



Haberdashers' Aske's School for Girls

Haberdashers' Aske's Boys' School

Risk assessment for Covid-19 security and Covid-19 testing

1 Principles

Area of Risk	Approach
Returning to School	<ul style="list-style-type: none"> Students will be expected back in year groups as advised by Government Guidance. The arrangements for children arriving at school have been developed to minimise congestion and mixing around the site The coach provision has been risk assessed and a separate code of conduct is available.
Catering	<ul style="list-style-type: none"> Breakfast club provision is available Lunches will be served in year groups with specific times and locations
Uniform	<ul style="list-style-type: none"> Normal school uniform must be worn Separate arrangements for PE in each school will apply
Toilets	<ul style="list-style-type: none"> There is no requirement for toilets to be zoned Social distancing rules apply for students and staff
The School Day	<ul style="list-style-type: none"> The timetable is in place Bubbles have been created, in classes for younger years, and in year groups for older years Bubbles should not mix, and supervision is in place to ensure this does not happen In the senior schools, the timetable has been developed to minimise the movement between classrooms and corridors Some practical lessons (e.g. science) will take place in dedicated classrooms Music and PE lessons will be adapted to be COVID secure Classrooms have been arranged to maximise social distancing No whole school assemblies. Alternative smaller group assemblies (e.g. year groups), and larger meetings will take place virtually
After School	<ul style="list-style-type: none"> After School club provision is continually under review
Extra Curricular	<ul style="list-style-type: none"> A revised provision will be in place to allow for clubs within bubbles
Educational Visits	<ul style="list-style-type: none"> No residential visits have been planned, but day trips may take place when permitted by the Government to support the curriculum with an appropriate risk assessment

Visitors	<ul style="list-style-type: none"> • Visitors to the school will be kept to a minimum, while meetings and appointments should be arranged remotely where possible.
Attendance	<ul style="list-style-type: none"> • All pupils are expected to attend school in year groups as guidance dictates (as above) • Schools will operate remote learning as appropriate
Health and Safety	<ul style="list-style-type: none"> • Staff and pupils are requested to wear a face covering indoors where social distancing cannot be achieved
Suspected case of COVID-19	<ul style="list-style-type: none"> • The school will follow the latest Government Guidance to isolate the individual, supervise until collection and clean areas after use
Confirmed case of COVID-19	<ul style="list-style-type: none"> • The school will follow the latest Government guidance following a confirmed case, and will engage with Public Health England, NHS track and trace, and initiate blended learning where appropriate.
Hand Hygiene	<ul style="list-style-type: none"> • Cleaning hands more thoroughly than normal • Instructions given for younger years, posters in toilets and washrooms • Additional hand sanitisers have been installed throughout the schools
Enhanced Cleaning	<ul style="list-style-type: none"> • The school has introduced enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach. Cleaning principles are: <ul style="list-style-type: none"> ○ All classrooms will be cleaned once per day ○ All toilets and washrooms will be cleaned 2-3 times per day ○ All frequently touched surfaces such as door handles and light switches will be cleaned 2-3 times per day ○ Work surfaces shared by more than one bubble will be sanitised before next use ○ Changing rooms including swimming changing rooms will be sanitised between two bubbles sharing
Minimising contact and maintaining social distancing	<ul style="list-style-type: none"> • Minimise contact between individuals and maintain social distancing wherever possible by using the following strategies: <ul style="list-style-type: none"> ○ Group bubbles ○ Measures in the classroom ○ Measures around the school ○ Staggered times for lunches ○ Maximum occupancy levels for staff work rooms

Minimising contact with individuals who are unwell	<ul style="list-style-type: none"> Staff, pupils, parents, and visitors must not come into school if they have COVID-19 symptoms, or are within their isolation period
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2 Prevention Measures

2.1 Prevention 1 – Minimising Contact with individuals who are unwell

Prevention	CONTROL MEASURES IN PLACE	FURTHER ACTIONS REQUIRED
Minimising contact with individuals who are unwell	Ensuring that staff, pupils, parents and visitors do not come into school if they have COVID-19 symptoms, or are within their isolation period, and ensuring anyone developing those symptoms during the school day is sent home.	Reminder to staff Letter to parents Notice to visitors
	Pupils or staff who are clinically extremely vulnerable should follow the PHE guidance.	
	If a pupil or member of staff lives with a clinically extremely vulnerable person, they should follow the Government guidance.	
	Ensure there is a procedure in place for a suspected case of COVID-19 within school	Create and publish procedure and include as annex to this document
	Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 10-day isolation period they should follow guidance for households with possible or confirmed coronavirus (COVID-19) infection. They should get a test, and: if the test delivers a negative result, they must remain in isolation for the remainder of the 10-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days.	

Prevention	CONTROL MEASURES IN PLACE	FURTHER ACTIONS REQUIRED
Cleaning hands more thoroughly than normal	Clean hands thoroughly more often than usual	Reminder to staff Reminder to older pupils Set time in the school day for younger pupils
	Additional hand sanitisers have been installed throughout the schools	Ensure hand washing/sanitisation supplies are stocked
	Pupils and staff should remember to wash their hands/sanitise on arrival and frequently during the day (this will be available in classrooms and departmental offices); Teaching staff must wash or sanitise their hands between changes of year group bubbles.	
Ensuring good respiratory hygiene	Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.	Reminder to staff Reminder to all pupils Ask staff and pupils to provide their own mini pack of tissues
	Ensure good ventilation in classrooms and offices.	Reminder to staff Reminder to all pupils
	Pupils and staff are reminded to avoid touching their nose, mouth and eyes.	
Enhanced cleaning	Introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach	Agree an SLA from cleaning company and include as annex to this document
	<ul style="list-style-type: none"> Cleaning Principles <ul style="list-style-type: none"> All classrooms will be cleaned once per day All toilets and washrooms will be cleaned 2-3 times per day All frequently touched surfaces such as door handles and light switches will be cleaned 2-3 times per day Surfaces shared by more than one bubble will be sanitised before next use 	Additional equipment required. Basic training needed for key staff SLA from cleaning company

Prevention	CONTROL MEASURES IN PLACE	FURTHER ACTIONS REQUIRED
	<ul style="list-style-type: none"> Changing rooms including swimming changing rooms will be sanitised between two bubbles sharing 	
Minimising contact between individuals	<ul style="list-style-type: none"> Minimise contact between individuals and maintain social distancing wherever possible Anyone who has helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive or they have been requested to do so by NHS Test and Trace. 	Various measures detailed throughout

3 Minimising contact and maintaining social distancing

Area of Risk	Approach
Child groups	<ul style="list-style-type: none"> For lessons, children will be grouped by year. Each group will have an area of the school where most lessons will take place, this will minimise the movement between classrooms and use of corridors. This will also reduce the number of different children using any single area. Some practical lessons (e.g. science) will take place in dedicated classrooms.
Measures within the classroom	<ul style="list-style-type: none"> From year 7 upwards, staff stay at front of class, maintaining social distance wherever possible. For younger years, staff should avoid face to face contact and minimise time spent within 1 metre of anyone.
Subject Specific Areas e.g. Art, DT, PE	<ul style="list-style-type: none"> Where appropriate Heads of Department have issued specific instructions to staff for the workplace, lessons and activities. National Governing Body guidelines will be followed in preparing the programme and facilitating activities.

	<ul style="list-style-type: none"> • Staff will plan lessons to minimise the sharing of equipment, ensuring good hand hygiene at start and end of lessons and wipe down surfaces and equipment after use.
Measures elsewhere	<ul style="list-style-type: none"> • Whole school physical assemblies will no longer take place. Alternative smaller group assemblies, (e.g. year groups) will meet, and larger meetings will take place via video technology.
Offices	<ul style="list-style-type: none"> • Personal computers/desks and laptops reduces the need to share devices. Wipes are available for any shared PCs. • Guidance has been provided for shared offices to reduce the occupancy
Lunches	<ul style="list-style-type: none"> • Lunches will work to a strict rota where bubbles are kept apart.
Measures for arriving at and leaving school	<ul style="list-style-type: none"> • The usual drop off and collection procedures will apply with the addition of the 'one way' system in place at the Girls' School for years 0,1 and 2. Notification to parents will remind them to socially distance from each other.

4 On site Lateral Flow Device (LFD) testing

This section sets out the risks associated with testing **asymptomatic** (producing or showing no symptoms) staff and pupils on site. Staff will be requested to self-test twice a week from Mon 8 Mar 21. Pupils will be requested to self-test twice a week once that have conducted 3 supervised lateral flow device tests on site.

Hazards	Associated risks	Current Control/ Mitigation Measures	Additional control needed?
Contact between subjects increasing the risk of transmission of COVID19	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> • Asymptomatic: All subjects are to be advised in advance not to attend if they have any symptoms of COVID 19 or live with someone who is showing symptoms of COVID 19 (including a fever and/or new persistent cough) or if they have returned within 14 days from a part of the world affected by the virus or have been in close contact with someone who is displaying symptoms. • Face masks <ul style="list-style-type: none"> ○ Prominent signage reminding attending subjects that face coverings/masks to be worn except for brief lowering at time of swabbing. ○ Compliance with wearing of face covering/mask of all subjects to be visually checked on arrival by reception staff. • Hand hygiene: All subjects to use hand sanitiser provided on arrival & adherence to this enforced by reception staff. • Social distancing <ul style="list-style-type: none"> ○ Two metre social distancing to be maintained. 	No
Contact between subjects and staff increasing the risk of transmission of COVID19 : <u>Welcome & registration</u>	Transmission of the virus leading to ill health or potential death		No
Contact between subject and sampler increasing the transmission of COVID19: <u>Sample taking</u>	Transmission of the virus leading to ill health or potential death		No
Contact between sample and test centre runner increasing the transmission of COVID19: <u>Sample transport</u>	Transmission of the virus leading to ill health or potential death		No
Contact between samples and sample testers increasing the	Transmission of the virus leading to ill health or potential death		No

Hazards	Associated risks	Current Control/ Mitigation Measures	Additional control needed?
transmission of COVID19: <u>Sample processing & analysis.</u>		<ul style="list-style-type: none"> ○ A one-way flow of subjects through the building is to be initiated and always maintained. Compliance with this is to be ensured by testing staff. 	
Contact between samples and sample testers increasing the transmission of COVID19: <u>Sample disposal and waste disposal</u>	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> • Cleaning <ul style="list-style-type: none"> ○ 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. • Clear delineation of subject areas and testing staff areas. 	No
Incorrect result communication	Wrong samples or miscoding of results	<ul style="list-style-type: none"> • 3 identical barcodes are provided to subject at check in • The subject registers their details to the NHS app using a unique ID barcode before or after conducting the test. • Barcodes are attached by trained staff at the sample collection bay. • Barcodes are checked for congruence at the analysis station and applied to Lateral Flow Device. 	No
Damaged barcode, lost LFD, failed scan of barcode	Orphaned record on registration portal & No result communicated to individual	<ul style="list-style-type: none"> • Recall of subjects who have not received a result within 2 hrs of registration. • Subjects are called for a retest. 	No
Extraction solution which comes with the lab test kit contains the following components: NA ₂ HPO ₄ (disodium hydrogen phosphate), NaH ₂ PO ₄ (sodium	These components do not have any hazard labels associated with them, and the manufacturer states that there are no hazards anticipated under conditions of use as described in other product literature. This is the case for exposure to: eye, skin, inhalation, ingestion,	<ul style="list-style-type: none"> • Nitrile gloves which meet the Regulation (EU) 2016/425 to be always used when handling the extraction solution. Safety glasses or visors which are tested and approved under appropriate government standards to be always worn when handling the extraction solution. Impervious clothing to be worn to protect the body from splashes or spillages. • Do not let product enter drains. 	No

Hazards	Associated risks	Current Control/ Mitigation Measures	Additional control needed?
phosphate monobasic) NaCl (Sodium Chloride)	chronic toxicity, reproductive and developmental toxicity, carcinogenicity, and medical conditions aggravated by exposure.	<ul style="list-style-type: none"> Wipe surfaces which the solution has been spilt on and dispose of cleaning material in line with the lab's waste disposal procedures. Do not use if the solution has expired. Training to be provided in handling potentially biohazardous samples, chemicals, and good lab practice. Adhere to guidelines in these training procedures to prevent improper handling. Follow procedures on the MSDS form provided by Innova to mitigate against inhalation, skin contact or ingestion of these chemicals. 	
Manual handling	Move of heavy boxes could lead to physical strain\	<ul style="list-style-type: none"> Heavy items to be moved by school site team. 	No
Uneven surfaces (floor protection in the Testing and Welfare areas)	Slips, trips, and falls	<ul style="list-style-type: none"> Test centre located in space that is flat and open. 	No
Electrical safety / plant & equipment maintenance. Defective electrical equipment	Electrical shock	<ul style="list-style-type: none"> All electrical items PAT tested. 	No
Safeguarding	Parent volunteers posing a safeguarding risk to students	<ul style="list-style-type: none"> All volunteers to provide proof of ID before working as a test site operative. Volunteers to be checked against the Barred List before working at the test site. 	No

5 Lateral Flow Device (LFD) self-testing

Hazards	Associated risks	Current Control/ Mitigation Measures	Additional control needed?
LFD kits not supplied and distributed in time	Asymptomatic staff or pupils not identified	On site test centre remains open until kits arrive	No
LFD Testing kits not properly managed and tracked	Insufficient kits available	Kits signed for at Reception. Surplus stock held.	No
Self-testing not conducted in accordance with guidelines and supervised where required.	Inaccurate result. Possible asymptomatic staff or pupil still on site	Three supervised tests conducted before home testing allowed. Government video available: www.gov.uk/covid19-self-test-help	No
Positive results not reported.	Asymptomatic staff or pupil still on site	Continual encouragement to report via school communications and assemblies and form tutors	No
All results not reported, collated and recorded by the individual and the school.	No check to confirm whether staff or pupil should not be on site and lack of understanding of self-testing take up	Reporting tool in place	No
Do not eat or drink for at least 30 minutes before doing the test to reduce the risk of spoiling the test.	Inaccurate result. Possible asymptomatic staff or pupil still on site	Three supervised tests conducted before home testing allowed. Government video available: www.gov.uk/covid19-self-test-help	No

6 Response to a suspected case

Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be done with the Home Test Kit or booked online through the NHS testing and tracing for coronavirus website or ordered by telephone via NHS 119 for those without access to the internet.

If someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.

If someone tests positive, they should follow the <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance> and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste (anosmia). This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 10 days.

7 Response to a confirmed case

Engage with the NHS Test and Trace process

PHE East of England Health Protection Team,
Second Floor Goodman House, Station approach Harlow,
Essex,
CM20 2ET
EastofEnglandHPT@phe.gov.uk; phe.EoEHPT@nhs.net

8 Manage confirmed cases of COVI-19 amongst the school community

Schools must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). The school will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate. Close contact means:

- direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)

- proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual such as travelling in a small vehicle, like a car, with an infected person

Schools do not need to ask pupils to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome.

Contain any outbreak by following local health protection team advice

If schools have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and must continue to work with their local health protection team who will be able to advise if additional action is required.

In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure – perhaps the whole site or year group. If schools are implementing controls from this list, addressing the risks they have identified and therefore reducing transmission risks, whole school closure based on cases within the school will not generally be necessary, and should not be considered except on the advice of health protection teams.

In consultation with the local Director of Public Health, where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person's class, followed by their year group, then the whole school if necessary, in line with routine public health outbreak control practice.

Assessor(s) name	Signature	Date
M Lewis Director of Operations D Ewart Deputy Director of Operations		4 September 2020
M Lewis Director of Operations D Ewart Deputy Director of Operations		27 September 2020
M Lewis Director of Operations D Ewart Deputy Director of Operations		11 November 2020
M Lewis Director of Operations D Ewart Deputy Director of Operations		4 January 2021
M Lewis Director of Operations D Ewart Deputy Director of Operations		6 March 2021

Reviews scheduled	By	Date
Staff representatives review	M Lewis	11 September 2020
Periodic reviews	M Lewis	Weekly from 18 September 2020