

Risk Assessment – COVID-19 – LMS Senior School Lent Term 2022	28.01.2022	Lincoln Minster School
Responsible Person	Maria Young (Head)	
Other Persons Involved	Facilities Manager (PCa), Bursar (JSt), Health & Safety Governor, SLT (SGR, ASa, JMu), School Nurse (SJo)	
Guidance Material Considered	<ul style="list-style-type: none"> • DfE – Actions for Schools coronavirus (COVID-19) operational guidance (19 January 2022) • DfE - Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak (17 August 2021) • DfE – Guidance for travellers coming to the UK from foreign countries (24th December 2021) • DfE - Safe working in education, childcare and children’s social care (17 August 2021) • BEIS - Working safely during coronavirus (COVID-19) Offices and Contact Centres • NHS - Test and Trace – what to do if you are contacted (17 August) • PHE - COVID-19: cleaning in non-healthcare settings outside the home (19 July) • CLEAPSS - COVID-19 guidance re science, design and technology • AfPE – Coronavirus guidance and support re school sport • OEAP – Coronavirus guidance re educational visits • Music Mark – Guidance for Schools and Music Providers • DfE Asymptomatic Testing Procedures and Guidance – available through the DfE portal (secondary) and DfE portal (primary) 	

Covering staff and pupil H&S for the safe operation of schools from 02 January 2022. Although infection in the UK remains at very significant levels, particularly with regard to the current prevalence of the OMICRON variant, the widespread adoption of vaccination and boosters by the majority of adults and young people and the continuing evidence of research into infection and illness in under-18s means that many of the previous COVID measures adopted in school are now revised.

The symptoms of COVID-19 are: a new and continuous cough, or a high temperature, or a loss of or change in a person's normal sense of taste or smell (anosmia)

To minimise the risk of infection to all persons, the following system of controls has been applied by Lincoln Minster School

At all times

- 1) Minimise contact with individuals who are required to self-isolate by ensuring they do not attend school
- 2) Ensure face coverings continue to be used in recommended circumstances
- 3) Ensure everyone is advised to clean their hands thoroughly and more often than usual
- 4) Ensure good respiratory hygiene for everyone by promoting the 'catch it, bin it, kill it' approach
- 5) Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents
- 6) Keep occupied spaces well ventilated

In specific circumstances

- 7) Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary
- 8) Promote and engage in asymptomatic testing, twice weekly, until advised further (expected review: 26th January 2022)

In response to any infection

- 9) The NHS Test and Trace process has responsibility for informing close contacts directly
- 10) Manage and report confirmed cases of coronavirus (COVID-19) amongst the school community as advised by PHE
- 11) Contain any outbreak by following local health protection team advice
- 12) If required, put into place the 'Outbreak management plan', in response to an acute local or school outbreak

A close contact is defined as:

- Anyone who lives with someone with COVID-19 symptoms or a positive LFD test result
- Anyone who has had the following contact with someone who has tested positive for COVID-19:
 - face-to-face contact including being coughed on or having a face-to-face conversation within 1 metre skin-to-skin physical contact for any length of time
 - been within 1 metre for 1 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 1 day)
 - travelled in the same vehicle or a plane

Hazard	Who is at Risk	How Can the Hazards Cause Harm	Control Measures Currently in Place
Infection Control (people)	Staff, Pupils, Visitors	Staff contracting COVID-19	<ul style="list-style-type: none"> • An individual RA continues to be available for those who feel they may be at higher risk from infection • Clinically extremely vulnerable staff (CEV) are advised to attend the workplace as normal and to discuss any concerns with their Line Managers • Staff and pupils who have recently visited a foreign country should check the most recent guidance before returning to school: currently an LFD test. • Different rules may apply depending on vaccination status, and the latest guidance should be adhered to. • Anyone identified as a close contact of a suspected or confirmed case of the Omicron variant must take an LFD test for seven days, regardless of vaccination status and age: full details below. • Staff and pupils are encouraged to take part in the twice weekly asymptomatic LFD testing regime, until further notice • Any staff member with symptoms of COVID-19 is instructed to undertake an LFD test and sent home to self-isolate as indicated. NHS Test and Trace will give current guidance on requirements for others in the household to self-isolate • Where the LFD test returns a positive result for a member of staff: <ul style="list-style-type: none"> ○ The staff member must notify the school of the test result immediately ○ The staff member or pupil self-isolates for 5 full days from the day of the test. They should now take LFD test on days 4 and 5 of the self-isolation period, at an interval of at least 24 hours. On receipt of two negative test results, and in the absence of a raised temperature the person concerned may return to school from day 6. ○ If it is not possible to take the day 4/5 LFD tests, then the isolation period remains at 10 days. ○ The school will contact the NHS Test and Trace for advice on any further action required ○ The school will carry out close contact tracing to identify any other staff or pupils who will be required to self-test ○ The school will review the case against the Group guidance on <i>COVID-19 and ARMS</i> to establish if it was likely that the infection was contracted as a result of occupational exposure and record it on ARMS if it was. • If the LFD test result is negative the staff member can return to school when they feel well enough to do so. • Where an LFD test (which is taken routinely) returns a positive result for a pupil: <ul style="list-style-type: none"> ○ Self-isolate and follow the above guidance. ○ The school must be notified of the test result in the case of testing from home ○ The school reviews the case against the Group guidance on <i>COVID-19 and ARMS</i> to establish if it was likely that the infection was contracted as a result of occupational exposure and record it on ARMS if it was.

		<p>Pupils contracting COVID-19</p>	<ul style="list-style-type: none"> ○ Any pupil with symptoms of COVID-19 should not attend school for 5 full days from day after the onset of symptoms, self-testing with an LFD test on days 4 and 5, as above. Two negative tests and an absence of a raised temperature indicate that it is safe to return to school on day 6. ● A negative result means the pupil can return to school – please notify the school when this is the case. ● Where a pupil indicates an individual in their household is unwell with symptoms compatible with COVID-19, they no longer need to self-isolate. Instead, they should take a daily LFD test and may continue to attend school whilst these tests are negative. ● Staff and pupils who have recently visited a foreign country should check the most recent guidance before returning to school ● Further guidance on boarding students quarantine and testing arrangements should be followed. The school can facilitate the LFD test required by day 2 of return to the UK for international boarders.
		<p>Visitors contracting COVID-19</p>	<ul style="list-style-type: none"> ● All visitors to site carefully managed: identification details are recorded by the Office Team and held for 21 days to support the Test and Trace process. Lanyards are sanitised before and after use. ● All visitors to wear face coverings when inside the school buildings. ● Details of any specific local procedures are communicated to all visitors before they come to site, and on arrival, by the Senior School Office Team. ● Essential contractors are communicated to re: access requirements (PCa). PCa notifies colleagues of any external contractors on site and where they will be located. ● Contractors attending while school is operational are notified that the school is operational and their access requirements reviewed on a case by case basis.
<p>Asymptomatic Testing Programme</p>	<p>Staff, Pupils</p>	<p>Additional measures required to support testing that is carried out in a school that is an asymptomatic testing site (ATS), i.e. not tests that are carried out at home by either staff or pupils</p>	<ul style="list-style-type: none"> ● All testing is carried out in strict adherence to the procedures contained in the <i>“NHS How to Guide: Rapid Testing in Schools and Colleges”</i> (the ‘How to Guide’) ● Training – The school has followed the <i>‘How To Guide’</i>. All staff involved in the programme have completed the online training relevant to their assigned role(s) and have been signed off as competent by using the competency assessment templates provided by DfE/PHE. ● Premises – The testing area in the Harper building has been set up in compliance with the <i>‘How to guide’</i> The school has made provision for all materials required as detailed in the same. Testing areas are cleaned before being returned to normal use. General safety of the premises, e.g. condition, slips and trips, is already managed and covered in other existing school risk assessments. ● Signage – the testing area has been clearly demarcated to support flow and to prevent unauthorised entry. ● Logistics – Timetable for year-group arrival (wet and dry weather versions) – assemble at entrance, briefed as to procedure and registration, groups registered, form groups called to Recital Hall, seated, until called forward. After testing, proceed out of side doors, to be picked up by parents. The school will immediately inform anyone whose test is positive, by telephone, once the test results are available. ● PPE – PPE requirements vary by role but will be provided in line with the DfE/PHE guidance. All testing staff are trained in correct donning and doffing procedures. PPE will be changed in line with the frequencies detailed in the <i>‘How to guide’</i> ● Storage of materials – testing kits are stored securely at a temperature between 2C and 30C. Prior to use all reagents will be brought up to 15C if necessary. Deliveries will be handled in accordance with the school’s existing manual handling procedures.

			<ul style="list-style-type: none"> • Waste – Healthcare waste contracts have been established. PCa will ensure that waste streams are not contaminated and that all waste is removed from site in a timely manner. • Cleaning – Cleaning is carried out in line with the requirements and frequencies detailed in the <i>'How to guide'</i> and the linked training modules. • First Aid – the school will ensure that access to first aid provision is possible whenever asymptomatic testing is being carried out. • Monitoring – the school's Senior Nurse verifies the school is ready to start testing and carry out periodic monitoring to verify that the requirement standards are being maintained. • Testing – tests are self-administered under direction of the testing team. Children who require assistance or are especially anxious about the process have been given the option to test at home. • Additionally, all students and staff continue to be encouraged to take a twice-weekly at-home Lateral Flow Test (LFT) and to report the results to school here. • The school will inform the student's family if any positive cases are identified within school: the pupil will need to self-isolate for 7 days, in accordance with current guidance. • Those undertaking home tests must report their results to NHS Test and Trace and to the school and in the case of a positive result, self-isolate.
Suspected / confirmed case in school	Staff/ pupils	Potential contamination of surfaces and for person to person spread	<ul style="list-style-type: none"> • Pupil/staff member tested, sent home and instructed to take a further COVID-19 LFD test. • Pupils with COVID-19 symptoms are isolated in the medical department with an open window, whilst awaiting collection. If this is not possible, they are kept at least 2m away from all other persons. • If a bathroom is required while the pupil is awaiting collection this will be cleaned and disinfected immediately after use using normal cleaning products. • Cleaning and disinfection of the area is carried out in accordance with DfE guidance COVID-19: cleaning of non-healthcare settings • Symptomatic pupils should either be collected by a family member or walk/cycle home. • Any staff member who provided close-contact care (with or without PPE) is only required to self-isolate if they develop symptoms, they are instructed to do so by NHS Test and Trace or PHE, or they test positive from an LFD test. • PPE, i.e. disposable face masks (type IIR), disposable gloves, disposable aprons and eye protection is supplied for providing care to suspected cases but is only required where 2m separation cannot be maintained. • Boarding pupils will self-isolate in the identified accommodation within the boarding houses in the first instance. If it is necessary for them to relocate to their own or guardian's home this will be carried out with regard to the transport principles contained in Safe Working in Education Childcare and Children's Social Care Settings
Infection Control (practices)	Staff, Pupils, Visitors	Operational practices in place to	<p><u>Face Coverings</u></p> <ul style="list-style-type: none"> ○ Adults and pupils should wear face coverings when moving around the premises, in corridors and communal areas, including the Refectory, in classrooms <i>where asked to</i> and on school transport. The needs of pupils who struggle to understand a teacher speaking through a mask must be taken into account, so that no-one is disadvantaged through the wearing of masks. The school has an ample stock of face-shields to facilitate safe and clear communication. ○ Parents have been given the opportunity to raise any objections to or issues with the above, and staff informed accordingly.

		<p>minimise the risk of the spread of infection</p>	<ul style="list-style-type: none"> ○ Some pupils and staff will be exempt from wearing masks, and staff must avoid challenging pupils in a potentially sensitive situation. Reminders to wear masks should be polite, encouraging and made in a general rather than an individual manner. <ul style="list-style-type: none"> ● <u>All</u> <ul style="list-style-type: none"> ○ Face coverings continue to be recommended for those > 11yrs using public transport or school minibuses. The school supports safe disposal and hand hygiene practices for those arriving with these. ○ The school holds a small supply of disposable face coverings at Reception ○ Pupils, staff, and visitors are briefed in the safe wearing, removal and storage of face coverings including hand hygiene <hr/> <p><u>Good Hand and Respiratory Hygiene</u></p> <ul style="list-style-type: none"> ● Soap and running water or hand sanitiser is readily available ● Hands are cleaned by all pupils, staff members and visitors, using soap or sanitiser on arrival, after break, when changing rooms, before and after eating, and after using the bathroom. ● Skin friendly cleansing wipes used for those who need assistance in cleaning hands and sanitiser use is supervised where necessary ● ‘Catch-it, bin-it, kill-it’, promoted throughout school. ● The school provides tissues and sufficient bins to support disposal of waste. ● The school considers support for those who may have difficulty. <hr/> <p><u>Cleaning</u></p> <ul style="list-style-type: none"> ● A cleaning schedule is in place showing increased frequency with a focus on areas used by multiple groups and frequently-touched surfaces in line with normal procedures and cleaning risk assessment. There is no requirement for additional PPE to be worn for routine cleaning. ● Cleaning following confirmed/suspected case carried out in accordance with PHE guidance COVID-19: cleaning of non-healthcare settings ● If any cleaning has to be contracted out the school will maintain a record of what enhanced processes have been implemented. <hr/> <p><u>Grouping and Measures Within Classrooms</u></p> <ul style="list-style-type: none"> ○ There is no further requirement to maintain ‘bubbles’ (consistent groups). ○ All staff can operate across multiple classes and year-groups. ○ Seating plans should be drawn up and adhered to, a copy for each class being logged on Class Charts. ○ Pupils sit side by side and facing forwards wherever possible. ○ Education and care support for those with complex needs is provided as normal.
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Measures Elsewhere

- Breaktimes and lunchtimes will continue to be staggered for ease of operation, with larger group activities now permissible. Depending on the current infection situation, distancing precautions remain recommended practice.
- Staff room use is as pre-Covid, but care should be taken to avoid overcrowding and extra care should be taken to keep the area clean.

Other Considerations

- Equipment:
 - Classroom resources are used freely, but are subject to regular cleaning
 - Resources shared between classes are cleaned regularly
 - Outdoor play equipment is cleaned regularly

Dedicated school transport

- Consistent grouping is applied to those using LMS minibus transport
- No one with COVID-19 symptoms may travel on LMS transport, but an identified close contact may travel if testing negative.
- Ventilation of fresh air maximised
- Hands cleaned before boarding and again on disembarking
- School vehicles cleaned more frequently
- Those over 11 years old should continue to wear face coverings

Public Transport

- Walking and cycling to and from school are promoted
- Face coverings are required for travel on public transport for all over 11 years old, including staff, unless exempt.

Boarding

- Guardians and Parents are informed about the school's arrangements
- The school has signed up to the BSA Covid-safe Charter
- Arrangements are in place for the management of suspected and confirmed cases in boarding accommodation.
- Travel plans for international students are reviewed to identify students travelling from or through [red-list](#) countries (if that category is currently applicable) and they are advised not to travel.
- Anyone who does travel from or through a red-list country (if applicable) will be required to self-isolate in accordance with current guidance and is liable for the costs associated with this.
- Currently (28.01.2021) Students travelling from abroad who are fully vaccinated are not required to quarantine but must take a pre-booked PCR test on arrival. Students who are not fully vaccinated must quarantine for 10 days on arrival and must take a pre-booked day 2 and 8 PCR test. These rules will change on 11.02.2022.

Infection Control (premises)	Staff, Pupils, Visitors	Changes to or introduction of physical control measure to minimise the risk of the spread of infection	<ul style="list-style-type: none"> • The whole school is kept well ventilated insofar as the ventilation systems allow and whilst maintaining a suitable teaching and working environment. Mechanical ventilation systems are set to ‘fresh air’. Single room systems continue to operate as normal. • Windows are opened where possible, where the outside temperature allows it, and where doing so does not create undue risks. Where no mechanical ventilation is provided, wherever reasonable, windows are fully opened at least at every break time to vent the room • Non-fire doors are propped open to support ventilation and to remove need for hand contact • Outdoor play equipment thoroughly cleaned on a regular basis.
Delivery of ‘higher risk’ subjects	Staff, Pupils	Delivery of lessons such as science, D&T, Drama and PE require pupils and staff to work in close proximity thereby increasing the risk of infection	<ul style="list-style-type: none"> • Subject leads continually review their departmental risk assessments against sector specific guidance for the planned activities and update these accordingly. <ul style="list-style-type: none"> ○ CLEAPSS guidance referred to in planning science, D&T and Art ○ AfPE and national governing body guidance referred to in planning physical activities ○ Music Mark and DCMS Performing Arts guidance referred to in planning music, dance and drama <p>Music and Drama</p> <ul style="list-style-type: none"> • Singing and wind instrument playing takes place in in larger rooms with ventilation maximised. Where possible, rehearse outdoors if the weather permits. Currently, ensembles may only contain one year-group. • Choirs and ensembles will only take place where good levels of natural airflow can be maintained • Wind players positioned so that air is not blown into another player • Robust handwashing practised, before and after handling equipment/instruments • Any shared equipment is cleaned regularly <p>Physical Activity</p> <ul style="list-style-type: none"> • Equipment thoroughly cleaned on a regular basis. • Outdoor lessons prioritised where possible. Indoor spaces have natural ventilation maximised • Outdoor activities may be across year-groups. Indoor activities must only involve one year-group. <p>Educational Visits</p> <ul style="list-style-type: none"> • Trips and visits, including to international destinations, may take place, but each will be considered individually and a decision will be taken regarding postponement, due to the current need to isolate and test on returning to the UK. This guidance will be updated if the international situation regarding Omicron alters.
Anxiety, stress and worry	Staff, pupils	Those coming to work or	<ul style="list-style-type: none"> • The workforce and any Union reps have been involved in the development of this risk assessment and associated control measures • This risk assessment and its findings have been shared with staff and published on the school website.

	(parents indirectly)	school may be anxious, worried our stressed	<ul style="list-style-type: none"> Staff have access to Group's occupational health and counselling service Aspects of RA shared with pupils in tutor groups or Year group meetings – age-appropriate and processes they need to follow. Aspects of RA shared with parents. Communication was sent to parents prior to start of year outlining all information and processes to follow. PSHE sessions in school/through year group meetings. Staff identifying possible anxious pupils to DSL Regular communications with parents, staff and pupils re: updates to guidelines, school approach Any anxious staff to communicate with their line manager HR apprentice has shared details of the Counselling service with staff
Intimate Care/Higher Dependency Pupils	Staff, Pupils	Intimate care brings people within close proximity of each other thereby increasing the risk of infection	<ul style="list-style-type: none"> Staff providing intimate care to use PPE as they would do normally for providing care in line with children's needs <u>No specific PPE is required unless the child in question is symptomatic</u> (see <i>Suspected/confirmed case in school</i> section).
Failure to follow local rules	Staff, Pupil, Visitors	Persons fail to follow local rules due to lack of awareness or persons who violate local rules	<ul style="list-style-type: none"> Risk assessment developed in collaboration with staff and Union reps and shared with all parties All staff reminded of their duty to follow these control measures and to support staff or pupils who may fail to follow these in a constructive manner. Identified difficulties in following the rules will be treated supportively. Transgressions will be escalated through existing behaviour/disciplinary arrangements
The school lapses in following national/ group guidelines and advice	Staff, Pupil, Visitors	Lack of awareness leads to failure to follow required controls	<ul style="list-style-type: none"> Central office to ensure that Coronavirus pages on the Hub are kept updated Important updates/changes included in CEO's Heads Bulletins Regular key guidance updates issued by Group H&S Manager Headteacher to ensure that all relevant guidance is followed and communicated to staff Senior Leaders keep themselves up-to-date with advice issued by, but not limited to, DfE, NHS, Department of Health and Social Care and PHE, and review this risk assessment accordingly The LGB is kept informed on changes in guidance and school approach
Other Risk Assessments	Staff, Pupils	Other risk assessment that aren't updated and	<ul style="list-style-type: none"> Extra-curricular provision/wraparound care (e.g. Music/Sport/Drama/Homework club) care is carried out line with the principles outlined in this risk assessment Fire safety procedures have been amended to support COVID-19 infection control arrangements

		therefore become invalid	<ul style="list-style-type: none"> Staff training schedule monitored and any slippage identified and managed
Temporary Home Workers	Staff	Staff working from home having DSE issues, accidents or suffering wellbeing or stress issues arising from social isolation or other factors.	<p>DSE</p> <ul style="list-style-type: none"> Staff are allowed to take home peripherals and chairs from office Guidance on setting up a suitable workstation provided on HSE website Additional equipment needs are reviewed on a case-by-case basis <p>First Aid/Accidents</p> <ul style="list-style-type: none"> Any accidents to be logged onto ARMS and line manager to be notified <p>Wellbeing/Stress</p> <ul style="list-style-type: none"> Guidance on wellbeing provided on Hub coronavirus pages – dedicated wellbeing section Guidance has been provided to managers on supporting their teams and reasonable expectations during this period. Any staff still furloughed to have ‘keep in touch meetings’ with their line manager

Details of any additional control measures for consideration			
<p>Dynamic control measures to be implemented as changing situation demands</p> <p>Depending on changing levels of infection in the school and local community, some or all of the following measures will be implemented to respond appropriately to the current situation, to be communicated to staff, pupils and by newsletter to parents. Advice to be taken from PHE.</p> <ol style="list-style-type: none"> Bubbles for classes or year-groups Restriction of period 7/after-school activities to keep year-groups separate Face masks in public spaces indoors Face masks in classrooms Assemblies on Teams or in year-groups rather than Key Stages ‘Warn and inform’ letter sent home in the case of 10% infection rate or higher, within a year-group Appropriate restrictions on any events involving parents or the public 			

Assessment completed by:

Maria Young

Date:

28.01.2022

Date of next review:

11.02.2022