



## **Maltby Academy**

# **September 2021 full opening plan and risk assessment (February 2022 update)**

*This document will be reviewed regularly and is aimed at being a usable working document which will constantly be evolving based on feedback.*

**Premises: Maltby Academy**

**Work Activity: [September 2021 full opening plan and risk assessment](#)**

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**Updated: 25.2.22**

**Pages: 15**

## Maltby Academy – September 2021 full opening

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Version	Date	Author	Note of revisions
1.0	1.9.21	R Wood	Full opening plan shared with staff, pupils and parents
2.0	29.11.21	R Wood	Added section 2.14 relating to face coverings, in response to new government guidance released 28.11.21
3.0	2.1.22	R Wood	Amended section 2.14 relating to face coverings, to reflect new government guidance released 1.1.22
3.1	2.1.22	R Wood	Added updated guidance on self-isolation period in section 2.1
3.2	12.1.22	R Wood	Amended guidance on self-isolation 2.1 Included additional guidance on removal of need for confirmatory PCR test following a positive LFD test 2.1
4.0	17.1.22	R Wood	Amended guidance on self-isolation 2.1 to reflect further reduction in self isolation period.
5.0	19.1.22	R Wood	Updated the guidance on face coverings (2.14)
6.0	25.2.22	R Wood	Updated the guidance on self-isolation and asymptomatic testing (2.1) in response to new government guidance released 24.2.22

## **Section 1 - Overview and rationale**

*“As the country moves to Step 4 of the roadmap, the government will continue to manage the risk of serious illness from the spread of the virus. This marks a new phase in the government’s response to the pandemic, moving away from stringent restrictions on everyone’s day-to-day lives, towards advising people on how to protect themselves and others, alongside targeted interventions to reduce risk. As COVID-19 becomes a virus that we learn to live with, there is now an imperative to reduce the disruption to children and young people’s education - particularly given that the direct clinical risks to children are extremely low, and every adult has been offered a first vaccine and the opportunity for two doses by mid-September.*

*Our priority is for you to deliver face-to-face, high quality education to all pupils. The evidence is clear that being out of education causes significant harm to educational attainment, life chances, mental and physical health.*

*We have worked closely with the Department of Health and Social Care (DHSC) and Public Health England (PHE) to revise this guidance”. [Schools Covid-19 Operational Guidance – Updated July 2021](#)*

Underpinning all of these plans will be the safety of both students and staff. Our detailed risk assessment has been shared on our website since Monday 24 August 2020, in readiness for September 2020 and has now been updated further for the September 2021. Our updated plans and risk assessment are based on the government’s systems of control to:

1. Ensure good hygiene for everyone.
2. Maintain appropriate cleaning regimes.
3. Keep occupied spaces well ventilated.
4. Follow public health advice on testing, self-isolation and managing confirmed cases of Covid-19.

Further government guidance on the full opening of schools in March can be found at: <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

**This plan and risk assessment has been created based on the following guidance and advice:**

- Governments (Gov.uk) Guidance for full opening: schools (details outlined above):
- Implementing Protective Measures in Education and Childcare Settings
- Safe working in education, childcare and children’s social care
- NASUWT School COVID-19 Operational Guidance – July 2021

## **Section 2 - Outline of plan**

All students will return to the Academy on **Monday 6<sup>th</sup> September 2021**. **Year 7 and 12 will have a transition day on Friday 3<sup>rd</sup> September 2021**.

### **2.1 Systems of Control: Protective Measures**

- The table below outlines the key protective measures the school will take to deliver the four systems of controls identified by Public Health England.
- Further controls are set out in the plan and risk assessment below.

<b>No</b>	<b>Essential Control</b>	<b>School Actions</b>
1	Ensure good hygiene for everyone.	<ul style="list-style-type: none"><li>• All students and staff will be reminded to wash hands before and after visiting the toilet, coughing/sneezing and having a meal.</li><li>• All students will receive reminders on effective handwashing routines via posters and on large screens in social areas.</li><li>• The academy will deploy posters that remind pupils and staff about the importance of catching a cough or sneeze in tissue, disposing of the tissue and washing hands, particularly on large screens and by washbasins/toilets and at entry/exit points.</li><li>• All classrooms, social spaces and corridors will have adequate lidded bins.</li><li>• Hand sanitiser stations will be available throughout the academy</li></ul>
2	Maintain appropriate cleaning regimes.	<ul style="list-style-type: none"><li>• There will be an enhanced cleaning schedule throughout the day.</li><li>• The school will be cleaned every morning before school opens (a specific focus on door handles, desk surfaces).</li><li>• The school will also be cleaned at the end of the school day.</li></ul>
3	Keep occupied spaces well ventilated.	<ul style="list-style-type: none"><li>• Doors to social areas to remain open when appropriate (when there is adverse or cold weather the doors will be shut – The Principal will make the decision on this and will update the appropriate staff).</li><li>• Classroom windows will be open when appropriate (when there is adverse or cold weather the doors will be shut – The Principal will make the decision on this and will update the appropriate staff). When the weather is too cold, the windows will be opened when the room is not occupied over break and lunch to allow for air circulation.</li><li>• Classroom doors will remain open during lesson time, these may be temporarily closed when different groups of students are moving between social time and lessons so not to disturb the quality of teaching and learning. They will be reopened when the corridor is clear.</li></ul>

		<ul style="list-style-type: none"> <li>Classroom doors may be closed when a video is being played so as not to disturb other classes but should be reopened at the end of any video clip.</li> </ul>
4	Follow public health advice on testing, self-isolation and managing confirmed cases of Covid-19.	<ul style="list-style-type: none"> <li>If any staff member or student develops symptoms they will be sent home immediately.</li> <li>Staff members or students should remain home if they develop symptoms until they have a negative PCR test.</li> <li>If a student develops symptoms whilst at the academy they will be isolated until they get picked up or alternative arrangements are made to get them home.</li> </ul> <p><b>Updated guidance on self-isolation and asymptomatic testing (24.2.2022)</b></p> <ul style="list-style-type: none"> <li>From 24<sup>th</sup> February 2022, the government removed the legal requirement to self-isolate.</li> <li>Children and staff are also no longer required to self-isolate if they live with somebody who has tested positive for Covid-19.</li> <li>Children and young people who are asymptomatic but, live with someone who has COVID-19 should continue to attend their educational setting as normal.</li> <li>From Tuesday 11 January. Staff and students who have a positive LFD result will no longer be advised to get a confirmatory PCR test.</li> <li>People who are self-isolating with COVID-19 should take an LFD test from 5 days after their symptoms started (or the day their test was taken if they did not have symptoms) followed by another one the next day. If both these test results are negative, they should return to their educational setting, as long as they feel well enough to do so and do not have a temperature.</li> <li>From 21 February, staff and pupils in mainstream secondary schools will not be expected to continue taking part in regular asymptomatic testing.</li> </ul>

All students are expected to attend school full-time from 6<sup>th</sup> September 2021 (3<sup>rd</sup> September for Y7 and 12). Government guidance has made it very clear that it is vital for **all** children to return to school to minimise the possible longer-term impact of the pandemic on children's education, wellbeing and wider development. Missing out on more time in the classroom risks students falling further behind. This means from 6<sup>th</sup> September 2021 the usual rules on school attendance will apply, including:

- parents' duty to secure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age
- school's responsibility to record attendance and follow up absence
- the availability to issue sanctions, including fixed penalty notices, in line with the local authority's code of conduct.

A register will be taken at 8:30 each morning (during tutor time) for all students and at the start of the afternoon lesson (Lesson 3). The school will follow the DfE guidance on absence codes for students who fail to attend school.

### **Covid-19 Isolation related absence**

Only students who have contracted Covid-19 or have been instructed by NHS Track and Trace will be able to access learning from home. All other students are expected to attend the academy to access their education.

If a student is absent due to contracting covid-19 or has been instructed by NHS Track and Trace to self-isolate the following will happen:

- A member of staff at the school will contact the student to discuss accessing lessons via Microsoft Teams.
- A member of SLT will email an updated list of students isolating to staff each day.
- The teacher will invite the student to their online lesson prior to the lesson beginning.
- The teacher will place all required resources on Microsoft Teams prior to the lesson beginning.
- The student will then access the lesson being taught at school electronically.
- The student is expected submit their work via Satchel:One/Microsoft Teams/Email.

### **2.3 Y7 and 12 - First Day Arrival Times (Friday 3<sup>rd</sup> September)**

- New Y7 Students arrive on site between 8.10 - 8.25am through the Braithwell Road Y7 gates.
- Students will receive an assembly which informs them of the new protocols in place for September 2021.
- Y12 will arrive before 8:20 via the main entrance and will attend a briefing outlining the new protocols in place for 2021.

## 2.4 Timings of the school day

Maltby Academy - Timings of the Day	
Tutor Time	8.30 – 8.50
Period 1	8.50 – 10.30
Break	10.30 – 10.45
Period 2	10.45 – 12.25
Lunch	12.25 – 12.55
Period 3	12.55 – 2.35
Period 4 (Y11 only)	2.35 – 3.30

## 2.5 Arrival and entry to the site

- From Monday 6<sup>th</sup> September 2021, all students should arrive for **between 8.10 – 8.25am**. Students will enter the academy through designated year group gates as follows:
  - Y7 Pupils entrance
  - Y8 DT gate
  - Y9 Top car park entrance
  - Y10 Bottom English gate
  - Y11 Main Entrance
  - Y12/13 Main Entrance

## 2.6 Break and lunch time

- Students will be based in 3 separate year group zones at break and lunch. Each zone will have its own serving arrangements. Food (including hot food) will be available in each zone at lunch time. Packed lunches will be allowed.
- During break, students will be supervised by their Student Achievement Leaders, Welfare Officers and Senior Leaders, in addition to teaching staff as per a rota.

## 2.7 Duties

- An extensive duty rota will be in place throughout the day.
- A specific duty rota will be shared with all staff.

## **2.8 Catering**

Food will be served in 3 locations:

- Years 11, 12 and 13 – Kiosk
- Year 9 & 10 – Main Hall
- Year 7 & 8 – Diner & Bistro
  - Catering staff will continue to wash hands with soap regularly, particularly before serving food.
  - Cashless catering will continue to apply. Wipes and hand sanitiser will be available at all serving stations.

## **2.9 End of the day**

- All students will leave site via the nearest exit.
- A comprehensive duty rota will be in place to supervise students as they leave.

## **2.10 Policies**

The following policies will be reviewed signed off by Friday 28 August:

- First Aid
- Administration of Medicines
- Pupils with Medical Conditions
- Toileting and Intimate Care
- Attendance
- Safeguarding
- Exclusions
- Behaviour
- Emergency Evacuation
- Remote Learning Guidance
- Health and Safety
- Home/Academy Agreement



- Sickness absence policy
- Uniform policy (face masks)

From 31 August 2021 updated policies will be available on the school website [www.maltbyacademy.com](http://www.maltbyacademy.com) > Home > Menu> About us > Our Policies.

### **2.11 Toilets**

- All toilets in the building will be open.
- Year groups will have designated toilets before school, break time and lunch time.
- Only one student per cubicle should enter the toilets.
- Duty staff will support the supervision of the use of toilets during break and lunchtime.
- Toilets will be checked regularly by the 'active support' team.
- All cubicles will be disinfected regularly.
- Teaching staff will notify 'on call' via class charts if a student needs the toilet, they will then be escorted to and from the toilet by a member of staff. Reactive cleaners will be made aware of toilet use and clean the toilets regularly.

### **2.12 Cleaning**

- There will be a reactive cleaner on site at all times.
- In each of these areas, cleaners will disinfect and wipe down all surfaces in these high frequency areas:
  - In toilets
  - Stair railings, entrances to the buildings, lifts and staffroom offices
  - Entrance to classrooms. All classroom doors will be wedged open to improve ventilation and so the handles don't have to be used.
  - Break and lunch locations before, during and after break and lunchtimes (this is undertaken by the catering team).
- The school will be cleaned every morning before school opens and at the end of the school day (a specific focus on door handles, desk surfaces).
- All classroom doors will be wedged open.
- Wipes will be available in all ICT rooms for students to wipe keyboards and mice prior to, and after using, the ICT equipment.

### **2.13 Hand Hygiene**

- Students will be reminded to wash hands regularly.
- Hand sanitiser stations will be available throughout the academy and students and staff will be instructed to use these regularly.

### **2.14 Face Coverings**

- Updated government guidance has now made it compulsory for students, staff and visitors (unless exempt) to wear a face covering in all corridors and communal areas.
- Staff and visitors will be expected to wear face coverings in these areas from Monday 29<sup>th</sup> November
- Students will be expected to wear a face covering in these areas from Tuesday 30<sup>th</sup> November
- **In line with the government announcement on 19.1.22 there is no longer a requirement for staff and students to wear face coverings in the classroom. From 27.1 22 there will no longer be a requirement for staff and students to wear a covering in corridors or communal areas.**
- The academy will provide disposable masks to any student, staff or visitors that doesn't have one on arrival.

### Section 3 – Risk Assessment

Hazards identified	Persons at risk	Key questions to review risk	Overview of information and actions taken regarding the hazard identified	Further action required (if any) / Comments
<b>3.1 Infection control</b>				
3.1.1 Risk - Spread of COVID-19 due to poor hygiene and infection control			<ul style="list-style-type: none"> <li>• The table in section 2.1 on pages 4 - 5 outlines the key protective measures the school will take to deliver the four essential controls identified by Public Health England.</li> </ul>	
<b>3.2 Staffing / facilities / compliance</b>				
3.2.1 Staff shortages due to absence may compromise operational safety	Staff	<ol style="list-style-type: none"> <li>1. Calculate grouping sizes/likely attendance against number of available staff</li> <li>2. Calculate groupings against statutory ratios</li> <li>3. What provision is in place for monitoring and adjusting arrangements?</li> </ol>	<ul style="list-style-type: none"> <li>• The health status and availability of every member of staff is regularly updated so that deployment can be planned.</li> <li>• All SLT/senior staff members are briefed on each other's roles in order to avoid any single point of failure.</li> <li>• Sufficient cover/supply staff are available.</li> <li>• Roles have been reallocated to cover any critical functions where appropriate. Staff have appropriate competences and training to fulfil their roles.</li> <li>• Staff have been trained /briefed across disciplines to avoid any single points of failure.</li> <li>• There are sufficient qualified first aiders to cover the numbers of staff and pupils on site.</li> <li>• Operational SLT review at the end of each day.</li> </ul>	
3.2.2 Are measures in place to ensure registration processes are undertaken effectively and accurately?	Staff	<ol style="list-style-type: none"> <li>1. Is a paper-based system needed or can SIMs access be provided to all staff for whom it is needed?</li> <li>2. Are systems in place for registers to be completed in a timely manner?</li> <li>3. Are systems in place for registers to be returned to the office with minimal footfall in</li> </ol>	<ul style="list-style-type: none"> <li>• Staff will take registers on SIMs during Tutor time (am reg) and Lesson 3 (pm reg).</li> <li>• A member of the attendance/pastoral team will be available to contact home for students who don't arrive.</li> <li>• All teaching staff have access to on call through class charts</li> <li>• Active support, key duty staff and reception staff will have radios.</li> <li>• Late arriving students will enter through the main reception doors and the relevant member of the pastoral team will collect them and ensure they are registered</li> <li>• Enquiries emails will be checked regularly. Reception will be manned at all times (8:00 – 16:00).</li> </ul>	

		<p>school?</p> <p>4. Is school able to differentiate between those students expected/shielded/ being kept at home / absent due to illness/ absent due to safeguarding concerns</p> <p>5. Has thought been given to how late arriving pupils will be taken to groupings?</p> <p>6. What provision is in place for monitoring and adjusting arrangements?</p>		
3.2.3 Risk of too many staff utilising toilet facilities causing cross contamination.	Staff	<p>1. What cleaning regime are staff expected to adhere to after use?</p> <p>2. How will cleanliness of handles and door plates be guaranteed to prevent cross contamination?</p>	<ul style="list-style-type: none"> <li>• Staff will have access to toilets throughout the building. All toilets will be clearly labelled and have available cleaning products inside to clean handles etc.</li> <li>• Staff should maintain social distancing when moving around the building.</li> </ul>	
<b>3.3 Classroom environments</b>				
3.3.1 Risk of infection spreading within groups due to poor hygiene – Surfaces/handles/equipment are not clean or become contaminated during the day.	All	<p>1. What provision has been made for drying hands? Is this sufficient/sustainable?</p> <p>2. What routines are in place for good cough/sneeze hygiene? Is this sufficient/sustainable?</p> <p>3. Are interior doors propped open to minimise handle contact? Is a cleaning regime in place for handles/door plates?</p> <p>4. Are clear, high profile reminders prominently displayed for children giving key messages?</p> <p>5. What provision is in place for monitoring and adjusting arrangements?</p>	<ul style="list-style-type: none"> <li>• Government document ‘guidance on hand cleaning’ to be shared with all staff and the principles of this with pupils.</li> <li>• Lidded bins will be in every classroom to promote the ‘catch it, bin it, kill it’ approach’.</li> <li>• All toilets in the building will be open. Reactive cleaners will be in place throughout the day to clean the toilets regularly.</li> <li>• Students will be escorted to the toilet by a member of the ‘active support team’.</li> <li>• An extensive ‘active support’ team will be in place every lesson, patrolling the corridors.</li> <li>• All classroom windows should be left open during the lesson unless it disrupts the learning. All classroom doors should be kept open at all times, using the door wedges. If the weather is too cold, the windows can be closed but must be reopened over break and lunch.</li> <li>• The school will be cleaned every morning before school opens (a specific focus on door handles, desk surfaces).</li> </ul>	
<b>3.4. Movement around school during day (children)</b>				
3.4.1 Danger of cross-contamination from door handles, equipment etc in classroom, communal and public areas	All	<p>1. Will doors etc be kept open to minimise the need for them to be touched?</p> <p>2. What cleaning regime will be needed in order to ensure that handles and door plates are not sources of cross contamination?</p> <p>3. What hand cleaning regime will be implemented to minimise the risk of cross contamination from outside the classroom – eg provision of sanitiser/soap?</p> <p>4. How will this be labelled/clearly</p>	<ul style="list-style-type: none"> <li>• Students will then be based in designated locations before school, at break time and at lunch time. Each of these areas includes designated toilets and an outside space. On entry to the school, students will be directed to the relevant location.</li> <li>• Students must attend school in full school uniform as expected by the latest government guidance: <a href="https://www.gov.uk/government/publications/guidance-for-parents-and-carers-of-children-attending-out-of-school-settings-during-the-coronavirus-covid-19-outbreak">https://www.gov.uk/government/publications/guidance-for-parents-and-carers-of-children-attending-out-of-school-settings-during-the-coronavirus-covid-19-outbreak</a></li> <li>• An extensive ‘active support’ team will be in place on all corridors during lesson change over.</li> <li>• Active support team patrolling the academy all day.</li> <li>• Doors will be kept open to reduce the need to touch door handles. Cleaning of spaces will take place every morning</li> <li>• This will be communicated to parents via letter and posters will be displayed throughout</li> </ul>	

		5. What provision is in place for monitoring and adjusting arrangements?	<p>the academy highlighting hand washing protocols.</p> <ul style="list-style-type: none"> <li>• Pupils will not be allowed out of the classroom unsupervised at any time. In an emergency the active support system will be used and SLT will collect/escort the pupil.</li> <li>• A member of SLT will be constantly present in each part of the school and any issues/messages can be relayed.</li> <li>• Students will be escorted to the toilet during lessons time.</li> </ul>	
3.4.2 Danger of Cross contamination in communal facilities	All	1. What provision is in place for monitoring and adjusting arrangements?	<ul style="list-style-type: none"> <li>• Students will then be based in separate year group locations before school, at break time and at lunch time. Each of these areas includes designated toilets and an outside space. On entry to the school, students will be directed to the relevant location.</li> <li>• An extensive 'active support' team will be in place on all corridors during lesson change over.</li> <li>• Active support team patrolling the academy all day.</li> <li>• Doors will be kept open to reduce the need to touch door handles. Cleaning of spaces will take place every morning.</li> </ul>	
<b>3.5 Safeguarding / First Aid</b>				
3.5.1 Risk of increased safeguarding/ pastoral needs following self-isolation – risk of pastoral worker/ safeguarding lead cross contaminating individuals and groups	All	<ol style="list-style-type: none"> <li>1. What provision has been made for pastoral/ safeguarding support?</li> <li>2. Have reporting lines been reinforced?</li> <li>3. How will pastoral support be provided while maintaining social distancing – can outside spaces be utilised?</li> <li>4. What consideration has been made to access by social workers/Early Help etc – how will this be managed?</li> <li>5. What provision is in place for monitoring and adjusting arrangements?</li> </ol>	<ul style="list-style-type: none"> <li>• Staff will be briefed around the need to be vigilant to concerns over student wellbeing/abuse.</li> <li>• All safeguarding training is up to date and reporting will follow the established channels to the safeguarding team.</li> </ul>	
<b>3.6 Suspected / Confirmed Cases</b>				
3.6.1 Risk of contamination spreading as symptomatic child continues to mix with staff / children	All	<ol style="list-style-type: none"> <li>1. Has a clear message been communicated to all stakeholders that any child with a raised temperature or cough will be sent home?</li> <li>2. Have good hygiene systems been put in place to ensure basic sneeze/cough/hand hygiene is consistently adopted?</li> <li>3. Has a well-ventilated area been allocated to 'hold' children with symptoms in isolation until they can be collected?</li> <li>4. What arrangements are in place for supervision while a child is in the isolation space?</li> <li>5. What provision is in place for monitoring and adjusting arrangements?</li> </ol>	<ul style="list-style-type: none"> <li>• Anyone displaying symptoms will be sent home immediately and asked to book a test. They will be asked to inform the school of the result.</li> <li>• Any student showing symptoms who cannot leave the premises straight away, will be moved to a room where they can be isolated behind a closed door. A window will be opened for ventilation. If they need to go to the toilet while waiting to be collected, they should use a separate toilet if possible. The toilet should be cleaned and disinfected using standard cleaning products before being used by anyone else.</li> <li>• This message will be communicated to all staff, parents and governors. We will continue to liaise with the member of staff on their condition and eventual return to school.</li> <li>• If a member of staff displays symptoms they should leave the academy immediately and book a PCR test. Staff should inform the academy of the result.</li> </ul>	

3.7 Health and Wellbeing				
3.7.1 Risk to staff mental health and well-being	All	<ol style="list-style-type: none"> <li>1. What is in place to reassure staff they are working in as safe an environment as possible?</li> <li>2. Have staff been asked what they need to feel safe?</li> <li>3. What is in place to ensure that staff have opportunities for self-referral to mental health support?</li> <li>4. What is in place to provide opportunities for confidential conversations/counselling sessions?</li> </ol>	<ul style="list-style-type: none"> <li>• Communication with staff is prioritised to ensure clarity of procedures and reassurance around safety measures being put in place.</li> <li>• Staff suffering with mental health issues are advised to contact their GP initially, but there are counselling services available, including bereavement counselling through the MAST service. Staff should contact a senior leader in school if they require this service</li> <li>• Wellbeing/mental health issues are discussed with pupils during PSHE/assemblies and at other appropriate opportunities.</li> <li>• Age-appropriate websites/resources are provided for pupils.</li> <li>• Staff are directed to useful websites and resources that they might find helpful themselves.</li> <li>• Line managers stay in touch regularly with staff and check that they are well.</li> <li>• Staff briefings and training focus on wellbeing, recognising the importance of their own wellbeing and that of their pupils.</li> <li>• Appropriate work plans are agreed with staff and support is provided where necessary.</li> <li>• Staff working from home help to provide remote learning for any pupils who are not at school.</li> <li>• Staff are considered as individuals and managed accordingly.</li> <li>• Wellbeing and work-life balance are promoted with all staff.</li> <li>• The school has access to trained staff who can deliver any bereavement counselling and support.</li> </ul>	

#### Section 4 – Mass Testing Risk Assessment and Data Protection\*

*\*Schools and academies are no longer required to undertake mass testing (25.2.22)*

Activity / Task					
Description of task / process / environment being assessed	General and clinical activities on the asymptomatic testing site at Maltby Academy				
Activities Involved	Testing staff and students			Location	Block 3 & Old Building
Who Might be affected	Employee ✓	Student ✓	Contractor	Visitor	

Hazard Identification and evaluation							
No	Hazards	Associated risks	Current Control/ Mitigation Measures	Risk			Additional control needed? Action No
				Probability	Severity	Risk	

1	Contact between subjects increasing the risk of transmission of COVID19	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> <li>• <b>Symptoms:</b> All students have been advised to follow PHE/Government guidance, and not to attend if they have symptoms, live with someone showing symptoms or have been in close contact of someone showing symptoms/tested positive</li> <li>• <b>Face coverings</b> are mandatory for all pupils and staff when moving around the building. Face coverings will be lowered briefly to undertake the swabbing.</li> <li>• Reminder will be sent to all pupils prior to attending of the need to wear a face covering.</li> <li>• <b>Hand hygiene.</b> All pupils and staff will sanitise hands on arrival at the testing room</li> <li>• <b>Movement.</b> A one-way system will be in place to ensure social distancing and minimal crossing</li> <li>• <b>Cleaning.</b> Regular cleaning of the testing area will be carried out</li> <li>• <b>Bubbles.</b> Pupils will attend the testing area as part of their consistent bubbles</li> </ul>	1	4	4	Monitor the situation
2	Contact between subjects and staff increasing the risk of transmission of COVID19: <u>Welcome &amp; registration</u>	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> <li>• 2m social distance to be observed at all times. 2m marking on the floor to maintain distance from welcome desk. Verbal reminders given.</li> <li>• <b>Face coverings</b> are mandatory for all pupils and staff when moving around the building. Face coverings will be lowered briefly to undertake the swabbing.</li> <li>• No physical handling of documents except for barcodes</li> <li>• Members of Senior Leadership present to remind about social distancing expectations.</li> </ul>	1	4	4	Monitor the situation
3	Contact between subject and sampler increasing the transmission of COVID19: <u>Sample taking</u>	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> <li>• Test will be self-administered therefore no physical contact required</li> <li>• PPE will be worn by sampler</li> <li>• Subject will not be permitted enter the processing area – this will be clearly marked out.</li> <li>• <b>Face coverings</b> are mandatory for all pupils and staff when moving around the building. Face coverings will be lowered briefly to undertake the swabbing.</li> </ul>	1	4	4	Monitor the situation
4	Contact between sample and test centre runner increasing the transmission of COVID19: <u>Sample transport</u>	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> <li>• PPE will be worn including the use of gloves to ensure sample does not come into contact with any of the testing team</li> <li>• Training undertaken by all testing team in testing processes including transporting sample</li> <li>• Processing area in close proximity to sample taking</li> </ul>	1	4	4	Monitor the situation

5	Contact between samples and sample testers increasing the transmission of COVID19: <u>Sample processing &amp; analysis.</u>	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> <li>PPE in place for all testing staff</li> <li>Training undertaken by all testing team includes the safe handling of samples</li> <li>Disinfectant wipes to be used to wipe down the processing area regularly</li> </ul>	1	4	4	Monitor the situation
6	Contact between samples and sample testers increasing the transmission of COVID19: <u>Sample disposal and waste disposal</u>	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> <li>PPE in place for all testing staff</li> <li>Training undertaken by all testing team includes the safe disposal of samples</li> <li>Waste bins provided for processing and disposal areas</li> </ul>	1	4	4	Monitor the situation
7	Incorrect result communication	Wrong samples or miscoding of results	<ul style="list-style-type: none"> <li>2 identical barcodes are provided to subject at check in</li> <li>The subject registers their details to a unique ID barcode before conducting the test</li> <li>Barcodes are attached by trained staff at the sample collection bay</li> <li>Barcodes are checked for congruence at the analysis station 1 and applied to Lateral Flow Device at this station</li> </ul>	1	2	2	No action needed
8	Damaged barcode, lost LFD, failed scan of barcode	Orphaned record on registration portal & No result communicated to individual	<ul style="list-style-type: none"> <li>Rule based recall of subjects who have not received a result within x hrs of registration</li> <li>Subjects are called for a retest</li> </ul>	1	2	2	No action needed
9	Extraction solution which comes with the lab test kit contains the following components: NA <sub>2</sub> HPO <sub>4</sub> (disodium hydrogen phosphate), NaH <sub>2</sub> PO <sub>4</sub> (sodium phosphate monobasic), NaCl (Sodium Chloride)	These components do not have any hazard labels associated with them, and the manufacturer states that there are no hazards anticipated under conditions of use as described in other product literature. This is the case for exposure to: eye, skin, inhalation, ingestion, chronic toxicity, reproductive and developmental toxicity, carcinogenicity, and medical conditions aggravated by exposure.	<ul style="list-style-type: none"> <li>PPE: nitrile gloves which meet the Regulation (EU) 2016/425 to be used at all times when handling the extraction solution. Safety glasses with side shields which are tested and approved under appropriate government standards to be worn at all times when handling the extraction solution. Impervious clothing to be worn to protect the body from splashes or spillages.</li> <li>Environmental: do not let product enter drains</li> <li>Spillages: wipe surfaces which the solution has been spilt on and dispose of cleaning material in line with the lab's waste disposal procedures</li> <li>Do not use if the solution has expired</li> <li>Training to be provided in handling potentially biohazardous samples, chemicals and good lab practice. Adhere to guidelines in these training procedures to prevent improper handling.</li> <li>Follow procedures on the MSDS form provided by Innova to mitigate against inhalation, skin contact or ingestion of these chemicals.</li> </ul>	1	2	2	No action needed

Data protection and GDPR							
10	Valid consent is not held before testing occurs	Under 16s are tested without corresponding parental consent	<ul style="list-style-type: none"> <li>All consent has been gathered electronically and is cross referenced by the registration team prior to testing</li> <li>Pupils can opt out of the test at any time and this is made clear prior to testing</li> </ul>	1	2	2	No action needed
11	Documents are left on show in the registration and recording desks	Student data may be visible to other students during the testing process	<ul style="list-style-type: none"> <li>All registration is completed electronically</li> <li>Consent has been gathered electronically and is cross referenced on a screen facing away from the students</li> <li></li> </ul>	1	2	2	No action needed
12	Results are shared with the wrong recipient/parent /carer	Confidentiality of data on positive test is compromised.	<ul style="list-style-type: none"> <li>Barcode is used at registration and throughout the process.</li> <li>Recorder enters the barcode and result on the track &amp; trace website</li> <li>Parents/carers are contacted by track and trace.</li> <li>The academy keeps its own records (recorded by the recorder at the same time) and contacts parents after the track and trace contact).</li> </ul>	1	2	2	No action needed
13	Inexperienced staff do not handle sensitive data appropriately	Confidentiality of test data is unintentionally compromised	<ul style="list-style-type: none"> <li>All staff involved in the testing process have had up to date data protection training and are aware of risks of compromising personal data</li> </ul>	1	2	2	No action needed
14	The devices use to scan barcodes store information about the tests in the browser	Subsequent users of the device may be able to access the personal data of the test subjects	<ul style="list-style-type: none"> <li>Only academy devices are used to register/record the data</li> <li>Browsers are operated in 'private' mode, therefore no data is stored from the browsing session</li> <li>All devices are fully locked/closed down when not in use</li> </ul>	1	2	2	No action needed
15	Test documentation and registers inadvertently shared with all staff	Confidentiality of test data is unintentionally compromised	<ul style="list-style-type: none"> <li>All documentation is kept in a limited access area on the network, where only staff who need access have authorisation.</li> </ul>	1	2	2	No action needed



16	Identity of a positive case is shared with close contacts	Identity of subject with positive test result is shared with others	<ul style="list-style-type: none"> <li>• When identifying and speaking to close contacts, staff do not divulge the identity of the subject with the positive test.</li> <li>• A clear script is used with conversations with parents and pupils</li> <li>• Staff make any phone calls to parents in an office by themselves and cannot be overheard</li> <li>• Staff have been instructed not to discuss positive cases with any other person</li> </ul>	1	2	2	No action needed
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