

**THE LOYNE SPECIALIST SCHOOL
COVID-19 RISK ASSESSMENT AND RESPONSE 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 provision.

This risk assessment is based on current information that will be regularly updated from the DfE, Local Authority and NHS and Public Health England (PHE)

<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>

<https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/guidance-for-full-opening-special-schools-and-other-specialist-settings>




PART A. ASSESSMENT DETAILS:

Area/task/activity: COVID-19 Risk and Response Plan: School and Post-19 arrangements during the easing of COVID-19 restrictions from 8th March 2021

Location of activity: The Loyne Specialist School and Post 19 provision

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)
	Grizedale Sefton Drive Lancaster LA1 2QD	Signed off by:	<i>Susan Campbell</i> Susan Campbell (Headteacher) <i>Ann Marie Houghton</i> Ann-Marie Houghton (Chair of Governors)
Headteacher	Susan Campbell	Date of Assessment:	V1 15 th July 2020 Reviewed 8 th September 2020

			Reviewed 28th September 2020 Reviewed 9th November 2020 Reviewed 8th January 2021 Reviewed 25th February 2021 Reviewed 17th March 2021 Reviewed 13th April 2021 Reviewed 26th May 2021 Reviewed 15th June 2021
Signature:		Planned Review Date:	Ongoing – see section C for updates.
How communicated to staff:	Via email and website	Date communicated to staff:	Ongoing via morning briefings, email and website.

PART B. HAZARD IDENTIFICATION AND CONTROL MEASURES:

List of significant hazards (something with the potential to cause harm)	Who might be harmed	Type of harm	Existing controls (actions already taken to control the risk - include procedure for the task/activity where these are specified)
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Vulnerable & extremely vulnerable staff, pupils and young adults with pre-existing health conditions	Staff, pupils, Post 19, household members	Becoming seriously ill from the effects of coronavirus, potential to be life threatening	Shielding for those identified as Clinically Extremely Vulnerable (CEV), has been paused with effect from 31 st March 2021. Work from home where possible guidance remains in place and where possible this will be facilitated for those staff who are predominately desk based. Pupils who are 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. The school works closely with parents of children who are extremely vulnerable to support a return to school, carrying out an individual risk assessment as necessary.
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			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, visitors and pupils including those who are extremely clinically vulnerable and clinically vulnerable.
Pregnancy	Pregnant Employees	Risk of contracting COVID - 19. Harm to mother and unborn child	<p>Pregnant women are categorised as 'clinically vulnerable' as a precautionary measure and are advised to follow the Government guidance Coronavirus (COVID-19): advice for pregnant employees. In accordance with the Management of Health and Safety at Work Regulations 1999 (MHSW) a new & expectant mother risk assessment and individual Covid-19 concerns risk assessment will be completed for all pregnant staff;</p> <p>Guidance regarding pregnancy applies from the point at which the member of staff has confirmed that they are expecting. At this point an 'expectant mother risk assessment' will be carried out. If a pregnant worker feels unsafe, it is important to explore their anxieties with them in order to identify the source of their concern, and to address these concerns via the risk assessment.</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 COVID-19, including race and ethnicity, age, weight, underlying health conditions, or pregnancy.</p> <p>Staff from BAME groups - emerging evidence shows that Black and Minority Ethnic (BAME) communities are disproportionately affected by COVID-19, particularly people aged over 55 or with underlying health conditions.</p> <p>Age - there is evidence that risk of severe illness or death from COVID-19 increases with age.</p> <p>Weight - Living with excess weight puts people at greater risk of severe illness or death from COVID-19.</p>

			Where an employee expresses concerns regarding vulnerability factors or an individual risk assessment will be completed (if required) to assess the risks to that individual and identify ways to reduce these risks to an acceptable level.
Staff, pupils, visitors & household members who are asymptomatic	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	<p>School is actively engaging with the asymptomatic testing programme, promoting its benefits to staff, pupils and parents/carers;</p> <p>School/Nursery offers testing to all staff who work within the setting Staff and who have received their COVID-19 vaccine are encouraged to continue to participate in the LFD testing programme;</p> <p>A separate risk assessment is in place for the LFD home testing programme.</p> <p>The asymptomatic testing programme does not replace the current testing policy for those with symptoms. Anyone with symptoms (even if they recently had a negative LFD test result), will be advised to self-isolate immediately according to government guidelines and book a test;</p> <p>Due to the nature of the school and its pupils a decision has been taken not to offer testing on site to pupils. Home test kits are readily available to parent and carers of pupils if they wish to test their child at home.</p> <p>If a staff member, pupil or young adult tests positive on a Lateral Flow Device test, they must immediately self isolate and arrange a PCR test. At this point, as per the 'Test at Home' Risk assessment the staff member or parent/carer must immediately inform SLT via phone call during the school day or via our COVID@loyne.lancs.sch.uk mailbox for weekend and holiday notifications.</p>
Staff, pupils & household members displaying signs of COVID-19 (who	Staff, pupils, visitors, contractors, household	Potential spread of infectious disease	Staff, parents and pupils are made aware of the main symptoms as per the NHS https://www.nhs.uk/conditions/coronavirus-covid-

are not in school)	members		<p>19/symptoms/</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, or have tested positive in at least the last 10 days in-line with the guidance for households with possible coronavirus infection;</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>Other symptoms associated with COVID-19 are emerging and the advice from Lancashire Resilience Forum (LFR) is to book a COVID test if you are unwell, in particular if you are suffering with diarrhoea or a persistent headache. National guidance does not state you have to isolate if you have symptoms outside of the 3 main recognised COVID symptoms. However, you should reduce your contact with others as far as possible.</p> <p>If you are unsure about your symptoms please contact 111 for advice. Do not visit your GP or pharmacy. If you have any of these symptoms you must:</p>
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			<ul style="list-style-type: none">• Arrange a COVID-19 test as soon as possible by contacting 119 or ordering a home test kit. If there are barriers to arranging a test school is able to supply a home test kit (subject to availability).• Follow Stay at Home guidance https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection and do not have visitors until you get your test result – only leave your home to have a test. Only leave the house or have visitors in your home once you have received a negative test, providing that no one else in the household is symptomatic.• Anyone you live with, and anyone in your support bubble or care bubble, must also stay at home until you get your result. <p>Staff, young adults, pupils and visitors are instructed not to come into the setting if they or members of their household have coronavirus (COVID-19) symptoms, or have tested positive in at least the last 10 days in-line with the guidance for households with possible coronavirus infection. This includes a positive Lateral Flow Device (LFD) test result. If a positive result is received on an LFD a PCR test must be arranged immediately.</p> <p>Staff, young adults, pupils or visitors on site showing COVID-19 symptoms are sent home, to self-isolate for 10 days and instructed to arrange a test to see if they have COVID-19.</p> <p>Home Test PCR kits are readily available from school.</p> <p>Staff and parents/carers are advised that other members of their</p>
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			<p>household (including any siblings) must self-isolate for 10 days from date of onset of symptoms if they receive a positive test result on an LFD or PCR test.</p> <p>Staff, parents/carers and pupils are required to provide the school with details of anyone they or their child have been in close contact with if they test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace.</p> <p>Staff and parents/carers have been instructed to 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 with symptoms tests negative and have not been told by the Test & Trace Team to self-isolate, if they feel well and have been without a fever for 48 hours they can stop self-isolating.</p> <p>Isolation</p> <p>You and your household 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 on a PCR or LFD test kit. If you have tested positive on an LFD test kit you must arrange a confirmatory PCR.• you live with someone who has symptoms or tested positive• someone in your support bubble / childcare 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 that is not on the travel
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<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>corridor.</p> <p>Staff, parents and carers must be fully aware of the symptoms of COVID-19 (as detailed above) and how to respond if these are spotted.</p> <p>If a member of staff begins with symptoms of COVID-19 whilst on site they must immediately cease their duties. They must leave the premises immediately ensuring they maintain a 2m distance from staff and 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>If a member of staff is made aware, during the course of the school day, that a person in their household or support bubble has tested positive for COVID-19 or has developed one of the 3 main symptoms they must cease their duties, go home, and begin isolating until test results are known. The staff member may return to work as soon as they are made aware of a negative test result. If the household member tests positive then all other members of the household/bubble must isolate.</p> <p>Any young person who starts displaying COVID-19 symptoms must be immediately isolated in our isolation ward, which is the iGaze room. They must be taken to the isolation ward via a route that brings them into minimal contact with other areas of school.</p> <p>Young adults in our Post 19 setting who display symptoms will be isolated on the decking area outside of the eco-lodge.</p> <p>Staff dealing with a young person with suspected COVID-19 must wear full PPE. This includes, apron, nitrile/medical grade gloves, visor, and a fluid repellent face mask. 2 sets of each are available in each class</p>
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			<p>base and Post 19 provision and must be replenished by the class team after use.</p> <p>Where a pupil starts displaying symptoms of COVID-19 or becomes unwell, 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>Where a young adult in Post-19 begins to displays symptoms a member of Post-19 staff will contact the parent/carer.</p> <p>As there is no window in the iGaze room, where it is safe to do so the pupil may be left in the room with the door closed whilst the staff member remains outside of the door until the child is collected. No one else is permitted to enter the ward.</p> <p>When the parent/carer arrives to collect the young person the office will alert the staff members in the isolation ward.</p> <p>The young person must be taken to the front of the school building for collection.</p> <p>If an individual (adult or child) showing COVID-19 symptoms, needs to use the bathroom while waiting to go home 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>
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<p>Booking a Test</p>	<p>Staff, pupils, visitors, household members</p>	<p>Potential spread of infectious disease</p>	<p>Staff, pupils or household members showing COVID-19 symptoms or are feeling unwell MUST IMMEDIATELY arrange a test.</p> <p>If a member of staff (pupil or young adults) has a positive LFD test they must book a confirmatory PCR test or complete home PCR test kit asap. The person that has tested positive on the LFD must self-isolate along with their household until the results of the PCR test are known. Any close contacts in school will be identified and must also self isolate.</p> <p>Home test kits are readily available from school and must be priority posted on the day the test is taken.</p> <p>Anyone who has symptoms of COVID-19 or is feeling unwell can get a free test to check if they have the virus. LFR is currently encouraging anyone that is feeling unwell, particularly with symptoms of diarrhoea or persistent headache, to book a test to help prevent the spread of COVID-19.</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>Results usually come back within 48 hours.</p> <p>The school must be immediately informed of the test result. For staff members, if a negative result is received the expectation is that the staff member will immediately return to work.</p> <p>LFD testing must not be used for symptomatic persons. If a staff member, young adult or pupil starts displaying symptoms they must go home immediately and arrange a PCR test.</p> <p>A PCR test must be taken within 2 days of a positive LFD test result. If the PCR is negative this overrides the LFD result.</p>
<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 COVID-19 this means they had COVID-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 10 days. <p>School will follow the guidance in the latest PHE (Lancashire) Schools Resource Pack (circulated to schools via the Schools Bulletin) which provides advice on managing positive cases and who to contact for help.</p> <p>The current PHE advice (as of 1st March 2021) is displayed outside the Headteacher's office for quick reference for action in the event of a positive case.</p> <p>If someone tests positive, they are instructed to follow the 'stay at home: guidance https://www.gov.uk/government/publications/covid-</p>

			<p>19-stay-at-home-guidance for households with possible or confirmed coronavirus (COVID-19) infection'</p> <p>and self-isolate for at least 10 days from the onset of their symptoms, or from their test date if they are asymptomatic. They will only be allowed to return to school when they have been without a fever for at least 48 hours.</p> <p>If the person has been on site 2 days prior to onset of symptoms, the Headteacher/Senior Leadership Team must 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 immediately. This will include any person in contact 2 days prior to onset of symptoms.</p> <p>Close contact means:</p> <ul style="list-style-type: none">• face-to-face contact including being coughed on or having a face-to-face conversation within one metre• been within one metre for one minute or longer without face-to-face contact• been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day)• travelled in the same vehicle or a plane <p>School will keep a record of pupils and staff in each group (bubble). School will not share the names or details of people with COVID-19 outside of the school, 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, or a member of the household or support/childcare bubble develops symptoms.</p>
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<p>Negative or Inconclusive Test Result</p>	<p>Staff, pupils, visitors, contractors, household members</p>	<p>Potential spread of infectious disease</p>	<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 COVID-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/young person should only return to school if everyone they live with is symptom free (to the best of their knowledge) and everyone who has COVID-19 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>
<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 COVID-19</p> <p>If you have been in contact with someone who has had or has COVID-19 you will be asked by the Test and Trace team to:</p> <ul style="list-style-type: none">• stay at home (self-isolate) for 10 days from the day you were last in contact with the person – it can take up to 10 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> <p>With effect from 24th September the Test and Trace App became available to download. The Test and Trace App is a supportive</p>
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			<p>function that is aimed at slowing the spread of C-19 by the following means:</p> <p>Trace: find out when you've been near other app users who have tested positive for coronavirus.</p> <p>Alert: lets you know the level of coronavirus risk in your postcode district.</p> <p>Check-in: get alerted if you've visited a venue where you may have come into contact with coronavirus, using a simple QR code scanner. No more form filling.</p> <p>Symptoms: check if you have coronavirus symptoms and see if you need to order a test.</p> <p>Test: helps you order a test if you need to.</p> <p>Isolate: keep track of your self-isolation countdown and access relevant advice.</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 Authority when single or multiple cases of COVID-19 are confirmed. All notifications must be submitted via the 'click sheet' as per the PHE guidance. The PHE do not need to be contacted directly, even in the event of a multiple outbreak. Further information can be sought from the DfE on 0800 046 8687.

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: *Susan Campbell*

Name: Susan Campbell

Name of 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 codes for data reporting	Update attendance codes in line with new Dfe advice	Anna Lazenbury	1	Immediate	Updated codes (P9)	07/09/2020
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
Information not in line with latest guidance	Update Response Plan	Anna Lazenbury	1	Immediate	Updated reference to action in event of a positive case – change from PHE to Dfe phone line. Reference Test and Trace App Reference local shielding	28/09/2020

					restrictions.	
Information not in line with latest guidance	Update Response Plan	Anna Lazenbury	1	Immediate	Update information regarding clinically and extremely clinically persons. Update reference to PHE guidance. New guidance released 19 th October 2020.	09/11/2020
Persons not isolating for the correct periods	Plan updated with revised isolation periods, reduced from 14 – 10 days for close contacts.	Anna Lazenbury	1	Immediate	Isolation periods updated as per Stay at Home Guidance.	08/01/2021
Risk to persons who are CEV	Section re CEV updated	Anna Lazenbury	1	Immediate	CEV information updated as per gov.uk guidance.	08/01/2021
COVID-19 response – not following correct notification procedures	Updated information as required	Anna Lazenbury	1	Immediate	Update reference to PHE guidance. New guidance released 17 th December 2020	08/01/2021
Incorrect procedures for some close contacts	Added reference to Lateral Flow Testing	Anna Lazenbury	1	Immediate	For those close contacts who are Year 7 and above and staff members, daily LFT testing can be applied rather than close contacts going home to isolate for 10 days.	08/01/2021
Becoming seriously ill from the effects of	Updated section on CEV in line with government guidance.	Anna Lazenbury	1	Immediate	Vulnerable & extremely vulnerable staff, pupils and young adults with	25/02/2021

coronavirus, potential to be life threatening					pre-existing health conditions	
Potential spread of infectious disease	Persons feeling unwell with symptoms outside the 3 main recognised symptoms are advised to book a test in line with advice from Lancashire Resilience Forum	Anna Lazenbury	1	Immediate	See 'booking a test' section	25/02/2021
Potential spread of infectious disease	The reference to Lateral Flow Testing for daily contacts has been removed in line with government guidance.	Anna Lazenbury	1	Immediate	See 'booking a test' section	25/02/2021
Potential spread of infectious disease	Definition of 'close contact' updated.	Anna Lazenbury	1	Immediate	See section Staff, pupils & household members test positive for COVID- 19	04/03/2021
Potential spread of infectious disease	Post 19 adults must isolate on the decking outside of the lodge – not the iGaze room as they cannot be brought into school.	Anna Lazenbury	1	Immediate	See section Staff, pupils & household members displaying signs of COVID-19 (who are in school)	17/03/2021
Potential spread of infectious disease	Shielding paused from 31 st March 2021	Anna Lazenbury	1	Immediate	See section Vulnerable & extremely vulnerable staff, pupils and young adults with pre-existing health conditions	13/04/2021
Potential spread of infectious disease	Advise on pregnant employees updated	Anna Lazenbury	1	Immediate	See section on Clinically Vulnerability	26/05/2021
Inaccurate absence	This section has been removed. School will follow guidance as issued	Anna Lazenbury	1	Immediate	Inaccurate absence recording	26/05/2021

recording	by LCC Attendance team.					
Potential spread of infectious disease	The need to book a PCR test within 2 days if an LFD test is positive has been updated.	Anna Lazenbury	1	Immediate	See section on Lateral Flow Testing.	26/05/2021
Potential spread of infectious disease	The need to self-isolate if a positive LFD test result is received has been updated.	Anna Lazenbury	1	Immediate	Staff, pupils & household members displaying signs of COVID-19 (who are not in school)	15/06/2021