



Dorchester Learning Centre: Risk Assessment

January 2022

The Dorchester Learning Centre is a Pupil Referral Unit which caters for pupils 5-16 years of age. All of the pupils have either been permanently excluded from mainstream provision or have a medical need. A large proportion of our pupils have social, emotional and mental health needs (SEMH).

Our planning is underpinned by the Department for Education's advice on effective infection protection and control which states the following:

Prevention

DLC must always:

- 1) Make sure people who are required to self-isolate don't attend school.
- 2) Advise everyone to clean their hands thoroughly and frequently
- 3) Ensure good respiratory hygiene for everyone by promoting the 'catch it, bin it, kill it' approach.
- 4) Maintain appropriate cleaning regimes, including cleaning frequently touched surfaces often, using standard products such as detergents.
- 5) Keep occupied spaces well ventilated.
- 6) Manage and report confirmed cases of coronavirus (COVID-19) amongst the school community.
- 7) Contain any outbreak by following advice from Public Health Dorset.

All stakeholders will continue to follow this risk assessment and apply the control measures.

All protocol and procedures are aligned to the Risk Assessment of Schools document.

The following risk assessment outlines relevant detail from the government’s guidance with further detail about how DLC will adopt measures and ensure compliance to the statutory elements within. The aim of this plan is to minimise the risks, whilst acknowledging that we cannot negate them entirely.

Date of Risk Assessment	31.01.2022
Name & signature of Reviewer	David Dinsmore - Agreed by Governors Ian Roe

For any decision regarding COVID-19 always contact our local Health Protection Team on 0300 303 8162 or swhpt@phe.gov.uk. DFE hotline now setup 08000468687

Government guidelines changed on the 27 January 2022 and come into effect immediately. The changes are reflected below.

HAZARD	WHO MIGHT BE HARMED	CURRENT CONTROLS MEASURES IN PLACE	WITH CONTROL MEASURES RISK LEVEL (H/M/L)	WHO IS RESPONSIBLE FOR ACTIONS	WHEN WILL THE RISK BE RE-ASSESSED
Contact with someone suffering from coronavirus	<ul style="list-style-type: none"> • Staff • Pupils • Contractors • Visitors 	<p>Tracing close contacts and isolation</p> <p>Close contacts in schools are now identified by NHS Test and Trace and education settings will no longer be expected to undertake contact tracing.</p> <p>As with positive cases in any other setting, NHS Test and Trace will work with the positive case and/or their parent to identify close contacts.</p> <p>Contacts from a school setting will only be traced by NHS Test and Trace where the positive case or their parent specifically identifies the individual as being a close contact. This is likely to be a small number of individuals who would</p>	Medium	SLT/Headteacher/ Governors	At every guidance change.

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		<p>be most at risk of contracting COVID-19 due to the nature of the close contact. You may be contacted in exceptional cases to help with identifying close contacts, as currently happens in managing other infectious diseases.</p> <p>From 14 December 2021, adults who are fully vaccinated and all children and young people aged between 5 and 18 years and 6 months identified as a contact of someone with COVID-19 are strongly advised to take a LFD test every day for 7 days and continue to attend their setting as normal, unless they have a positive test result.</p> <p>Daily testing of close contacts applies to all contacts who are:</p> <ul style="list-style-type: none"> • fully vaccinated adults – people who have had 2 doses of an approved vaccine • all children and young people aged 5 to 18 years and 6 months, regardless of their vaccination status • people who are not able to get vaccinated for medical reasons • people taking part, or have taken part, in an approved clinical trial for a COVID-19 vaccine <p>Children under 5 years who are identified as close contacts are exempt from self-isolation and do not need to take part in daily testing of close contacts. They are advised to take a PCR test if the positive case is in their household.</p> <p>Pupils with SEND identified as close contacts should be supported by their school and their families to agree the most appropriate route for testing including, where appropriate, additional support to assist swabbing.</p> <p>For further information please see SEND guidance. Further information is available in NHS Test and Trace: what to do if you are contacted and in the stay at home: guidance for</p>			

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		<p>households with possible or confirmed coronavirus (COVID-19) infection. 7 18-year-olds are treated in the same way as children until 6 months after their 18th birthday, to allow them the opportunity to get fully vaccinated. At which point, they will be subject to the same rules as adults and so if they choose not to get vaccinated, they will need to self-isolate if identified as a close contact.</p> <p>Settings will continue to have a role in working with health protection teams in the case of a local outbreak. If there is a substantial increase in the number of positive cases in a setting (see Stepping measures up and down section for more information) or if central government offers the area an enhanced response package, a director of public health might advise a setting to temporarily reintroduce some control measures.</p> <p>If a symptomatic person comes into school, they will be sent home immediately or isolated until they can be picked up. They will be asked to go to the isolation room. 999 will be called if they are seriously ill or injured or their life is at risk. A taxi will be called immediately following discussion with parents. The person will use the staff toilet if needed and this will then be closed before cleaning occurs. The same protocol will be used if information is received throughout the day about a positive close contact through a phone call.</p> <p>Year 11 students will still not be allowed their phone and track and trace will be optional for staff, they must however remember safeguarding protocol and not be on their phone whilst with students.</p> <p>In the case of a symptomatic pupil who needs to be supervised before being picked up:</p> <ul style="list-style-type: none"> • If a distance of 2m can't be maintained, supervising staff will wear a fluid-resistant surgical mask • If contact is necessary, supervising staff will also wear 			

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		<p>disposable gloves and a disposable apron</p> <ul style="list-style-type: none"> If there's a risk of splashing to the eyes, such as from coughing, spitting or vomiting, supervising staff will also wear eye protection <p>Supervising staff will wash their hands thoroughly for 20 seconds after the pupil has been picked up.</p> <p>A deep clean will take place in the areas that the symptomatic person has been in, and PPE will be disposed of as follows:</p> <ul style="list-style-type: none"> Putting it in a plastic rubbish bag and tying it when full. Placing the rubbish bag in a second rubbish bag and tying it. Putting it in a suitable container and secure place marked for storage for 72 hours. <p>Waste will be stored safely and securely kept away from pupils. Waste will not be put in communal waste areas until it has been stored for at least 72 hours. This waste does not require a dedicated clinical waste collection.</p>			
Spreading infection due to touch, sneezes and coughs		<p>In England, face coverings are no longer required by law.</p> <p>All Staff, Visitors and Pupils can choose to wear a face covering using their own judgement.</p> <p>Handwashing facilities will be provided. Hand Santizer stations in all areas of the school. All PPE products have COSHH data sheets in the cleaning baskets in the relevant classrooms. Furthermore, in each classroom there will be a hand sanitizer dispenser.</p> <p>Everyone in school will:</p> <ul style="list-style-type: none"> Frequently wash their hands with soap and water for 20 	M	SLT/Caretaker/ Governors	At every guidance change.

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		<p>seconds and dry thoroughly using NHS guidelines, or use alcohol-based hand sanitiser to cover all parts of their hands.</p> <ul style="list-style-type: none"> • Be encouraged not to touch their mouth, eyes and nose • Use a tissue or elbow to cough or sneeze, and use bins for tissue waste- the school will encourage the “catch it, bin it, kill it” government approach. <p>Pupils will be encouraged to learn and practise these habits in lessons and by posters put up across the school.</p> <p>Help will be available for any pupils who have trouble cleaning their hands independently. Young children will be supervised during hand washing.</p> <p>Supplies for soap, hand sanitiser and disposable paper towels and tissues will be topped up regularly and monitored to make sure they’re not close to running out.</p> <p>Lidded bins for tissues, preferably operated by a foot pedal, will be emptied at the end of the day and be stationed in every room.</p> <p>Areas in use will be well ventilated by opening windows or using ventilation units. Doors will be propped open, where fire safety and safeguarding wouldn’t be compromised.</p>			
Spreading infection through contact with coronavirus on surfaces		<p>The caretaker (PPE provided for this) will regularly clean frequently touched surfaces using standard cleaning products (antibacterial spray), including:</p> <ul style="list-style-type: none"> • Banisters • Bathroom facilities (including taps and flush buttons) • Door handles and fob points. • Furniture • Light switches 	High	SLT/Caretaker/Cleaning company/Governors	At every guidance change.

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		<p>This will occur before school and once throughout the day.</p> <p>Staff/Students will follow this procedure for cleaning of tables/computer equipment:</p> <p>Admin/pastoral staff will be responsible for cleaning their own work station including phone following calls, keyboard at beginning/lunch/end of day.</p> <p>There will be wipes and antibacterial spray for the staff work room.</p> <p>Students will not carry bags within the centre to limit opportunity for other items to be brought into the centre.</p> <p>If a person with coronavirus symptoms comes into school, a deep clean will take place in the areas that the person has been in, following decontamination guidance.</p> <p>Cleaning supplies will be topped up regularly and monitored to make sure they are not close to running out.</p> <p>Half termly fogging will take place by specialist cleaners.</p>			
Spreading infection due to the school environment		<p>Checks to the premises will continue to be completed at appropriate times.</p> <p>CO2 Monitors have been provided in all classrooms and office areas. These will be inspected daily by the caretaker to ensure the levels are within the 'safe' range.</p> <p>Areas in use will be well ventilated by opening windows or using ventilation units. Doors will be propped open, where fire safety and safeguarding wouldn't be compromised.</p> <p>Lidded bins will be provided in classrooms and other key</p>	Medium	SLT/Governors	At every guidance change.

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		<p>locations to dispose of tissues and any other waste.</p> <p>Windows and doors will be kept open where appropriate.</p> <p>Half termly fogging will take place by specialist cleaners.</p>			
<p>Insufficient staffing levels lead to a potential crisis, accident, injury or potentially death to adults or pupils.</p>		<p>Staff offered mental health wellbeing support due to anxiety.</p> <p>Supply staff will be used as needed. The visitors will be expected to comply with the school's arrangements for managing risks. The school will try to use long term arrangements where possible.</p> <p>DLC contingency procedures will be followed where staffing levels fall below safe levels. A tier system is in place.</p>	<p>Low</p>	<p>SLT/Governors</p>	<p>Daily/throughout provision- if a staff member has to leave due to illness.</p>
<p>Mental Health and Wellbeing of students/staff leads to a staffing crisis or extreme behaviour that leads to accident/injury or risk of infection.</p>		<p>Support offer for staff in place including counselling and COPD on sleep and wellbeing.</p> <p>The SLT will consider reasonable requests made by staff who wish to make changes to their working environment in the interest of health and safety.</p> <p>The headteacher ensures that the school can be adequately and safely staffed at all times. DLC contingency procedures will be followed where staffing levels fall below safe levels. A tier system is in place.</p> <p>The headteacher and the DSL liaise with the LA to determine what additional support is available for pupils who are suffering with their mental health once they return to school.</p> <p>The headteacher and the SENCO identify pupils with additional needs and put provision in place to ensure their needs are adequately and safely met, e.g. the relevant staff are available.</p> <p>The headteacher and DSL ensure provision is in place to help protect wellbeing and mental health, and ensure all staff, volunteers and pupils have access to psychological</p>	<p>Low</p>	<p>SLT</p>	<p>Daily/throughout provision</p>

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		<p>support when the school reopens.</p> <p>Staff and pupil bereavement is managed in line with the Dorset Council policy and compassionate leadership is used.</p> <p>Additional 1:1 support for students in terms of ELSA/Thrive-employment of additional TA to allow this to happen.</p> <p>The Department for Education is providing additional support for both pupil and staff wellbeing in the current situation. Information about the extra mental health support for pupils and teachers is available.</p> <p>The Education Support Partnership provides a free helpline for school staff and targeted support for mental health and wellbeing.</p> <p>DfE has also published a range of resources, including case studies to support remote education and help address staff workload, this includes case studies on managing wellbeing- DLC SLT staff will investigate these.</p>			
Trips and Visits Abroad for staff leading to staffing crisis		Overseas visits are permitted to certain countries. Staff and pupils to continue the twice weekly testing and record their results. Staff and pupils to adhere to the Government quarantine guidelines. Staff aren't expected to make overseas travel which results in a quarantine period taking place during school time. Staff to look ahead and plan travel sensibly.	Low	Staff/SLT	Following government guidance
External school trip increases chance of infection due to contact with		Residential visits are able to resumed however DLC have no plans to take pupils away overnight.	Low	SLT/Staff/EVC/External companies	Before each trip.

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surfaces or other individuals					
Spreading infection through 1:1 intervention working.		<p>The school has made plans for specialist staff providing 1:1 support (e.g. as part of an EHCP) as follows:</p> <ul style="list-style-type: none"> • Areas in use will be well ventilated by opening windows or using ventilation units. Doors will be propped open, where fire safety and safeguarding wouldn't be compromised. Extra clothing to be worn to keep warm. 	Low	Staff/Students	Weekly

Appendix A Lateral Flow Testing

Risk Assessment for Lateral Flow Testing at Dorchester Learning Centre

The Dorchester Learning Centre is a Pupil Referral Unit which caters for pupils 5-16 years of age. All of the pupils have either been permanently excluded from mainstream provision or have a medical need. A large proportion of our pupils have social, emotional and mental health needs (SEMH).

Public Health England and the Health and Safety Executive require this documentation to ensure end to end health, safety and infection control risks for mass lateral flow testing are identified, pre-assessed, managed and monitored regularly by the school and testing operators. The following information has been used to complete this risk assessment.

This risk assessment should be read in conjunction with the whole school risk assessment. This risk assessment will remain in place but the majority of staff and students will complete twice weekly testing at home.

Assessment Date-31.01.22	Lead Assessor David Dinsmore	Assessment Number 5	
Description of task / process / environment being assessed	Introduction of lateral flow testing at Dorchester Learning Centre.		
Activities Involved and location	Testing school staff and students at DLC		

Hazard	Associated Risks	Who might be harmed	Control Factors/Mitigating Factors	With Control Measures Risk Level (H/M/L)	Who is responsible for actions	When will the risk be re-assessed
Contact between subjects increasing the risk of transmission of COVID19	Transmission of the virus leading to ill health or potential death	Staff/Students	<ul style="list-style-type: none"> • Asymptomatic: All subjects are to be advised in advance not to attend if they have any symptoms of COVID 19 or are self-isolating or if they are self-isolating pending a day-2 PCR test result following international travel. • Face masks: No longer required. • PPE- Appropriate PPE to be worn by staff at all times. • Hand hygiene: All subjects to use hand sanitiser provided on arrival & adherence to this enforced by reception staff. • Social distancing: • Reduced number of students attending testing at one time through organisation of testing. • Cleaning: Regular cleaning of the site including wipe down of all potential touchpoints in accordance with PHE guidance. 	M	COVID-19 co-ordinator (headteacher)	Following every round of testing
Contact between subjects increasing the risk of transmission of COVID19: Welcome and Registration	Transmission of the virus leading to ill health or potential death	Staff/Students	<ul style="list-style-type: none"> • Asymptomatic: All subjects are to be advised in advance not to attend if they have any symptoms of COVID 19 or are self-isolating pending a day-2 PCR test result following international travel. • Face masks: No longer required. • Hand hygiene: All subjects to use hand sanitiser provided on arrival & adherence to this enforced by reception staff. • Social distancing: • Reduced number of students attending testing at one time through organisation of testing. • Cleaning: Regular cleaning of the site including wipe 	M	COVID-19 co-ordinator (headteacher)/Registration staff	Following every round of testing

			<p>down of all potential touchpoints in accordance with PHE guidance.</p> <ul style="list-style-type: none"> Behaviour support team to support registration and welcome process to stop any behaviour issues. 			
Contact between subjects increasing the risk of transmission of COVID19: Sample Taking	Transmission of the virus leading to ill health or potential death	Staff/Students	<ul style="list-style-type: none"> Asymptomatic: All subjects are to be advised in advance not to attend if they have any symptoms of COVID 19 or are self-isolating pending a day-2 PCR test result following international travel. Face masks: Prominent signage reminding attending subjects of the above to be displayed at the entrance to the building. No longer required, however the member of staff supervising the test would be strongly advised to wear a mask. Hand hygiene: All subjects to use hand sanitiser provided on arrival & adherence to this enforced by reception staff. Social distancing: No longer required. Training for all sampling staff to be completed and appropriate PPE to be worn at all times. Reduced number of students attending testing at one time through organisation of testing. Cleaning: Regular cleaning of the site including wipe down of all potential touchpoints in accordance with PHE guidance. 	M	COVID-19 co-ordinator (headteacher)/Sample staff	Following every round of testing
Contact between samples and sample testers increasing the transmission of COVID19: <u>Sample processing &</u>	Transmission of the virus leading to ill health or potential death	Staff	<ul style="list-style-type: none"> Hand hygiene: All sample testers to use hand sanitiser after each sample processed and waste disposed off. All waste to be disposed of in a health waste bin and hand sanitized/ washed following this Training for all processing staff to be completed and appropriate PPE to be worn at all times. Training to be followed at all times especially when completing processing such as touching “well” of test. 	M	COVID-19 Co-ordinator/Processor	Following every round of testing

<u>analysis.</u> <u>Sample disposal and waste disposal</u>			<ul style="list-style-type: none"> • 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 • Reduced number of students attending testing at one time through organisation of testing therefore limiting the amount of processing thus reducing change of poor practice. • Cleaning: Regular cleaning of the site including wipe down of all potential touchpoints in accordance with PHE guidance. • Waste to be removed at regular times and guidelines followed for disposal. 			
Extraction solution which comes with the lab test kit contains the following components: NA ₂ HPO ₄ (disodium hydrogen phosphate), NaH ₂ PO ₄ (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	Staff/Students	<ul style="list-style-type: none"> • 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. • Environmental: do not let product enter drains • Spillages: wipe surfaces which the solution has been spilt on and dispose of cleaning material in line with the lab's waste disposal procedures • Do not use if the solution has expired • 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. 	L	COVID-19 Co-ordinator/Processor	Following every round of testing

	medical conditions aggravated by exposure.		<ul style="list-style-type: none"> Follow procedures on the MSDS form provided by Innova to mitigate against inhalation, skin contact or ingestion of these chemicals. 			
Incorrect result communication	Wrong samples or miscoding of results	Staff/Students	<ul style="list-style-type: none"> 2 identical barcodes are provided to subject at check in The subject registers their details to a unique ID barcode before conducting the test Barcodes are attached by trained staff at the sample collection bay. Barcodes are checked for congruence at the analysis station 1 and applied to Lateral Flow Device at this station. 	L	COVID-19 Co-ordinator/Results/Registration staff	Following every round of testing
Damaged barcode, lost LFD, failed scan of barcode	Orphaned record on registration portal & No result communicated to individual	Staff/Students	<ul style="list-style-type: none"> Rule based recall of subjects who have not received a result within 1 hr of registration Subjects are called for a retest 	L	COVID-19 Co-ordinator/Results/Registration staff	Following every round of testing
Manual handling	Injury to individual due to poor technique such as muscle strain	Staff	<ul style="list-style-type: none"> All items to only be lifted by staff members training in manual handling. Sensible approach to testing setup with time given to staff and overtime paid if needed. 	L	COVID-19 Co-ordinator	Following every round of testing
Unauthorized access by members of the public	Safeguarding issues	Students/staff	<ul style="list-style-type: none"> Front office to be manned at all times regardless of testing activities. Normal safeguarding procedures followed for all visitors. Visitors discouraged during testing procedures. 	L	COVID-19 Co-ordinator	Following every round of testing
Use of shared equipment	Transmission of the virus leading to ill health or potential death	Students/Staff	<ul style="list-style-type: none"> Staff to be fully trained in sample taking and processing. Low number of students/staff to be tested allowing staff to concentrate and reduce errors. Testing protocol followed rigorously including sampling and processing of test. Disposal of equipment at appropriate times. Sufficient amount of tests delivered to DLC by PH. 	L	COVID-19 Co-ordinator/Processor/Sampling assistants	Following every round of testing
Spillage	Transmission of the virus leading to ill	Students/Staff	<ul style="list-style-type: none"> Staff to be fully trained in cleaning and wear appropriate PPE at all times. 	M	COVID-19 Co-ordinator/cleaner	Following every

	health or potential death		<ul style="list-style-type: none"> • If spillage does occur, area evacuated and cleaned using disinfectant as per government guidelines/training. • Low number of students/staff to be tested allowing staff to support students to reduce chance of vomiting. • Waste disposed appropriately at all times. 			round of testing
Contact between subjects increasing the risk of transmission of COVID19 following positive result	Transmission of the virus leading to ill health or potential death	Staff/Students	<ul style="list-style-type: none"> • Asymptomatic: All subjects are to be advised in advance not to attend if they have any symptoms of COVID 19 or if they are self-isolating pending a day-2 PCR test result following international travel. • If student returns positive result they will be taken to the medical room where parents will be contacted-staff transporting will wear a mask and remain at least 2m distance at all times. Parents will collect students or taxi will take home depending on circumstance. If there are 2 students then the waiting room will be used as an overflow- both rooms will be cleaned with disinfectant before use again. • Student will be offered pastoral support by DD • Face masks: Prominent signage reminding attending subjects of the above to be displayed at the entrance to the building. • Face coverings/masks: No longer required. • PPE- Appropriate PPE to be worn by staff at all times. • Hand hygiene: All subjects to use hand sanitiser provided on arrival & adherence to this enforced by reception staff. • Social distancing: No longer required • Reduced number of students attending testing at one time through organisation of testing. • Cleaning: Regular cleaning of the site including wipe down of all potential touchpoints in accordance with PHE guidance. • Limited clutter-chairs only on request; no physical 	H	COVID-19 co-ordinator (headteacher)	Following every round of testing

			handing of documents to subjects except barcodes and PCR test kits.			
Disposal of Waste	Transmission of the virus leading to ill health or potential death	Staff/Students	<ul style="list-style-type: none"> • Appropriate amounts of bins to be available and waste to be deposited in correct bag. • All LFD packaging and General Waste into Black General Waste Bag. • Swabs and Tissues to be deposited into unmarked yellow/clear bag. • Cartridges to be deposited into unmarked yellow/clear bag. • PPE, Mob Heads and cloths to be deposited into Tiger Bag. 	L	COVID-19 co-ordinator (headteacher)/Caretaker	Following every round of testing
Poor behaviour of students due to anxiety about COVID-19/Testing	Safeguarding issues/lack of social distancing/transmission of virus	Staff/Students	<ul style="list-style-type: none"> • Behaviour support and SLT on call in hall to support testing process. • Individual plans for certain students to be tested. • Low numbers of students for testing at one time. • Pre-conversations with parents/students to alleviate concerns. • Exit route available for all students, students don't have to complete test if they withdraw consent. 	M	COVID-19 co-ordinator	Following every round of testing

Declaration - If the above control measures are implemented the risks posed by the task / process / environment assessed will be controlled to as low as is reasonably practicable.

Signed David Dinsmore - agreed by Ian Roe (Chair of governors)

Date 31.01.2022