


Risk Assessment for Lyceum School

Risk Assessment for: Full opening of the Lyceum School following lockdown and partial reopening.	Date of Risk Assessment 3.09.20	Reviewed 2nd September 2021
		Review Date:
Carried out by: Hilary Wyatt	Approved by: Mark Bailey 	Date: 2nd September 2021

It is our plan that all pupils, in all year groups, will return to school full-time from the beginning of the Autumn Term 2021.

This risk assessment is intended to mitigate risk wherever possible. It has been created in line with the guidance published by GOV.UK which can be found [here](#). This guidance has been prepared with input from school leaders, unions and sector bodies and in consultation with PHE and the Health and Safety Executive (HSE). This is public health advice, endorsed by Public Health England (PHE). The guidance is also focused on how the Department for Education (DfE) expects schools to operate in this new context. This includes:

- school operations
- curriculum, behaviour and pastoral support
- contingency planning to provide continuity of education in the case of a local outbreak

We will keep this risk assessment under review and update as necessary.

<u>What are the Hazards?</u>	<u>Level of risk</u>			<u>Who might be harmed and how?</u>	<u>Control Measures</u>			
	Low	Med	High		Action to be taken to lower the risk.	Action by whom?	Action by when?	Level of risk reduced to low
PREVENTION OF INFECTION								
A member of the school community contracts coronavirus (COVID-19)			√	Pupils Staff Parents Visitors	<p>The Lyceum School will ensure that pupils, staff and other adults do not come into the school if they have coronavirus (COVID-19) symptoms, or have tested positive in at least the last 10 days, and ensure anyone developing those symptoms during the school day is sent home.</p> <p>Staff will be asked to take a lateral flow test twice weekly</p> <p>If anyone in the school becomes unwell with a new and persistent cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they will be sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they should self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19).</p> <p>If they have tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, they will be asked to restart the 10</p>	All staff	Daily	√

				<p>day isolation period from the day they develop symptoms.</p> <p>If a child is awaiting collection, they will be moved, to the First Aid Room</p> <p>If they need to go to the bathroom while waiting to be collected, the visitor's lavatory on the first floor will be used and will be cleaned and disinfected using COVID 19 cleaning products before being used by anyone else.</p> <p>PPE (available in the Isolation Room) will be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). More information on PPE use can be found here.</p> <p>As is usual practice, in an emergency, we will call 999 if someone is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms will be advised not to visit the GP, pharmacy, urgent care centre or a hospital.</p> <p>Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they will be asked to arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test and Trace.</p>	<p>School First Aid lead With support of: Total Clean personnel and Horacio</p>		
--	--	--	--	---	--	--	--

				Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household bleach after they have left to reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance .			
Coronavirus (COVID-19) is passed from one person to another through touching surfaces/one another			√	<p>Pupils Staff Parents Visitors</p> <p>Coronavirus (COVID-19) is an easy virus to kill when it is on skin. This can be done with soap and running water or hand sanitiser. Staff at The Lyceum will ensure that pupils clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating. Tick charts to show frequency of handwashing will be filled in throughout the day in each classroom.</p> <ul style="list-style-type: none"> The Lyceum will ensure that we have enough hand washing gel in all lavatories hand sanitiser 'stations' are available in both school entryways and in all teaching spaces so that all pupils and staff can clean their hands regularly in the EYFS, pupils will be supervised when using hand sanitiser given the risks around ingestion. Small children and pupils with complex needs will continue to be helped to clean their hands properly. The Lyceum will build these routines into school culture, supported by behaviour expectations and helping ensure younger children and those with complex needs understand the need to follow them 	<p>All staff</p> <p>Total Clean Horacio Rosa (keep sanitiser stations well stocked)</p> <p>All EYFS staff</p> <p>All staff</p>	<p>Daily</p> <p>Daily</p> <p>Daily</p> <p>Ongoing</p>	√

Coronavirus (COVID-19) is passed from one person to another as a result of poor respiratory hygiene			√	<p>Pupils Staff Parents Visitors</p>	<p>The 'catch it, bin it, kill it' approach continues to be very important, so The Lyceum School will ensure that all classes have enough tissues and bins available to support pupils and staff to follow this routine.</p> <p>As with hand cleaning, children in the EYFS and those with complex needs will be helped to get this right, and all pupils will be supported to understand that this is now part of how school operates.</p> <p>The school will use resources from e-Bug coronavirus (COVID-19) website which includes materials to encourage good hand and respiratory hygiene.</p> <p>Public Health England does not (based on current evidence) recommend the use of face coverings in schools. This evidence will be kept under review. They are not required in schools as pupils and staff are mixing in consistent groups, and because misuse may inadvertently increase the risk of transmission. There may also be negative effects on communication and thus education. Face coverings are required at all times on public transport (except children under the age of 11), when attending a hospital as a visitor or outpatient, or when in a shop or a supermarket.</p>	<p>Horacio Rosa and the maintenance team</p> <p>All EYFS staff</p> <p>Sara Taggart– to disseminate to all teaching staff to action</p>	<p>Daily</p> <p>Daily</p> <p>8th Sept</p>	√

<p>Coronavirus (COVID-19) is passed from one person to another as a result of frequently touched surfaces</p>			√	<p>Pupils Staff Parents Visitors</p>	<p>Ahead of the start of the Autumn Term, all sites will undergo a deep clean during the weekend of 4th September.</p> <p>Additionally, The Lyceum has introduced enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach</p> <p>We have put in place a cleaning schedule that ensures cleaning is generally enhanced and includes:</p> <ul style="list-style-type: none"> • more frequent cleaning of rooms and shared areas that are used by different groups • frequently touched surfaces being cleaned more often than normal • toilets will be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet – • class teachers and specialist teachers will be provided with detergent sprays and cloths on order to wipe all surfaces down in between bubbles <p>Public Health England has published revised guidance for cleaning non-healthcare settings to advise on general cleaning required in addition to the existing advice on cleaning those settings when there is a suspected case.</p>	<p>Marie CM has booked the cleaners to come (Total Clean)</p> <p>Horacio Rosa (Total Clean)</p>	<p>4th Sept</p> <p>Daily</p>	√
Response to Infection								
<p>A member of the school community contracts coronavirus (COVID-19)</p>			√	<p>Pupils Staff Parents</p>	<p>The Lyceum School will engage with the NHS Test and Trace process</p>	<p>Front Desk All SLT</p>	<p>Daily</p>	√

Visitors

The Senior Leadership Team and relevant staff members understand the test and trace process and how to contact our local [Public Health England health protection team](#).

Contact details are as follows:

PHE North East and North Central London
Health Protection Team,
Ground Floor South Wing, Fleetbank House 2-6
Salisbury Square,
London,
EC4Y 8AE
necl.team@phe.gov.uk; phe.nenclhpt@nhs.net
Phone: [020 3837 7084 \(option 1\)](tel:02038377084)

The Lyceum will ensure that staff members and parents understand that they will need to be ready and willing to:

- [book a test](#) if they or their child are displaying symptoms. Staff and pupils must not come into the school if they have symptoms and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit
- provide details of anyone they or their child have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace
- [self-isolate](#) if they have been in close contact with someone who tests positive for coronavirus (COVID-19), or if anyone in their household develops symptoms of coronavirus (COVID-19)

Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS [testing and tracing for coronavirus website](#), or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.

The Lyceum School will be provided with a small number of home testing kits that we can give directly to parents collecting a child who has developed symptoms at school, or staff who have developed symptoms at school, where we think providing one will significantly increase the likelihood of them getting tested. Advice will be provided alongside these kits.

We will ask parents and staff to inform us immediately of the results of a test:

- if someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.
- if someone tests positive, they should follow the [‘stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection’](#) and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of

smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household do not need to self-isolate if they have had 2 injections or are under the age of 18.

How we will manage confirmed cases of coronavirus (COVID-19) amongst the school community:

The Lyceum School will take swift action when we become aware that someone who has attended has tested positive for coronavirus (COVID-19). Front Desk will contact the local health protection team. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.

The Health Protection Team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.

The Health Protection Team will work with The Lyceum in this situation to guide us through the actions we need to take. Based on the advice from the health protection team, close contacts will be advised to take a PCR Test, a task which will not be undertaken by HNS Test and Trace. We would ask pupils and staff who are awaiting the results of PCR

				<p>tests to wear face coverings and take extra precautions until the results are known.</p> <p>will be provided to The Lyceum School, on the advice of the health protection team, to send to parents and staff if needed. The Lyceum will not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.</p> <p>Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms.</p> <ul style="list-style-type: none"> • if the test result is positive, they should inform their setting immediately, and should isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household is no longer required to self-isolate if they have been double vaccinated or are aged under 18 years but should the family member test positive they will should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’ <p>We will not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation.</p> <p>Further guidance is available on testing and tracing for coronavirus (COVID-19).</p>			
--	--	--	--	--	--	--	--

				<p>The Lyceum School will contain any outbreak by following local health protection team advice</p> <p>If we have two or more confirmed cases within 14 days in any one of our sites, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, we may have an outbreak, and will continue to work with our Local Health Protection team who will be able to advise if additional action is required.</p>			
School Operations							
Pupils and staff at risk from using public transport				<p>Use of public transport - Some pupils may normally make use of the wider public transport system, particularly public buses to get to and from school. We advise that families still wear face coverings whilst travelling on public transport.</p>	SLT Hilary Wyatt		
Attendance levels are low as a result of the coronavirus (COVID-19) outbreak			pupils	<p><i>The Lyceum will set out and communicate the Attendance expectations clearly</i></p> <p>It is vital for all children to return to school to minimise as far as possible the longer-term impact</p>	Hilary Wyatt in newsletter and subsequent comms with parents	8 th Sept 2021	

				<p>of the pandemic on children’s education, wellbeing and wider development.</p> <p>School attendance will therefore be mandatory again from the beginning of the Autumn Term. This means from that point, the usual rules on school attendance will apply, including:</p> <ul style="list-style-type: none"> • 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; • schools’ responsibilities to record attendance and follow up absence • the availability to issue sanctions, including fixed penalty notices in line with local authorities’ codes of conduct <p><i>Pupils who are shielding or self-isolating</i></p> <p>We now know much more about coronavirus (COVID-19) and so in future there will be far fewer children and young people advised to shield whenever community transmission rates are high. Therefore, the majority of pupils will be able to return to school. however:</p> <ul style="list-style-type: none"> • a small number of pupils will still be unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves; or because they are a close contact of someone who has coronavirus (COVID-19) 			
--	--	--	--	---	--	--	--

				<p><i>Pupils and families who are anxious about return to school</i></p> <p>All other pupils must attend school. We will bear in mind the potential concerns of pupils, parents and households who may be reluctant or anxious about returning and will put the right support in place to address this. This may include pupils who have themselves been shielding previously but have been advised that this is no longer necessary, those living in households where someone is clinically vulnerable, or those concerned about the comparatively increased risk from coronavirus (COVID-19), including those from Black, Asian and Minority Ethnic (BAME) backgrounds or who have certain conditions such as obesity and diabetes.</p> <ul style="list-style-type: none"> The Lyceum School will communicate clear and consistent expectations around school attendance to families ahead of the new school year 			
Safeguarding policies and procedures are no longer fit for purpose in light of the coronavirus outbreak and the full return to school.				<p>We have revised our child protection policy (led by our Designated Safeguarding Lead – Hilary Wyatt) to reflect the return of more pupils. We have regard to the statutory safeguarding guidance, keeping children safe in education and have referred to the coronavirus (COVID-19): safeguarding in schools, colleges and other providers guidance.</p>	SLT	Sept 2 nd 2021	

Catering services are unable to fully function due to coronavirus restrictions					<p>Our kitchen will be fully open from the start of the Autumn Term.</p> <p>The Lyceum Leaders will liaise with Holroyd Howe to ensure that this is the case.</p> <p>The basement dining room is well-ventilated with large, modern air conditioning units supplying fresh air from outside. The filters are changed regularly and the door to the Astr -Turf will remain open during lunchtimes to ensure flow of air.</p>	Hosanna Narty	Sept 2 nd 2021	
Curriculum, Behaviour and Pastoral Support								
Additional risk of infection in environments where people are singing, chanting, playing wind or brass instruments or shouting.				Pupils staff	<p>Music</p> <p>The Lyceum School has considered how to reduce the risk, and will implement the following:</p> <ul style="list-style-type: none"> We will ensure the room is well-ventilated at all times. 	Music Teachers (supported by Sara Taggart)	Ongoing	
Contingency Planning For Outbreaks								
The local area sees a spike in infection rates that results in localised community spread, and appropriate authorities have decided which measures to implement to help contain the spread, including the isolation of some or all of the school community.				Pupils	<p>The Department for Education will be involved in decisions at a local and national level affecting a geographical area, and will support The Lyceum to follow the health advice.</p> <p>Contingency plans for outbreaks</p> <p>For individuals or groups of self-isolating pupils, remote education plans are in place. These meet the same expectations as those for any pupils who cannot yet attend school at all due to coronavirus (COVID-19). See section on remote education support.</p> <p>In the event of a local outbreak, the PHE health protection team or local authority may advise The</p>	All SLT All Class Teachers Front Desk	2 nd Sept 2021	

				<p>Lyceum or number of local schools to close temporarily to help control transmission.</p> <p>The Lyceum will take all learning online for all students in this eventuality.</p> <p>Remote education support</p> <p>Where a class, group or small number of pupils need to self-isolate, or there is a local lockdown requiring pupils to remain at home, The Lyceum has the capacity offer immediate remote education.</p> <p>In developing these contingency plans, we will:</p> <ul style="list-style-type: none"> • use a curriculum sequence that allows access to high-quality online and offline resources and teaching videos, and that is linked to the school’s curriculum expectations • give access to high quality remote education resources • select the online tools that will be consistently used across the school in order to allow interaction, assessment and feedback, and make sure staff are trained in their use • recognise that younger pupils and some pupils with SEND may not be able to access remote education without adult support, and so work with families to deliver a broad and ambitious curriculum. <p>When teaching pupils remotely, we will:</p>			
--	--	--	--	--	--	--	--

				<ul style="list-style-type: none"> • set assignments so that pupils have meaningful and ambitious work each day in a number of different subjects • teach a planned and well-sequenced curriculum so that knowledge and skills are built incrementally, with a good level of clarity about what is intended to be taught and practised in each subject • provide frequent, clear explanations of new content, delivered by a teacher in the school or through high quality curriculum resources and/or videos • gauge how well pupils are progressing through the curriculum, using questions and other suitable tasks and set a clear expectation on how regularly teachers will check work • enable teachers to adjust the pace or difficulty of what is being taught in response to questions or assessments, including, where necessary, revising material or simplifying explanations to ensure pupils' understanding • plan a programme that is of equivalent length to the core teaching pupils would receive in school, ideally including daily contact with teachers 			
--	--	--	--	---	--	--	--