperature and a loss or change in their normal sense of taste or smell (anosmia) ● If they test positive whilst not experiencing symptoms but develop symptoms during the isolation period, they should restart the 10-day 		

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		<p>isolation period from the day they develop the symptoms and must inform the school</p> <ul style="list-style-type: none"> ● After contact with anyone unwell, hands must be washed thoroughly for 20 seconds with running water and soap or use hand sanitiser ● Matron & other First Aiders must use PPE if they are called to deal with a student or member of staff who has been identified as having any of the symptoms ● Staff to be vigilant and report immediately to SLT/Matron/First Aider if they have concerns regarding any student who does not seem well ● Matron’s office will be functioning every day. PPE provided ● No student or staff who is unwell should be in school and should observe the 48-hour rule following bouts of sickness and diarrhoea ● No member of staff will be required to give mouth to mouth unless willing to do so. Use of resuscitation aid or disposable face mask to be used by first aiders. Two defibrillators on site to be used as a first and only measure where possible ● Staff who present Coronavirus symptoms, isolated and relevant action taken – isolate and sent home/picked up with a PCR test ● Medical packs to be kept in Matron’s room for First Aider to access prior to responding to student/staff with suspected symptoms ● SLT to contact the local health protection team if anyone who has attended the school site has then been tested positive for Coronavirus ● Records to be monitored by the front office 		

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Supporting students who have anxiety issues around attending school during the lock down	Students & staff	<ul style="list-style-type: none"> ● Staff to use same processes pre-Covid 19. Highlight situation to key staff within the school – tutor, PSW, YL, SLT ● Year Leaders liaise with PSW/SENCO/ELSA ● Students to be offered support through Testwood staff and/or sign posting to relevant external support agency for virtual/online support ● Support booklet/video produced by AHT/SENDCO to be used to facilitate relevant support is available via SENDCO 		
Supporting staff/students who have experienced or may experience bereavement during Covid-19	Staff & students	<ul style="list-style-type: none"> ● Pastoral team to support staff/student and families as set out in the critical incident policy ● Students and families to be sign posted to relevant support e.g. Simon Says 		
Operating fire and emergency procedures during partial opening	Staff and students	<ul style="list-style-type: none"> ● Same process in place for alerting the discovery of a fire or using the emergency procedures system ● Fire assembly points are the same ● Fire officer to observe correct protocol is in place and to report back to SLT ● Year 7 had a run through on their first day in September and a full fire drill in Autumn term so they are up to date regarding Testwood protocol ● Whole school fire drills completed in Autumn term 		
Inadequate staffing levels causing safety concern –	Staff & students	<ul style="list-style-type: none"> ● DHT daily review of staff rota ● BAME members of staff can contact HT directly with any concerns ● Any health concern to be raised to HT 		

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management of students		<ul style="list-style-type: none"> ● HT to maintain confidential staffing list ● Individual risk assessments will be put in place for individuals as required 		
Staff/students not following expectations which increases potential risk of infection and worry/anxiety to others		<ul style="list-style-type: none"> ● Home/school agreement signed in planners during full school return. Expectations have not changed and are reinforced daily by staff ● Open door policy for teaching staff to give daily feedback to SLT – ideally then also sent in an email ● SLT support in place. To be made contact by radio ● Parents/carers will be able to give feedback via email to relevant Year Leader: Year 7: c.jenkins@testwood.hants.sch.uk Year 8: m.holmes@testwood.hants.sch.uk Year 9: g.mabey@testwood.hants.sch.uk Year 10: c.manning@testwood.hants.sch.uk Year 11: j.marlio@testwood.hants.sch.uk ● Year Leader to relay to SLT and SLT to review and take any necessary planning 		
Risk to our most vulnerable students. Those not attending school during lockdown	Students identified as most at risk if not at school for prolonged periods of time	<ul style="list-style-type: none"> ● PSW, Year Leaders, SLT are contacting home to support students and families ● AHT/SENDSCO reports weekly to county ● Any concerns recorded on ● DSL keeps HT apprised of safeguarding concerns and takes action as necessary 		
Risk to staff safety, well-being, illness	Staff	<ul style="list-style-type: none"> ● Weekly staff meeting via google meet at 3pm – touch base and weekly updates opportunity ● SLT open door policy at all times ● Staff to be briefed and informed through a weekly staff bulletin 		

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		<ul style="list-style-type: none"> ● Line management with curriculum leaders every two weeks to include standing agenda point of staff well being to continue remotely during lockdown ● DFE information about extra mental health support for student and teachers is available at https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers ● Extra targeted support for school staff regarding mental health and well-being available from The Education Support Partnership 0800 562561 http://www.educationsupport.org.uk/ ● Staff to use emails to contact colleagues to minimise volume of movement around the school ● Staff room use to be minimised ● Staff to maintain social distancing when using the staff room ● Staff to use gloves when handling documents into pigeon holes 		
Social distancing whilst travelling to and from school	Staff	<ul style="list-style-type: none"> ● Staff are encouraged to travel to school alone or with only members of their own household and avoid public transport where possible 		
Two or more confirmed cases within 14 days	Students and staff	<ul style="list-style-type: none"> ● If we have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus is suspected, we may have an outbreak. We will work with our local health protection team who will advise what, if any, additional action required. Until this action (if any) is confirmed, Testwood continues to run as per daily operations during coronavirus 		

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		<ul style="list-style-type: none"> In all cases for concern, Testwood to follow the PHE South East Health Protection Team: Guidance for childcare & educational settings in the management of Covid-19 (Appendix 1.1) After a positive test by a student or adult at Testwood, SLT will contact the dedicated advice service introduced by PHE and delivered by the NHS Business Services Authority. This can be reached by calling the DfE Helpline on 0800 046 8687 		
Lack of knowledge of any operational changes due to ongoing lockdown	Staff, students & parents	<ul style="list-style-type: none"> SLT responsible for any operation change will email staff in goods time Where appropriate, SLT will seek staff opinion through H&S rep, Unions rep and Staff well-being rep Regular reminders of all operational matters on weekly staff bulletin Health & Safety staff representative to work closely with PW throughout all Covid-19 operations relating to health and safety Risk assessment to be made available for all staff, parents, carers and trustees Risk assessment to be shared with parents/carers via the website 		

Appendix: all documents located in STAFF RESOURCES – RISK ASSESSMENT – APPENDICES

Any queries or requests regarding the appendices please email Mr Ward p.ward@testwood.hants.sch.uk

- 1.1: PHE South East Health Protection Team: Guidance for Childcare & Educational settings in the Management of Covid-19
- 1.2: Structure of school day for September 2020.
- 1.3: Faculty rooming risk assessments
- 1.4: Lateral flow risk assessment

- Appendix 1.1**
- Appendix 1.2**
- Appendix 1.3**
- Appendix 1.4**