

**THE LOYNE SPECIALIST SCHOOL
COVID-19 RISK ASSESSMENT AND REPSONSE PLAN**

NOTE: Due to the constantly changing situation, dynamic risk assessments must be carried out.

This Covid 19 Risk Assessment and Response Plan must be read in conjunction with the Loyne School Operational Risk Assessment. This Risk Assessment and Response Plan is also applicable to our Post 19 porivision.

This risk assessment is based on current information that will be regularly updated from the Dfe and NHS
<https://www.nhs.uk/conditions/coronavirus-covid-19/>
<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>



PART A. ASSESSMENT DETAILS:

Area/task/activity: Full School opening arrangements during COVID-19 restrictions from 1 September 2020

Location of activity:

School name: Address & Contact details:	The Loyne Specialist School Sefton Drive Lancaster LA1 2QD	Name of Person(s) undertaking Assessment:	Anna Lazenbury (School Business Manager)
		Signed off by:	<i>Lazenbury</i> Susan Campbell (Headteacher) <i>AM Houghton</i> Ann-Marie Houghton (Chair of Governors)
Headteacher	Susan Campbell	Date of Assessment:	V1 15 th July 2020 V2 8 th September 2020
Signature:	<i>Lazenbury</i>	Planned Review Date:	Ongoing Reviewed 7 th September 2020
How communicated to staff:	Via email and website	Date communicated to staff:	16 th July 2020 Via morning briefings – ongoing Via the website 8 th September

PART B. HAZARD IDENTIFICATION AND CONTROL MEASURES:

<p>List of significant hazards (something with the potential to cause harm)</p>	<p>Who might be harmed</p>	<p>Type of harm</p>	<p>Existing controls (actions already taken to control the risk - include procedure for the task/activity where these are specified)</p>
<p>Vulnerable & extremely vulnerable staff or pupils with pre-existing health conditions</p>	<p>Staff, pupils, household members</p>	<p>Becoming seriously ill from the effects of coronavirus, potential to be life threatening</p>	<p>Staff who were considered to be clinically extremely vulnerable and received a letter advising them to shield are/were advised by the Government that they can/could return to work from 1 August 2020 as long as they maintain social distancing. Where this is not possible a risk assessment will be carried out to assess the risks to that individual and identify ways to reduce these risk to an acceptable level including where possible the need for any reasonable adjustments such as temporarily working from home or temporary deployment to a role where it is possible to maintain social distancing. This will be done in consultation with the member of staff and will be reviewed on a regular basis or in the event of any significant changes.</p> <p>Ideally, adults should maintain 2 metre distance from others, and where this is not possible avoid close face to face contact and minimise time spent within 1 metre of others. While the risk of transmission between young children and adults is likely to be low, adults should continue to take care to socially distance from other adults including older children/adolescents.</p> <p>Young people who were considered to be clinically extremely vulnerable and received a letter advising them to shield are/were advised by the Government that they can/could return to school from 1 August 2020</p> <p><i>If infection rates rise in local areas, individuals (or family members) from that area, and that area only, will be advised to shield during the</i></p>

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			<p><i>period where rates remain high and therefore may be temporarily absent.</i></p> <p>Some young people no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school. The school will work closely with parents/carers of children who are extremely vulnerable to support a return to school, carrying out an individual risk assessment as necessary. School will liaise, on an individual basis, with parents/carers where concerns regarding their child returning to school remain.</p> <p>School applies the measures set out in the government Guidance for full opening: schools as far as is reasonably practicable to reduce the risk to all staff including those who are extremely clinically vulnerable and clinically vulnerable. For further information about the operational measure in place please refer to our Risk Assessment which can be found at www.loyneschool.org.uk</p> <p>People who live with those who are clinically extremely vulnerable or clinically vulnerable attend the workplace as normal.</p> <p>Some people with particular characteristics may be at comparatively increased risk from coronavirus (COVID-19), as set out in the COVID-19: review of disparities in risks and outcomes report. If people with significant risk factors express concerns an individual risk assessment will be completed to assess the risks to that individual and identify ways to reduce them to an acceptable level.</p> <p>People who live with those who have comparatively increased risk from coronavirus (COVID-19) attend the workplace as normal.</p>

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			Advice for those who are extremely clinically vulnerable can be found in the guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19).
Pregnancy	Pregnant Employees	Risk of contracting COVID - 19.	<p>Guidance regarding pregnancy applies from the point at which the member of staff has confirmed that they are expecting.</p> <p>A New and Expectant Mother Risk Assessment, which includes reference to COVID safe measures will be carried out.</p> <p>If staff feel unsafe, it is important to explore their anxieties with them in order to identify the source of their concern, to explain the risk assessment of their role and the steps taken to ensure their safety. The outcome of the risk assessment may involve moving the staff to an area of school where the pupils better understand social distancing, for example.</p>
BAME and other vulnerability factors	Staff, pupils, visitors, contractors, household members	Possible increased risk of COVID-19	<p>There are a number of factors that make employees potentially more vulnerable to serious illness (and death) due to C-19, including race and ethnicity, age, weight, underlying health conditions, or pregnancy. Government guidance exists for some of these.</p> <p>Staff from BAME groups - emerging evidence shows that black and minority ethnic (BAME) communities are disproportionately affected by C-19, particularly people aged over 55 or with underlying health conditions.</p> <p>Age - there is evidence that older staff may be more at risk from C-19.</p> <p>Weight - there is emerging evidence to suggest that one of the risk factors for becoming seriously unwell with C-19 is being obese.</p> <p>Gender - there is some emerging evidence to suggest that C-19 may</p>

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			<p>impact more on men than women. Headteachers are advised to use the 'Risk Assessment for Employees' to discuss concerns and evaluate risks for any member of staff that perceives that there are barriers to a return to the workplace, which may include concerns relating to the above factors. These risk assessments should be repeated/reviewed as necessary in line with individual circumstances and/or the provision of government guidance.</p>
<p>Staff, pupils & household members displaying signs of COVID-19 (who are not in school)</p>	<p>Staff, pupils, visitors, contractors, household members</p>	<p>Potential spread of infectious disease</p>	<p>Staff, parents and pupils are made aware of the main symptoms as per the NHS https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/</p> <p>The main symptoms of coronavirus are:</p> <ul style="list-style-type: none"> • a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature) • a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual) • a loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal. <p><u>Most people with coronavirus have at least 1 of these symptoms.</u></p> <p>If you are unsure about your symptoms please contact 111 for advice. Do not visit your GP. If you have any of these symptoms you must:</p>

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			<ul style="list-style-type: none"> • Get a test to check if you have Coronavirus as soon as possible. • Stay at home and do not have visitors until you get your test result – only leave your home to have a test. <p>Anyone you live with, and anyone in your support bubble, must also stay at home until you get your result.</p> <p>If you have one or more of these symptoms, you must self-isolate straight away for 10 days – or longer if you still have symptoms other than cough or loss of sense of smell/taste.</p> <p>If you live in the same household as someone with coronavirus symptoms, you must self-isolate straight away for 14 days. Staff and parents/carers are advised that other members of their household (including any siblings) should self-isolate for 14 days from date of onset of symptoms.</p> <p>In both instances the parent/carer or staff member must be advised to not go to places like a GP surgery, pharmacy or hospital (unless serious in which case call 111 or 999 in case of emergency).</p> <p>Staff, other adults and pupils are instructed not to come into school if they or members of their household have coronavirus (COVID-19) symptoms, in-line with the guidance for households with possible coronavirus infection.</p>

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			<p>Where a member of staff, pupil or someone in the household displays symptoms of C-19 a test must be immediately arrange. Please refer to the guidance below detailing the procedure for arranging a test and how to inform school of the results.</p> <p>Isolation You must self-isolate immediately if:</p> <ul style="list-style-type: none"> • you have any symptoms of coronavirus (a high temperature, a new, continuous cough or a loss or change to your sense of smell or taste) • you've tested positive for coronavirus – this means you have coronavirus • you live with someone who has symptoms or tested positive • someone in your support bubble has symptoms or tested positive • you're told to self-isolate by NHS Test and Trace • you arrive in the UK from a country with a high coronavirus risk – see GOV.UK: how to self-isolate when you travel to the UK
<p>Staff, pupils & household members displaying signs of COVID-19 (who are in school)</p>	<p>Staff, pupils, visitors, contractors, household members</p>	<p>Potential spread of infectious disease</p>	<p>Staff, parents and carers must be fully aware of the symptoms of C-19 (as detailed above) and how to respond if these are spotted. If a member of staff begins with symptoms of C-19 whilst on site they must <u>immediately</u> cease their duties. They must leave the premises immediately ensuring they maintain a 2m distance from staff and</p>

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			<p>pupils. They must not enter the office of SLT to report they are leaving but must notify the office as they leave the building who will then alert SLT.</p> <p>Any young person or Post 19 young adult who starts displaying C-19 symptoms must be immediately isolated in our isolation ward, which is the MSE room. They must be taken to the isolation ward via a route that brings them into minimal contact with other areas of school. This may mean taking the young person via the outside of school.</p> <p>Staff dealing with a young person with suspected C-19 must wear full PPE. This includes, apron, nitrile/medical grade gloves, visor, and a fluid repellent face mask. 2 sets of each will be made available in each class base and Post 19 provision and must be replenished after use.</p> <p>Where a pupil starts displaying symptoms of C-19, a staff member must inform the office and ask for the office to arrange for parent/carer to <u>immediately</u> collect their child.</p> <p>A window should be opened for ventilation where possible in the isolation ward. Doors must remain close. No one else is permitted to enter the ward.</p> <p>Where possible 2m social distancing should be adhered to. When the parent/carer arrives to collect the young person the office will alert the staff members in the isolation ward.</p>

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			<p>The young person must be taken to the front the school building for collection.</p> <p>If an individual (adult or child) showing C-19 symptoms, needs to use the bathroom while waiting to go home, they will use a separate bathroom if possible. The bathroom must be cleaned and disinfected immediately after use by a member of staff in full PPE. Anti bac wipes to wipe down surfaces will be made available in each bathroom. The staff member must then, remove and dispose of their gloves in the yellow hygiene bin, then wash or anti bac their hand for 20 seconds.</p> <p>Once the young person has been collected the office staff must alert the Site Supervisor to carry out a deep clean of the bathroom area. The Site Supervisor must wear, apron, gloves and face mask when cleaning down the bathroom.</p> <p>Staff who have assisted someone who has taken ill with suspected C-19 symptoms and any pupils who have been in close contact with them, will wash their hands with warm, running water and soap for a minimum of 20 seconds. They do not need to go home unless they display the symptoms themselves or are advised to do so by NHS Test and Trace or Local Health Protection Team.</p> <p>The area around the person with symptoms will be cleaned with normal after they have left to reduce the risk of passing the infection on to other people as per the COVID-19: cleaning of non-healthcare settings guidance</p>
Inaccurate Recording Absence Recording - Pupils	Staff, pupils, visitors, household members	Potential spread of infectious disease	Previous codes, detailed below, are obsolete from September. 7 = illness due to C-19 8 = self-isolating due to C-19

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		<p>Unreliable records for Test and Trace</p>	<p>9 = shielding due to C-19 Any pupil absent for COVID related reasons must be recorded as absence with an X.</p>
<p>Inaccurate Recording Absence Recording - Staff</p>	<p>Staff, pupils, visitors, household members</p>	<p>Potential spread of infectious disease Unreliable records for Test and Trace</p>	<p>If staff are able to work at home and are well enough to be working, the absence will be recorded as 'Coronavirus – self isolation – working' and they will receive normal pay for the 10-day self-isolation, or 14-day household-isolation, period. The anticipated end date of self-isolation also needs to be entered. This can be amended if the period extends beyond the anticipated end date.</p> <p>If staff are not able to work at home but are self-isolating, they will be recorded as 'Coronavirus – self isolation – not working' and will receive your normal pay for the 10-day self-isolation, or 14-day household-isolation, period. The anticipated end date of self-isolation also needs to be entered. This can be amended if the period extends beyond the anticipated end date.</p> <p>Where staff are showing symptoms of coronavirus and are not well enough to work it should be recorded as 'Sickness' and then select 'Coronavirus (COVID-19)'. Employees will receive normal pay during the period of self-isolation, and may be required to undertake meaningful work from where they are self-isolating.</p> <p>For those employees who are clinically vulnerable and are unable to practise social distancing in school then their absence should be recorded as either 'Coronavirus – self isolation – working' or 'Coronavirus – self isolation – not working' depending on whether or not</p>

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			<p>they are able to carry out meaningful work at home. For absences due to confirmed or suspected Coronavirus (COVID19) where the staff member is not fit to work the absence should be recorded as sickness absence.</p> <p>Normally absences of 8 days or longer require a fit note (med3 form) issued by a GP/other doctor, to cover the absence. If the employee is required to self-isolate for a period of 8 days or more due to coronavirus, the current self-certification period will be extended from 7 to 14 days. The employee will therefore only need to provide a fit note (Med 3 form) where they are off sick due to coronavirus if the period of sickness absence extends beyond 14 days.</p>
Booking a Test	Staff, pupils, visitors, household members	Potential spread of infectious disease	<p>Staff, pupils or household members showing COVID-19 symptoms <u>MUST IMMEDIATELY</u> arrange a test.</p> <p>Anyone who has symptoms of C-19 can get a free test to check if they have the virus.</p> <p>You can book a test online at; https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-an-antigen-test-to-check-if-you-have-coronavirus/</p> <p>Or you can arrange a test by calling 119 or 111.</p> <p>You should arrange a test if:</p> <ul style="list-style-type: none"> • You have any symptoms of Coronavirus as detailed above. • Someone you live with has symptoms of Coronavirus. <p>Results usually come back within 48 – 72 hours.</p> <p>The school must be immediately informed of the test result.</p>

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<p>Staff, pupils & household members test positive for COVID-19</p>	<p>Staff, pupils, visitors, contractors, household members</p>	<p>Potential spread of infectious disease</p>	<p>If a staff member, pupil or someone on their household tests positive for C-19 this means they had C-19 when the test was done and they must;</p> <ul style="list-style-type: none"> • Self-isolate for at least 10 days from when their symptoms started. • Anyone they live with who does not have symptoms must also self-isolate for 14 days. <p>If an individual is confirmed positive having been on site in the past week, a member of SLT should contact the North West Public Health England Team on 0344 225 0562 option 2, out of office: 0151 434 4819 or email ICC.Northwest@phe.gov.uk. This team may also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace).</p> <p>The health protection team 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.</p> <p>Based on the advice from the health protection team, school will send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means:</p> <ul style="list-style-type: none"> • direct close contact - face to face contact with an infected individual for any length of time, within 1 metre, including being

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			<p>coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin);</p> <ul style="list-style-type: none"> • proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual; • travelling in a small vehicle, i.e. a car, with an infected person; <p>School will keep a record of pupils and staff in each group (bubble) and any close contact that takes places between children and staff in different groups. School will not share the names or details of people with coronavirus (COVID-19) unless essential to protect others;</p> <p>Household members of those contacts who are sent home do not need to self-isolate themselves unless the pupil or staff member who is self-isolating subsequently develops symptoms;</p> <p>If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they are instructed to follow the ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’ and instructed to get a test.</p> <p>If the test is negative they are instructed to remain in isolation for the remainder of the 14-day isolation period as they could still develop the coronavirus (COVID-19) within the remaining days.</p> <ul style="list-style-type: none"> • If the test result is positive, they are instructed to inform school immediately, and must isolate for at least 7 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period); • They are advised that their household should self-isolate for at least

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			14 days from when the symptomatic person first had symptoms.
Negative or Inconclusive Test Result	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	<p>Staff and parents/carers must inform school immediately of the results of a test so that an assessment can be made of the potential impact on school.</p> <p>If someone tests negative, if they feel well and no longer have any symptoms similar to those identified for coronavirus (C-19), they can stop self-isolating. They may still have another virus, such as a cold or flu, therefore it is still advisable to avoid contact with others until they recover. However other members of their household can stop self-isolating.</p> <p>A staff member or pupil should only return if everyone they live with is symptom free (to the best of their knowledge) and everyone who has coronavirus symptoms within the household also tests negative. They must be advised to keep self-isolating if someone in their home tests positive, or has symptoms and has not been tested.</p> <p>An unclear, void, borderline or inconclusive result means it's not possible to say for certain if you had coronavirus when the test was done.</p> <p>If this happens, you may be advised to ask for another coronavirus test. Do this as soon as possible, as the test is most accurate within a few days of symptoms starting.</p> <p>If you're not able to have another test, you and anyone you live with must keep self-isolating.</p>

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<p>Test and Trace</p>	<p>Staff, pupils, visitors, contractors, household members</p>	<p>Potential spread of infectious disease</p>	<p>The person who has tested positive or their parent/carer, in the case of a child will get an email, text or call from the NHS Test and Trace service. Text messages will come from NHS tracing. Calls will come from 0300 0135000.</p> <p>If you are contacted you will be asked where you have been recently and who you have been in contact with.</p> <p>You'll be asked to sign in to the NHS Test and Trace contact tracing website at https://contact-tracing.phe.gov.uk.</p> <p>On the contact tracing website, you'll be asked for information including:</p> <ul style="list-style-type: none"> • your name, date of birth and postcode • if you live with other people • any places you've been recently, such as a workplace or school • names and contact details of any people you were in close contact with in the 48 hours before your symptoms started (if you know these details) <p>If you cannot use the contact tracing website, you'll be asked for this information over the phone.</p> <p>You will be contacted by Test and Trace if you have been in contact with someone that has tested positive for C-19.</p> <p>If you have been in contact with someone who has had or has C-19</p>

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			<p>you will be asked by the Test and Trace team to:</p> <ul style="list-style-type: none"> • stay at home (self-isolate) for 14 days from the day you were last in contact with the person – it can take up to 14 days for symptoms to appear • do not leave your home for any reason – if you need food or medicine, order it online or by phone, or ask friends and family to drop it off at your home • do not have visitors in your home, including friends and family – except for essential care • try to avoid contact with anyone you live with as much as possible • people you live with do not need to self-isolate if you do not have symptoms • people in your support bubble do not need to self-isolate if you do not have symptoms <p>All staff, parents, carers and household members must fully comply with Test and Trace.</p>
Outbreak of Covid-19 within school	Staff, pupils, visitors, contractors, household members	Spread of infectious disease	The school will work closely with the local health protection team if there are two or more confirmed cases within 14 days, or there is an overall rise in sickness absence where coronavirus (COVID-19) is suspected. The local health protection team will advise if additional action is required.

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			Schools is aware that 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.

This general risk assessment will apply to this area/task/activity in most schools providing the control measures described are in operation and there are no further local significant hazards. If it does not fully apply and further control measures are required, please complete the Action Plan at Part C. If it fully applies please sign below.

I certify that the risk assessment above fully applies to the area/task/activity under assessment in (Name of school)

Signed:

Name: 16th July 2020

Risk Assessor: Anna Lazenbury

PART C: ACTION PLAN Further action / controls required

Hazard	Action required	Person(s) to undertake action?	Priority	Projected time scale	Notes / comments	Date completed
Information regarding symptoms not up to date	Update symptoms of COVID as per NHS website	Anna Lazenbury	1	Immediate	Symptoms updated as per current advice (P6)	07/09/2020
Ambiguity of Isolation Ward	Redefine isolation ward following review	Anna Lazenbury	1	Immediate	Isolation Ward will be MSE room for all (P8)	07/09/2020
Incorrect attendance	Update attendance codes in line with new Dfe advice	Anna Lazenbury	1	Immediate	Updated codes (P9)	07/09/2020

codes for data reporting						
Information regarding isolation periods needs to be up to date to ensure no return to school before period ends.	Update isolation advice in line with Dfe/NHS guidance.	Anna Lazenbury	1	Immediate	Updated isolation guidance	07/09/2020