

## School Covid-19 Risk Assessment & Checklist

### Part A: Assessment Details

<b>Setting:</b>	The Loyne Specialist School and Post-19 Grizedale Centre
<b>Address:</b>	Sefton Drive, Lancaster, LA1 2QD
<b>Completed by:</b>	Anna Lazenbury
<b>Date:</b>	1 <sup>st</sup> September 2021
<b>Proposed review date:</b>	As and when changes occur to national and/or local guidance

As an employer, we must by law protect workers and others from risks to their health and safety. This includes risks from COVID-19. COVID-19 is a workplace hazard and it must now be managed in the same way as other workplace hazards. This includes:

- completing a suitable and sufficient assessment of the risks of COVID-19 in the workplace and
- identifying control measures to manage the risk.

**Failure to carry out a suitable and sufficient risk assessment and put in place sufficient control measures may be considered a breach of health and safety law.**

We will regularly review and update our risk assessments to reflect changes to guidance and treat the Risk Assessment as a 'living document', as the circumstances in our school and public health advice changes. This will include having active arrangements in place to monitor whether the controls are effective and working as planned. For more information on what is required of school leaders in relation to health and safety risk assessments and managing risk, see the advice on the government website: [health and safety advice for schools or the Health and Safety webpages via the Schools Portal.](#)

Part B: Potential hazards & Guidance on How to Control Them	Who Might be Harmed	Type of Harm	Controls Measures (actions taken to control risk)
<p><b>Changes to official COVID19 guidance and advice</b></p>	<p>Staff, pupils, young adults, visitors,</p>	<p>Potential spread of infectious disease</p>	<p>Senior leaders refer to official advice from the government, Department of Education (DfE), Public Health England (PHE), the Health and Safety Executive (HSE) information, alongside advice released by Lancashire County Council (LCC) and Lancashire Resilience Forum (LFR).</p> <ul style="list-style-type: none"> <li>o <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a></li> <li>o <a href="https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/send-and-specialist-settings-additional-covid-19-operational-guidance-applies-after-step-4">https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/send-and-specialist-settings-additional-covid-19-operational-guidance-applies-after-step-4</a></li> <li>o <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</a></li> <li>o <a href="https://www.hse.gov.uk/">https://www.hse.gov.uk/</a></li> </ul> <p>The Headteacher and Senior Leadership Team will keep staff, parents/carers and Governors up to date with any changes to advice and school arrangements as and when they occur via this risk assessment and direct communications from school.</p>

<p><b>Risk of Spread Through Aerosols</b></p>	<p>Staff, pupils, young adults, visitors,</p>	<p>Potential spread of infectious disease</p>	<p>Despite Coronavirus restrictions easing, one of the key control measures remains to ensure an adequate supply of fresh air enters all occupied rooms and workplaces. Good ventilation helps to reduce the risk of spreading coronavirus, by diluting the amount of air borne pathogens.</p> <p>When school is in operation, it is important to ensure it is well ventilated and that a comfortable teaching and working environment is maintained. Arrangements should balance the need for increased ventilation while maintaining a comfortable temperature. Staff will be regularly reminded via morning briefings and email, to ensure windows (where there are windows) are opened to ensure ventilation is maintained.</p> <p>The Loyne Specialist School will follow LCC's <a href="#">Simple Steps for Good Ventilation guidance</a>.</p> <p>Specialist advice and assistance on ventilation measures can be obtained from the Building Services Engineers <a href="mailto:duty.engineer@lancashire.gov.uk">duty.engineer@lancashire.gov.uk</a>.</p> <p><b>Natural ventilation:</b> Open windows and doors to maximise air flow into the building, where this is safe and practical. Be aware of the potential security risk of windows and doors left open in unoccupied parts of the building. In extreme cold or wet weather, even partial opening is better than not opening at all.</p> <p>We will open windows and external doors fully prior to, or between periods of occupation, e.g. at either end of the working day, at meal breaks, etc, to enable fresh air to be drawn in, refreshing the workplace prior to reoccupation.</p> <p><b>Adjust temperature controls and operating times.</b> As we enter the cooler months, adjusting heating controls to extend operating times will help maintain comfortable internal</p>
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			<p>temperatures. Alternatively advising occupants to add an extra layer of clothing, to account for the weather, will have the same effect.</p> <p>Lancashire County Council have provided a <b>Ventilation Inspection Checklist</b> which will be completed to identify any areas of poor ventilation or where mechanical ventilation is in use. This will be completed in September 2021 and attached as an appendix to the "COVID-19 Risk Assessment".</p> <p>In accordance with the ventilation checklist school will ensure that appropriate ventilation is available in all occupied spaces.</p> <p>Any areas identified with poor ventilation will be raised with our building surveyor and adjustments considered.</p> <p>Where it is not possible to apply appropriate control measures, there will be a need to monitor CO2 levels and this can be achieved using the CO2 monitors that are shortly to be distributed from Government funds.</p> <p><b>Viro Cube</b></p> <p>School has purchased 2 portable Viro Cube units. Enviro Cube is an air and surface contact killer that eradicates <b>bacteria, viruses and spores</b>, and also destroys all odours, it also <b>filters and purifies the air</b>. The Viro cubes can be used anywhere across school or our Post 19 provision.</p> <p>It <b>requires no chemicals</b>, once training has been given it can be used every day in any area as part of an on-going cleaning programme.</p>
<p><b>Removal of Social Distancing</b></p>	<p>Staff, pupils, young adults, visitors,</p>	<p>Potential spread of infectious disease</p>	<p>COVID-19 is passed from person to person through respiratory droplets and direct contact. The incubation period is between 1 and 14 days and the infectious period, 2 days prior to symptoms appearing and up to 10 days after displaying symptoms.</p>

			<p>However, new guidance (with effect from August 2021) states that there are no restrictions in place, including in schools, regarding social distancing. However, all staff and pupils and young adults who have mental capacity must remain aware of the benefits of social distancing. This will be reinforced by staff as far as possible.</p> <p>It is no longer necessary or recommended to keep children, young adults or staff in consistent groups ('bubbles').</p>
<p><b>Lifting of Restrictions from September 2021</b></p>	<p>Staff, pupils, young adults, visitors,</p>	<p>Potential spread of infectious disease</p>	<p>With effect from September 2021 the following restrictions will be removed:</p> <ul style="list-style-type: none"> <li>• Class bubbles</li> <li>• Separate assigned areas for staff breaks and lunches</li> <li>• One person restriction in female staff toilets</li> <li>• Wearing of face masks in communal areas</li> <li>• Wearing of scrubs</li> </ul> <p>Some operational changes as we continue a gradual easing of full restrictions will remain in place. Detailed below is information on how we plan to operate during the autumn term.</p> <p><b>Morning Briefings</b> These will continue via Zoom until October half term pending further review.</p> <p><b>Breaks and Lunch (Staff)</b> Break and lunch may be taken in the staffroom, hall or conservatory (if available).</p> <p><b>Breaks and Lunch (pupils)</b> These will continue to be taken in class bases following the success and positive feedback regarding break and lunchtime</p>

		<p>routines during COVID-19 restrictions. Staff are reminded to be cautious when carrying hot food/wheeling hot food on trolleys.</p> <p><b>Departmental Meetings</b> These no longer need to be virtual. Departmental meetings can take place from September as follows:</p> <ul style="list-style-type: none"><li>• <b>Primary : Hall</b></li><li>• <b>Secondary and FE in FE2 and FE3</b></li></ul> <p>Doors/windows must be opened to allow for ventilation.</p> <p><b>Assemblies</b> These will resume in the hall on a departmental basis. Whole school assemblies will be held virtually each Friday. This will be reviewed after October half term.</p> <p><b>Swimming</b> This will resume in the autumn term pending final timetabling arrangements</p> <p><b>P.E</b> This will continue outside where possible, weather permitting, or in the hall. In the event of inclement weather alternative class based physical movement activities should be considered.</p> <p><b>Lunchtime and After School Clubs</b> There will be no change to existing arrangements. Clubs will be reviewed after the October half term.</p> <p><b>Chill and Chat</b> Will remain virtual until October half term as a minimum.</p> <p><b>Use of the Minibus</b></p>
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<p><b>Transmission of Covid-19 through insufficient personal hygiene</b></p>	<p>Staff, pupils, young adults, visitors,</p>	<p>Potential spread of infectious disease</p>	<p>Effective hand washing is one of the easiest ways to protect yourself and others from illnesses such as Covid-19.</p> <p>Washing your hands properly removes dirt, viruses and bacteria and prevents them spreading to other people and objects which in turn can spread illnesses such as Covid-19.</p> <p>Public Health England provides best practice <a href="#">guidance on how to wash your hands</a></p> <p>Staff, pupils, young adults and visitors are instructed to use the sanitising stations on arrival at school. Staff, pupils and young adults are reminded to use hand sanitiser regularly throughout the day particularly when they return from breaks, when they change rooms, before and after eating, after using the toilet,</p>

			<p>after touching shared resources or after touching their face, blowing their nose, sneezing, coughing;</p> <p>Hand washing facilities are readily available. Where hand washing facilities are not readily available, hand sanitiser stations have been positioned to allow pupils, young adults and staff to clean their hands regularly.</p> <p>Staff have frequent opportunities to wash or anti-bac their hands when providing care to non-symptomatic children who present behaviours which may increase the risk of droplet transmission such as biting, licking, kissing or spitting.</p> <p>Pupils and young adults (who have mental capacity) are reminded how to catch coughs and sneezes if a tissue is not readily available i.e. in the crook of the elbow rather than in the hands.</p> <p>Posters display good hand washing technique and government guidelines on good respiratory hygiene.</p> <p>First aiders will pay particular attention to sanitisation measures immediately before and following the administration of first aid.</p> <p>Staff who have assisted someone who has taken unwell with COVID-19 symptoms are aware of the need to follow appropriate handwashing guidelines.</p> <p>Staff handling deliveries will observe good hand hygiene.</p>
<p><b>Risk of Virus Spreading Through Contact with Contaminated Surfaces</b></p>	<p>Staff, pupils, young adults, visitors,</p>	<p>Potential spread of infectious disease</p>	<p>COVID-19 can still be spread through touching contaminated surfaces.</p> <p>Where cleaning is required after a known or suspected case of COVID-19, refer to the <a href="#">guidance on cleaning in non-healthcare settings</a>. Staff are responsible for cleaning down the areas in the first instance where a COVID symptomatic person has been before alerting the Site Supervisor to carry out a deep clean.</p>

		<p>Lidded pedal bins are provided throughout school for all non-clinical waste. Clinical waste must be disposed of in the clinical waste bins.</p> <p>Refer to the <a href="#">guidance on how to dispose of personal or business waste including face coverings and PPE</a></p> <p>Rooms/shared areas are cleaned regularly thoroughly each day by staff and touch points anti-baced as frequently as possible when the room is in use.</p> <p>Classroom based resources that are shared such as books, play equipment, toys, sports equipment, outdoor play equipment, art and science equipment are cleaned regularly as far as possible. They no longer have to be quarantined.</p> <p>Where non-symptomatic children present behaviours which may increase the risk of droplet transmission such as biting, licking, or spitting there will be increased vigilance of cleaning of frequently touched surfaces.</p> <p>Staff, pupils and young adults are encouraged to have their own resources where possible, e.g. pens, sensory items etc, to avoid the need to share items that cannot be easily cleaned;</p> <p>Pupils, young adults and staff are encouraged to avoid touching their faces whenever possible particularly with unwashed hands.</p> <p>The <b>Catch it, Bin it, Kill it</b> guidance is promoted to catch coughs and sneezes in tissues and throw them in the bin immediately (hands to be washed immediately after disposal).</p> <p>Unnecessary sharing including the sharing of items that do not contribute to a pupil's education or development is discouraged.</p> <p>Staff have been instructed on cleaning and sanitising requirements including the use of chemicals and cleaning materials and instructions on the use of PPE.</p>
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			<p>Waste cleaning materials are disposed of in the usual way unless it is confirmed or suspected that they are contaminated as a result of a member of staff or pupil displaying symptoms. School follows the procedures set out in the Government guidance <a href="#">Cleaning in Non-Health Care Settings</a> following a confirmed or suspected case of COVID-19 on site.</p> <p>Contaminated or suspected contaminated waste is disposed of in the clinical waste bins.</p>
<p><b>Use of Face Coverings and PPE</b></p>	<p>Staff, pupils, young adults, visitors,</p>	<p>Potential spread of infectious disease</p>	<p>Face coverings are no longer advised for pupils, young adults, staff and visitors either in classrooms or in communal areas. The Government has removed the requirement to wear face coverings in law, but it still expects and recommends that they are worn in enclosed and crowded spaces where you may come into contact with people you don't normally meet. <b>This includes public transport and dedicated transport to school or college.</b></p> <p>It is strongly recommended within our setting that you continue to wear a face covering when providing personal care to pupils and young adults or when performing <a href="#">aerosol generating procedures (AGPs)</a></p> <p>If a staff member or pupil or their parent/carer (where the young person does not have mental capacity) chooses to wear/for them to wear a face covering through personal choice then this will be respected.</p> <p><b>To be effective face coverings must fit securely around the face to cover the mouth and nose.</b></p> <p>The use of face coverings and/or a visor in other activities, e.g. feeding, will be subject to individual risk assessment and personal plans.</p>

			<p>Additional PPE for <b>COVID-19 MUST be worn</b> when attending to a pupil that is displaying symptoms of COVID-19. Symptoms are</p> <ul style="list-style-type: none"> <li>• a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)</li> <li>• 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)</li> <li>• 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</li> </ul> <p>Each class base and Post 19 provision has a fully stocked COVID-19 response box. Staff teams are responsible for replenishing these boxes.</p> <p>The wearing of scrubs is no longer required from September 2021.</p> <p>In the event of a local outbreak the local authority may reintroduce the need for additional PPE.</p> <p>Face visors should not be worn as an alternative to face coverings unless as part of a risk assessment when undertaking a specific activity.</p>
<p><b>Protecting People at Higher Risk of Infection Previously Clinically Extremely Vulnerable (CEV)</b></p>	<p>Staff, pupils, young adults, visitors,</p>	<p>Potential spread of infectious disease</p>	<p>There are some groups who are at higher risk of severe illness from coronavirus. See guidance on <a href="#">who is at higher risk</a> and <a href="#">protecting people who are clinically extremely vulnerable</a>.</p> <p>On-site provision should in all cases be retained for vulnerable children and young people and the children of critical workers. If settings must temporarily stop on-site provision on public health advice, they should discuss and follow any alternative</p>
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		<p>arrangements for vulnerable children and young people with the Local Authority.</p> <p>Further information is available in the guidance on <a href="#">supporting pupils at school with medical conditions</a>.</p> <p>Clinical studies have shown that children and young people, including those originally considered to be clinically extremely vulnerable (CEV), are at very low risk of serious illness if they catch the virus. The UK Clinical Review Panel has recommended that all children and young people under the age of 18 should no longer be considered CEV and should be removed from the Shielded Patient List, the national database of people considered clinically extremely vulnerable.</p> <p>All children and young people should continue to follow the same guidance as everyone else, which can be found at <a href="http://www.gov.uk/coronavirus">www.gov.uk/coronavirus</a>. For a very few individual children specific clinical advice may be given and this should continue to be followed.</p> <p>The Department for Health and Social Care have developed an <a href="#">FAQ</a> that can be accessed online.</p> <p>Whilst attendance is mandatory, we recommend that leaders in education work collaboratively with families to reassure them and to help their child return to their everyday activities. Discussions should have a collaborative approach, focusing on the welfare of the child or young person and responding to the concerns of the parent, carer or young person.</p> <p>Extra consideration needs to be given to workers facing mental and physical health difficulties. Those who are clinically extremely vulnerable are no longer advised to shield but must continue to be supported by discussing with them their individual</p>
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			<p>needs and supporting them in taking any additional precautions advised by their clinicians.</p> <p>An <b>individual risk assessment</b> has been completed for any staff member who is in a vulnerable category, significant risk factors or who is experiencing mental health issues due to COVID-19;</p> <p>A <b>new &amp; expectant mother risk assessment</b> and <b>individual Covid-19 risk assessment</b> has been completed for all pregnant staff.</p> <p>Where possible, pregnant staff who are 28 weeks or beyond will be offered the opportunity to be non-class based and given tasks to complete e.g. prepare learning material, laminating, updating communication resources. This may not be possible in all instances. Each role will be considered on an individual basis.</p>
<p><b>BAME and age factors</b></p>			<p>COVID-19 has impacted on every individual.</p> <p>There are two types of equality impact that COVID has had, firstly, relating to the impact of COVID-19 on the business continuity of the school; and secondly, relating to the impact of COVID-19 on people with protected characteristics, particularly those who are shielding or potentially vulnerable in another way.</p> <p>An Equality Impact Assessment will be carried out to consider the impact of COVID-19 on people with protected characteristics, such as older and younger people; men, women and people who identify as intersex or non-binary; disabled people; Black, Asian and minority ethnic people; people with different religions and beliefs; and people who identify as lesbian, gay, bisexual or transgender.</p>
<p><b>Reduce the Spread of COVID-19 by Ensuring People Isolate When They Are Required to Do So</b></p>	<p>Staff, pupils, young</p>	<p>Potential spread of infectious disease</p>	<p>Close contacts will be identified via NHS Test and Trace and education settings will no longer be expected to undertake</p>

	<p>adults, visitors,</p>	<p>contact tracing. Managers and employees should refer to the government guidance <a href="#">NHS Test and Trace in the workplace</a></p> <p><b>An individual is legally required to self-isolate if they;</b></p> <ul style="list-style-type: none"> <li>• have tested positive for COVID-19</li> <li>• have COVID-19 symptoms</li> <li>• unless they're <a href="#">exempt from self-isolation</a></li> <li>• have been told to self-isolate by <a href="#">NHS Test and Trace</a></li> </ul> <p>From 16 August you will not be required to self-isolate if you live in the same household as someone with COVID-19 or are a close contact of someone who has tested positive.</p> <p><b>COVID in the Household</b></p> <p><b>Staff</b>        You are not required to self-isolate if you are fully vaccinated (and 14 days have passed since your second vaccine dose) but in line with national guidance, you must immediately book a PCR test if you live in the same household as someone with COVID-19 (whether confirmed on an LFD test or PCR).</p> <p>If you have been identified by Test and Trace as a close contact of someone with COVID-19 you will need to arrange a PCR. You do not need to self-isolate if you are fully vaccinated (and 14 days have passed since your second vaccine dose) while you are waiting for your test.</p> <p>If you live in the same household as someone that is displaying COVID symptoms you must increase your routine LFD testing from twice weekly to daily with effect from the date symptoms in the household started. If the symptomatic person subsequently tests positive for COVID (whether on an LFD or PCR) you should continue to test daily for 10 days from the date of the persons</p>
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		<p>positive test result. You may attend school as normal and are not required to self-isolate unless you develop COVID symptoms, you are unvaccinated, have only received one dose of your vaccine or it has been less than 14 days since your second dose. If their PCR test result is negative you may revert back to twice weekly testing.</p> <p><b>Pupils and Post 19 Young Adults</b></p> <p>As a school and Post-19 provision, we have first-hand experience of how quickly this virus spreads and we must put the health and safety of all as a priority. Whilst children under the age of 18 years 6 months and adults who are fully vaccinated are not required to isolate we ask that you book your child/young adult in for a PCR test if someone in the household has COVID and await the results <b>BEFORE</b> sending them back into the setting. We will not accept your child/young adult back in unless they receive a negative PCR result. This is because our pupils and young adults are not routinely tested as part of a testing programme.</p> <p>We would also strongly encourage you, in addition to arranging a PCR test to test your child/young adult daily, if possible, using LFD tests from the date symptoms in the household started and continue for 10 days from the date of the of PCR test result if it is positive.</p> <p>If a pupil/young adult develops COVID symptoms (even if they are full vaccinated) they must self-isolate and a PCR test must be immediately arranged.</p> <p>If your child/young adult is symptomatic and is unable to tolerate a PCR test they will have to remain absent from school/Post 19 from the date of onset of symptoms and for 10 full days. Even if their symptoms improve or disappear we will not be</p>
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		<p>able to accept them back into the setting until their isolation period is complete.</p> <p><b>Isolation Periods</b> If you need to self-isolate as a close contact of someone with COVID within the household (i.e. you are over 18 years 6 months and have not had your full vaccine or it has been less than 14 days since your second dose) your isolation period includes the day the first person in your household's <a href="#">symptoms</a> started (or the day their test was taken if they did not have symptoms) and the next 10 full days.</p> <p><b>Close contacts in the household without symptoms are exempt from self-isolation if;</b></p> <ul style="list-style-type: none"><li>• they are fully vaccinated*</li><li>• aged under 18 and 6 months</li><li>• they are taking part in a vaccine trial</li><li>• are not vaccinated for medical reasons</li></ul> <p><i>*Fully vaccinated means that you have been vaccinated with an MHRA approved COVID-19 vaccine in the UK, and at least 14 days have passed since you received the recommended doses of that vaccine.</i></p> <p>But, as per the guidance above, pupils/young adults who are close contacts of a person with COVID-19 within the household will not be accepted back into school/Post 19 until the results of the PCR are known. If the result is positive the pupil/young adult will be required to isolate in line with national guidance.</p> <p><b>COVID in School</b> If we are made aware of a positive case of COVID in school or our Post 19 provision via an LFD test or PCR test, we will inform all close contacts.</p>
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			<p>symptomatic persons and for 10 days following the PCR test result if it is positive.</p> <p>Refer to the latest government guidance <a href="#">Stay at home: guidance for households with possible or confirmed coronavirus (Covid-19) infection.</a></p> <p><a href="https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/send-and-specialist-settings-additional-covid-19-operational-guidance-applies-after-step-4">https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/send-and-specialist-settings-additional-covid-19-operational-guidance-applies-after-step-4</a></p> <p>School will follow the guidance in the latest <b>PHE (Lancashire) Schools Resource Pack</b> which provides advice on managing positive cases and who to contact for help;</p> <p>Staff, pupils and young adults are required to stay at home if they have COVID-19 symptoms and to seek a confirmation PCR test.</p> <p>If a pupil in school develops <a href="#">COVID-19 symptoms</a>, however mild, they must to taken to the isolation ward where they will await collection from their parent/carer.</p> <p>If a pupil is awaiting collection, they will be left in a room on their own if possible and safe to do so while the staff members wait in the other side of the door. Appropriate PPE must be used by staff members accompanying the symptomatic young person, these are, vinyl/nitrile gloves, face mask, visor, apron.</p> <p>Any rooms they have used must be cleaned after they have left.</p>
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			<p>If a young adult in Post-19 develops symptoms they must wait outside in the woodland area supported by staff until they can be collected.</p> <p>Staff and pupils identified as a close contact by NHS Test &amp; Trace will be required to take a PCR test but <b>will not be required to self-isolate</b> whilst awaiting the results. However, pupils/young adults will not be accepted back into school until a negative PCR test result is received.</p> <p>Customers, visitors and contractors are instructed not to attend site if they are displaying symptoms.</p> <p>Any staff displaying COVID-19 symptoms must not attend for school/Post 19 or must go home immediately and arrange a PCR test if they become unwell during the course of the day.</p> <p>Refer to government Stay at Home Guidance for further information;</p> <p><a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</a></p>
<p><b>Close Contacts in School</b></p>	<p>Staff, pupils, young adults, visitors,</p>	<p>Potential spread of infectious disease</p>	<p>A contact is a person who has been close to someone who has tested positive for COVID-19. You can be a contact any time from 2 days before the person who tested positive developed their symptoms (or, if they did not have any symptoms, from 2 days before the date their positive test was taken), and up to 10 days after, as this is when they can pass the infection on to others. Close contact is defined as;</p> <ul style="list-style-type: none"> <li>• face-to-face contact including being coughed on or having a face-to-face conversation within one metre</li> </ul>

			<ul style="list-style-type: none"> <li>• been within one metre for one minute or longer without face-to-face contact</li> <li>• been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day)</li> </ul> <p>A person may also be a close contact if they have travelled in the same vehicle as a person who has tested positive for COVID-19.</p> <p>The school will determine who are close contacts. <b>Close contacts will need to self-isolate unless any of the following apply:</b></p> <ul style="list-style-type: none"> <li>• You are fully vaccinated</li> <li>• you are below the age of 18 years 6 months</li> <li>• you have taken part in or are currently part of an approved COVID-19 vaccine trial</li> <li>• you are not able to get vaccinated for medical reasons</li> </ul> <p>Fully vaccinated means that you have been vaccinated with an MHRA approved COVID-19 vaccine in the UK, and at least 14 days have passed since you received the recommended doses of that vaccine.</p> <p>If school has not advised you are a close contact but you have been informed by NHS Test and Trace that you are a contact of a person who has had a positive test result for COVID-19, you must stay at home and self-isolate.</p>
<p><b>Asymptomatic and PCR Testing</b></p>	<p>Staff, pupils, young</p>	<p>Potential spread of</p>	<p>Testing remains important in reducing the risk of transmission of infection within schools. That is why, whilst some measures are relaxed, others will remain.</p>

	<p>adults, visitors,</p>	<p>infectious disease</p>	<p>School is actively engaging with the asymptomatic testing programme for staff, promoting its benefits to staff, pupils and parents/carers.</p> <p>It is important that staff and continue to participate in the LFD testing programme testing twice weekly as a minimum.</p> <p>A separate risk assessment is in place for the LFD <a href="#">home testing programme</a>.</p> <p><b>The asymptomatic testing programme does not replace the current testing policy for those with symptoms.</b></p> <p>If a member of staff, pupil or young adult are unwell with symptoms that are not officially classed by the government/NHS as COVID symptoms then it is expected that they will take an LFD test (where possible) and if negative, and the person is well enough, that they will attend for work/school/post 19.</p> <p>Due to the nature of our pupils and young adults a decision has been taken not to offer testing on site. However, parents/carers will be strongly encouraged to test their child/young adult (if they are age 11 plus) where possible twice per week. Home test kits are readily available to parent and carers from school and a wide range of settings, including test centres and pharmacies if they wish to test their child at home.</p> <p>A box of LFD test kits will be sent home with each child age 11 plus on the first day of the autumn term and with each young adult in our Post-19 provision.</p> <p>There is no requirement to routinely test children under the age of 11.</p>
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			<p><b>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 within 2 days of the positive LFD test result.</b></p> <p>Staff members must call school (between 8.00am – 4.00pm) if they receive a positive LFD test result. The results of a PCR test must also be shared with school as soon as they are available. If the test result is negative staff must return to work straight away. If it is positive staff must isolate for 10 full days in line with Stay at Home Guidance. Outside of office hours please email <a href="mailto:a.lazenbury@loyne.lancs.sch.uk">a.lazenbury@loyne.lancs.sch.uk</a> and <a href="mailto:k.veevers@loyne.lancs.sch.uk">k.veevers@loyne.lancs.sch.uk</a>.</p> <p>Results for pupils must be immediately shared via the school office or Class Dojo.</p>
<p><b>Reduce the Risk for Visitors and Contractors</b></p>	<p>Staff, pupils, young adults, visitors,</p>	<p>Potential spread of infectious disease</p>	<p>There is information displayed in reception regarding COVID-19 Symptoms and a visual guide for good hand washing. Visitors and contractors must anti-bad their hands before signing in and out.</p> <p>A separate risk assessment is in place for hirers and visitors to the Hydro-Pool.</p>
<p><b>Educational Visits</b></p>	<p>Staff, pupils, young adults</p>	<p>Potential spread of infectious disease</p>	<p>A full and thorough risk assessment in relation to all educational visits must be carried out ensuring that any public health advice, such as hygiene and ventilation requirements, is included as part of that risk assessment. The risk assessment will be approved depending on the visit type, either by the school/nursery or LCCs Educational Visits Team via Evolve prior to the visit taking place.</p> <p>Risk assessments should consider contingency arrangements for a number of possibilities including a participant developing COVID-19 symptoms during the visit or a member of staff having to self-isolate and being unable to attend.</p>

			<p>The school will liaise with the venue/activity provider as part of the risk assessment process to ensure it has made its own assessment of the risk of COVID-19 and implemented suitable controls measures to prevent infection. Preliminary visits to the venue will be carried out if deemed necessary to check measures are place.</p>
<p><b>Managing a COVID Outbreak in School</b></p>	<p>Staff, pupils, young adults, visitors,</p>	<p>Potential spread of infectious disease</p>	<p>Please refer to <a href="#">PHE North West Schools Resource Pack</a> for advice on managing COVID-19 cases and outbreaks.</p> <p>In a special school an 'outbreak' is defined by the PHE as 2 persons who have mixed closely testing positive for COVID-19 within a 10 day period.</p> <p>For support on outbreak management please contact; <a href="mailto:COVID19-HealthProtection@lancashire.gov.uk">COVID19-HealthProtection@lancashire.gov.uk</a></p> <p>The school has contingency plans in place outlining what action to take if pupils, young adults or staff test positive for COVID-19 (on an LFD or PCR), and how school would operate if advised to take extra measures to help break chains of transmission. Please refer to this Risk Assessment and out Outbreak Management Plan for further information.</p> <p>Guidance on what to include in contingency framework and information on what circumstances might lead to additional action, and the steps to work through, are contained the government guidance <a href="#">Contingency framework: education and childcare settings August 2021</a></p> <p>An Outbreak Management Plan is in place outlining how the school will operate if there is an outbreak in the school or local area.</p>

			<ul style="list-style-type: none"> <li>• Support is obtained as required from relevant teams including Lancashire Public Health Education Outbreak Management team.</li> <li>• School continues to record COVID-19 related absence in accordance with the information contained within the <a href="#">PHE North West Schools Resource Pack</a>.</li> <li>• In the event of an outbreak any staff required to work from home will be supported to do so including ensuring they have suitable equipment, developing appropriate communication channels and looking after their physical and mental wellbeing.</li> <li>• A homeworking checklist and risk assessment has been completed for any staff working from home for a prolonged period which is reviewed on a 3-monthly basis.</li> </ul>
<p><b>Communication, Consultation and Training</b> groups) to monitor and understand any unforeseen impacts of changes to working environments.</p>	<p>Staff, pupils, young adults, visitors,</p>	<p>Potential spread of infectious disease</p>	<p>Employers have a legal duty to consult workers on health and safety matters.</p> <p>To help workers feel safe returning to work employers should consult with them on any health and safety measures that have been put in place to reduce the risk of COVID-19 spreading.</p> <p>School will continue to engage with staff as we move forward into the autumn term via, staff meetings and email.</p> <p>Clear and up to date information and guidance on how to manage the risks associated with Covid-19 is available via the schools portal and <a href="#">Government website</a>.</p> <p>Signage, posters and other instructions use simple, clear messaging to explain guidelines using images and clear language, with consideration of groups for which English may not be their first language.</p>

<p><b>Stress and Anxiety</b></p>	<p>Staff, pupils, young adults, visitors,</p>	<p>Potential spread of infectious disease</p>	<p>Mental health is important, especially during times of uncertainty. The government has published <a href="#">guidance on the mental health and wellbeing aspects of coronavirus (COVID-19)</a>.</p> <p>The Department for Education is providing additional support for both pupil and staff wellbeing in the current situation. Information about the <a href="#">extra mental health support for pupils and teachers</a> is available.</p> <p>The <a href="#">Education Support Partnership</a> provides a free helpline for school staff and targeted support for mental health and wellbeing.</p> <p>The Headteacher and Senior Leadership Team monitor working arrangements and offer support and advice where necessary.</p> <ul style="list-style-type: none"> <li>• Staff must alert a member of SLT if they are feeling stressed or anxious or wish to report a breach of school safe working policy/guidelines so that intervention can occur.</li> <li>• A <a href="#">risk assessment addressing COVID-19 concerns for an employee</a> will be completed for any member of staff raising concerns about their safety or well-being and appropriate control measures identified and implemented.</li> <li>• Staff are made aware of sources of information via the school portal that will assist their wellbeing such as:             <ul style="list-style-type: none"> <li>▪ <a href="#">Employee Wellbeing</a></li> <li>▪ <a href="#">MIND web site</a></li> <li>▪ <a href="#">H&amp;S COVID-19 web page</a></li> </ul> </li> </ul>
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<b>PART C: ACTION PLAN Further action / controls required</b>					
<b>Action required</b>	<b>Person(s) to undertake action?</b>	<b>Priority</b>	<b>Projected time scale</b>	<b>Notes / comments</b>	<b>Date completed</b>
<b>Conduct ventilation risk assessment and check list</b>	Anna Lazenbury	1	30/09/2021		
<b>Complete Equality Impact Assessment</b>	Anna Lazenbury	2	31/12/2021		