


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 2 nd September 2021	Reviewed 18 th November 2021 Reviewed 4 th January 2022
Carried out by: Hilary Wyatt	Approved by: Mark Bailey 	Date: 4th January 2022

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

<p>A member of the school community becomes unwell during the school day</p>		<p>✓</p>	<p>Pupils Staff Parents Visitors</p>	<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, and we will ensure anyone developing those symptoms during the school day is sent home.</p> <p>Staff will take pupils’ temperatures each day AND Staff will be asked to take a lateral flow test twice each week.</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 the current Stay at home: guidance for households with possible or confirmed coronavirus (COVID)</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</p>	<p>All staff</p>	<p>Daily temperature checks. Staff vigilance.</p>	<p>✓</p>
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				<p>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 or they have been requested to do so by NHS Test and Trace.</p> <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.</p>	<p>Front Desk or lead Frist Aider to call 999</p> <p>School First Aid lead With support of: Total Clean personnel and Horacio</p>		
<p>Coronavirus (COVID-19) is passed from one person to another through touching surfaces/one another</p>			√	<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 and at least 4 times per day, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating. Tick</p>	<p>All staff</p>	<p>Daily</p>	√

				<p>charts to show frequency of handwashing will be filled in throughout the day in each classroom.</p> <p>HR will ensure that we have enough hand washing gel in all lavatories</p> <ul style="list-style-type: none"> • 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>Total Clean Horacio (keep sanitiser stations well stocked)</p> <p>All EYFS staff</p> <p>All staff</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>Horacio Rosa</p> <p>All EYFS staff</p>	<p>Daily</p> <p>Daily</p>	√

					Staff should wear face coverings when in enclosed communal areas, such as the dining room, but not when teaching. 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.	All Staff		
Coronavirus (COVID-19) is passed from one person to another as a result of frequently touched surfaces			√	Pupils Staff Parents Visitors	<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 in 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>	Horacio Rosa (Total Clean)	Daily	√

Response to Infection

<p>A member of the school community contracts coronavirus (COVID-19)</p>			✓	<p>Pupils Staff Parents Visitors</p>	<p>Should Covid numbers rise above 5 in a class or 4 in a group the Headmistress will contact United Kingdom Health Security Agency. Direct Contact Number: 03003030450 Option 1.</p> <p>And the:</p> <p>Hackney School Advice line 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 0 then Option 2)</p> <p>The Lyceum will ensure that staff members and parents understand that they will need to be ready and willing to:</p> <ul style="list-style-type: none"> • 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 • 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) 	<p>Front Desk All SLT</p>	<p>Daily</p>	✓
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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.

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).

The UKHSA team will carry out a rapid Risk Assessment

Based on the advice from the health protection team, close contacts who have symptoms 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 tests to wear face coverings and take extra precautions until the results are known.

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.

The latest guidance on self-isolating can be found here:

[Stay at home: guidance for households with possible or confirmed coronavirus \(COVID](#)

We will not ask parents for evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation.

Further guidance is available on [testing and tracing for coronavirus \(COVID-19\)](#).

				<p>The Lyceum School will contain any outbreak by:</p> <p>Asking parents to socially distance and wear masks at drop off and pick up times.</p> <p>Staggering drop off and pick up times.</p> <p>Maintaining Key Stage 'bubbles' in school for playtimes, lunch and clubs.</p> <p>Staff to wear masks at drop off and pick up times</p> <p>Parent meetings to be over Zoom for next two weeks</p> <p>Taster children to have LFT at school</p> <p>Maintaining the strict hygiene levels that exist.</p>			
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School Operations

<p>Pupils and staff at risk from using public transport</p>					<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>	<p>SLT Hilary Wyatt</p>		
<p>Attendance levels are low as a result of the coronavirus (COVID-19) outbreak</p>				<p>Pupils</p>	<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 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 	<p>Headteacher in newsletters and subsequent comms with parents</p>	<p>Ongoing</p>	

- the availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct

Pupils who are shielding or self-isolating

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:

- 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)

Pupils and families who are anxious about return to school

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

				<p>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		
Catering services are unable to fully function due to coronavirus restrictions				<p>The basement dining room is well-ventilated with large, modern air flow units supplying fresh air from outside. The filters are changed regularly and the door to the Astro -Turf will remain open during lunchtimes to ensure flow of air.</p>	Hosanna Nartey		
Inadequate ventilation in the building results in increased infection				<p>Classroom doors and windows should be propped open and any door wedges to be removed by member of staff when leaving the room. Blazers to be worn when weather is cold owing to increased ventilation.</p>	All Staff		
Curriculum, Behaviour and Pastoral Support							
Additional risk of infection in environments where people are singing, chanting, playing wind or				<p>Pupils staff</p> <p>Music The Lyceum School has considered how to reduce the risk, and will implement the following:</p>	Music Teachers (supported by Sara Taggart)	Ongoing	

brass instruments or shouting.					<ul style="list-style-type: none"> • We will ensure the room is well-ventilated at all times. • Pupils will face the front of the hall and will be socially distanced. • Instrument players will be distanced and performances that parents are invited to will take place outside. 			
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 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 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>	All SLT All Class Teachers Front Desk		

Remote education support

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 to offer immediate remote education.

In developing these contingency plans, we will:

- 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.

When teaching pupils remotely, we will:

- 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

				<ul style="list-style-type: none"> • 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 			
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