



Haberdashers' Aske's School for Girls

Haberdashers' Aske's Boys' School

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

# 1 Principles

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

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

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

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

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

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

### 3 Minimising contact and maintaining social distancing

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

Measures elsewhere	<ul style="list-style-type: none"> <li>Whole school physical assemblies will not take place. Alternative smaller group assemblies, (e.g. year groups) will meet, and larger meetings will take place via video technology.</li> </ul>
Offices	<ul style="list-style-type: none"> <li>Personal computers/desks and laptops reduces the need to share devices. Wipes are available for any shared PCs.</li> <li>Guidance has been provided for shared offices to reduce the occupancy</li> </ul>
Lunches	<ul style="list-style-type: none"> <li>Lunches will work to a strict rota where bubbles are kept apart.</li> </ul>
Measures for arriving at and leaving school	<ul style="list-style-type: none"> <li>The usual drop off and collection procedures continue. Notification to parents will remind them to socially distance from each other.</li> </ul>

#### 4 Lateral Flow Device (LFD) self-testing

Hazards	Associated risks	Current Control/ Mitigation Measures	Additional control needed?
Self-testing not conducted in accordance with guidelines and supervised where required.	Inaccurate result. Possible asymptomatic staff or pupil still on site	Three supervised tests conducted before home testing allowed. Government video available: <a href="http://www.gov.uk/covid19-self-test-help">www.gov.uk/covid19-self-test-help</a>	No
Positive results not reported.	Asymptomatic staff or pupil still on site	Continual encouragement to report via school communications and assemblies and form tutors	No
All results not reported, collated and recorded by the individual and the school.	No check to confirm whether staff or pupil should not be on site and lack of understanding of self-testing take up	Reporting tool in place	No
Do not eat or drink for at least 30 minutes before doing the test to reduce the risk of spoiling the test.	Inaccurate result. Possible asymptomatic staff or pupil still on site	Three supervised tests conducted before home testing allowed. Government video available: <a href="http://www.gov.uk/covid19-self-test-help">www.gov.uk/covid19-self-test-help</a>	No

## 5 Response to a suspected case

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

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

If someone tests positive, they should follow the <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>.

## 6 Response to a confirmed case

Engage with the NHS Test and Trace process

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

## 7 Manage confirmed cases of COVID-19 amongst the school community

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

- direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face-to-face conversation, or unprotected physical contact (skin-to-skin)
- proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual such as travelling in a small vehicle, like a car, with an infected person



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


#### Contain any outbreak by following local health protection team advice

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

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

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

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

M Lewis Director of Operations  D Ewart Deputy Director of Operations		14 April 2021
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Reviews scheduled	By	Date
Staff representatives review	M Lewis	11 September 2020
Periodic reviews	M Lewis	Weekly from 18 September 2020