

SCHOOL RISK ASSESSMENT – COVID-19
ELLEL ST JOHN'S SCHOOL



PART A. ASSESSMENT DETAILS:

Area/task/activity: Full School opening arrangements during COVID-19 restrictions from 1 September 2020

Location of activity:

Team/School name: Address & Contact details:	Ellel St. John's Cof E Primary School	Name of Person(s) undertaking Assessment:	Cathy Thomas Jo FitzGerald Helen Quinn
		Signature(s):	
Line Manager/ Headteacher (Name/Title):	Mrs Cathy Thomas	Date of Assessment:	July 2020
Signature:		Planned Review Date:	01/09/20
How communicated to staff:	INSET face to face sessions	Date communicated to staff:	01/09/20

PART B. HAZARD IDENTIFICATION AND CONTROL MEASURES:

List of significant hazards (something with the potential to cause harm)	Who might be harmed	Type of harm	Existing controls (actions already taken to control the risk - include procedure for the task/activity where these are specified)
Changes to official COVID-19 guidance and advice	Staff, pupils, visitors, contractors, parents	Potential spread of infectious disease	<ul style="list-style-type: none"> • School regularly refers to official advice from the DfE, PHE, HS&Q and HR; <ul style="list-style-type: none"> ○ Coronavirus (Covid-19): guidance for schools and other educations settings ○ LCC Schools HR guidance ○ LCC Health & Safety COVID-19 web page • Headteacher or other senior person keeps up to date with official COVID-

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			19 Guidance and informs employees/school arrangements as required.
Vulnerable & extremely vulnerable staff or pupils with pre-existing health conditions	Staff, pupils, household members	Becoming seriously ill from the effects of coronavirus, potential to be life threatening	<ul style="list-style-type: none"> • Adults who were considered to be clinically extremely vulnerable and received a letter advising them to shield are/were advised by the Government that they can/could return to work from 1 August 2020 as long as they maintain social distancing; • Pupils who were considered to be clinically extremely vulnerable and received a letter advising them to shield are/were advised by the Government that they can/could return to school from 1 August 2020 (when the rest of their class returns); • If infection rates rise in local areas, individuals (or family members) from that area, and that area only, will be advised to shield during the period where rates remain high and therefore may be temporarily absent; • Some pupils no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school. The school works closely with parents of children who are extremely vulnerable to support a return to school, carrying out an individual risk assessment as necessary; • School applies the measures set out in the government Guidance for full opening: schools as far as is reasonably practicable to reduce the risk to all staff including those who are extremely clinically vulnerable and clinically vulnerable; • Staff members who are in the most at risk categories are reminded to take particular care. Where an employee expresses concerns, An individual risk assessment will be completed to assess the risks to that individual and identify ways to reduce these risk to an acceptable level including where possible the need for any reasonable adjustments such as temporarily working from home or temporary deployment to a role where it is possible to maintain social distancing. This will be done in consultation with the member of staff and will be reviewed on a regular basis or in the

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			<p>event of any significant changes; (KP Risk Assessment completed 11/08/20)</p> <ul style="list-style-type: none"> • People who live with those who are clinically extremely vulnerable or clinically vulnerable attend the workplace as normal; (MF ok to return) • Some people with particular characteristics may be at comparatively increased risk from coronavirus (COVID-19), as set out in the COVID-19: review of disparities in risks and outcomes report. If people with significant risk factors express concerns an individual risk assessment will be completed to assess the risks to that individual and identify ways to reduce them to an acceptable level; • People who live with those who have comparatively increased risk from coronavirus (COVID-19) attend the workplace as normal; • (Advice for those who are extremely clinically vulnerable can be found in the guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19).
Staff, pupils & household members displaying signs of COVID-19	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	<ul style="list-style-type: none"> • Staff, parents and pupils are made aware of the virus symptoms; • Staff, other adults and pupils are instructed not to come into school if they or members of their household have coronavirus (COVID-19) symptoms, in-line with the guidance for households with possible coronavirus infection; • Staff or pupils showing COVID-19 symptoms are sent home, reminded to self-isolate for 10 days and instructed to arrange a test to see if they have COVID-19; Home testing kits available for those who may find this process challenging • Staff and parents are advised that other members of their household (including any siblings) should self-isolate for 14 days from date of onset of symptoms;

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			<ul style="list-style-type: none"> • Staff and parents have been instructed to inform school immediately of the results of a test so that an assessment can be made of the potential impact on school; • If someone tests negative, if they feel well and no longer have any symptoms similar to those identified for coronavirus (COVID-19), they can stop self-isolating. They may still have another virus, such as a cold or flu, therefore it is still advisable to avoid contact with others until they recover. However other members of their household can stop self-isolating; • Staff who have assisted someone who has taken ill with COVID-19 symptoms and any pupils who have been in close contact with them, will wash their hands with warm, running water and soap for a minimum of 20 seconds. They do not need to go home unless they display the symptoms themselves or are advised to do so by NHS Test and Trace or Local Health Protection Team; • Clear procedure to inform all staff if there is a suspected case using WhatsApp group. The child who is ill is to be sent home asap but first escorted by class teacher or TA to isolate in the Rainbow Room via the outside of the school (relocate LM to Y2 – DT – classroom) until collected directly from the RR– ventilated by keeping door open, staff to stay outside of the room if appropriate and only to wear PPE if within 2m and direct care needed. • Remainder of the class should relocate to the hall if there is a suspected case in a classroom until their room is cleaned • Deep clean the Rainbow Room and classroom once the child/staff member has been collected. • If it is not possible to isolate the pupil e.g. if it causes them undue distress or they need to remain under adult observation, an assessment will be carried out to see whether it is sufficient to move them to an area which is

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			<p>at least 2 metres away from others;</p> <ul style="list-style-type: none"> • If an individual (adult or child) showing COVID-19 symptoms, needs to use the bathroom while waiting to go home, they will use a separate bathroom if possible. This will be taken out of general use until it has been cleaned and disinfected; • The area around the person with symptoms will be cleaned with normal household bleach after they have left to reduce the risk of passing the infection on to other people as per the COVID-19: cleaning of non-healthcare settings guidance; • When caring for someone with symptoms of coronavirus (COVID-19) a face mask should be worn with gloves and an apron; • If a risk assessment determines that there is a risk of splashing to the eyes, e.g. from coughing, spitting, or vomiting, then eye protection will also be worn by the supervising adult.
Staff, pupils & household members test positive for COVID-19	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	<p>The school will follow the explicit guidance laid out in RESPONSE TO COVID 19 – SYMPTOMS AND CASES produced by Lancashire Council. The follow is a summary</p> <ul style="list-style-type: none"> • If someone tests positive, they are instructed to follow the ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’ self-isolating for at least 10 days from the onset of their symptoms and will only be allowed to return to school when they do not have symptoms including; a high temperature, cough or loss of sense of smell/taste. They will be advised that other members of their household must continue self-isolating for the full 14 days; • The School will contact the local health protection team as soon as they have been notified of a positive result. (This team may 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);

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			<ul style="list-style-type: none"> • 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; • Based on the advice from the health protection team, school will send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means: <ul style="list-style-type: none"> — direct close contact - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin); — proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual; — travelling in a small vehicle, i.e. a car, with an infected person; • School will keep a record of pupils and staff in each group (bubble) and any close contact that takes places between children and staff in different groups. School will not share the names or details of people with coronavirus (COVID-19) unless essential to protect others; • Household members of those contacts who are sent home do not need to self-isolate themselves unless the pupil or staff member who is self-isolating subsequently develops symptoms; • If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they are instructed to follow the ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’ and instructed to get a test; • If the test is negative they are instructed to remain in isolation for the remainder of the 14-day isolation period as they could still develop the

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			<p>coronavirus (COVID-19) within the remaining days;</p> <ul style="list-style-type: none"> If the test result is positive, they are instructed to inform school immediately, and must 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); They are advised that their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms.
<p>Outbreak of Covid-19 within school</p>	<p>Staff, pupils, visitors, contractors, household members</p>	<p>Spread of infectious disease</p>	<ul style="list-style-type: none"> The school will work closely with the local health protection team if there are two or more confirmed cases within 14 days, or there is an overall rise in sickness absence where coronavirus (COVID-19) is suspected. The local health protection team will advise if additional action is required; Schools is aware that in consultation with the local Director of Public Health, where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person's class, followed by their year group, then the whole school if necessary, in line with routine public health outbreak control practice.
<p>Transmission of Covid-19 due to lack of consultation on safe working practices and provision of information & instruction on safe ways of working.</p>	<p>Staff, pupils, visitors, contractors, parents</p>	<p>Spread of infectious disease</p>	<ul style="list-style-type: none"> Guidance and training is provided for staff to ensure they understand, and can enforce, the new routines and support pupils in understanding them and are familiar with revised physical arrangements; Extra Inset days (2nd and 3rd September) to provide staff training on new procedures. Senior leaders within school ensure staff are consulted when considering local arrangements and there is ongoing engagement with staff (including through trade unions and employee representative groups) to monitor and understand any unforeseen impacts of changes to working environments; Senior personnel, are available to offer support and advice and to monitor the current working arrangements on a daily basis;

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			<ul style="list-style-type: none"> All new staff and volunteers are provided with a site induction and adequate information, instruction and training on local health, safety and COVID secure arrangements and their key roles and responsibilities; <p>A specific training programme will be provided for the new bursar, TAs and any supply staff. CT will induct SR and class teachers will be responsible for the process with TF, LT, AG and DB. JA carried out handover with PO (5th October)</p> <ul style="list-style-type: none"> Signage, posters and other instructions are displayed to support implementation of COVID secure measures; Up to date information and guidance on how to manage the risks associated with COVID -19 are available on the Health & Safety Website. 								
Spread of Covid-19 when arriving at school	Staff, pupils, household members, members of the public	Potential spread of infectious disease Pupils stranded or missing	<ul style="list-style-type: none"> Parents/carers are requested not to enter school unless absolutely necessary and by appointment only. When it is necessary for parent/carer to enter the school building they will be instructed to follow handwashing and social distancing guidelines; Arrangements are in place for parents/carers to drop off and collect children at specified times (see below): <p>Drop-off Children in Reception, Y1, Y2 and Y3 should be accompanied by one adult and dropped off at their classroom door following the markings on the playground. We hope most children in KS2 will be able to be dropped off at the bottom of the driveway and make their own way round to their class themselves – children in Y5 and 6 should certainly be expected to do this without needing an adult with them. The table below details the staggered drop-off times:</p> <table border="1" data-bbox="1099 1273 2123 1415"> <thead> <tr> <th>Time:</th> <th>Classes:</th> </tr> </thead> <tbody> <tr> <td>8.40</td> <td>Y2 and Y6</td> </tr> <tr> <td>8.50</td> <td>Y1 and Y4</td> </tr> <tr> <td>9.00</td> <td>Reception, Y3 and Y5</td> </tr> </tbody> </table>	Time:	Classes:	8.40	Y2 and Y6	8.50	Y1 and Y4	9.00	Reception, Y3 and Y5
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			<p>Specifics: Y5 and Y6 - enter and exit through side gate on driveway and straight into class via external classroom door. No parents on driveway. Reception – Y4 - enter via main gate onto playground and into external classroom door. Parents of younger children must maintain the one-way system at all times and exit via The Silks gate and path as soon as you have dropped your child off.</p> <p>FOR THIS SYSTEM TO BE SAFE AND EFFECTIVE, IT IS ESSENTIAL THAT YOU STICK TO YOUR ALLOCATED TIME SLOT. Children may not be admitted to school until 9.10 if they miss their slot.</p> <p>Collection: The table below details the staggered collection times:</p> <table border="1" data-bbox="1104 727 2121 871"> <thead> <tr> <th data-bbox="1104 727 1704 762">Time:</th> <th data-bbox="1704 727 2121 762">Classes:</th> </tr> </thead> <tbody> <tr> <td data-bbox="1104 762 1704 798">2.40</td> <td data-bbox="1704 762 2121 798">Y2 and Y6</td> </tr> <tr> <td data-bbox="1104 798 1704 833">2.50</td> <td data-bbox="1704 798 2121 833">Y1 and Y4</td> </tr> <tr> <td data-bbox="1104 833 1704 868">3.00</td> <td data-bbox="1704 833 2121 868">Reception, Y3 and Y5</td> </tr> </tbody> </table> <p>Children from Reception to Y3 will be collected on the playground from their external classroom door at their allocated time and will exit via The Silks gate. Children in Y4, 5 and 6 will be accompanied to the main gate to be collected by parents or to walk home.</p> <p>If you have more than one child in school, you will drop-off and collect at the earliest allocated time. For example, if you have a child in Y6 and Y3, you will drop off and collect both children at the Y6 time slot.</p> <ul style="list-style-type: none"> • All staff and pupils wash their hands thoroughly with warm, running water and hand soap for at least 20 seconds on arrival at school; • Staff to not park on the pavement of the drive but double park if necessary to keep the main driveway clear. Gates will be closed for access by 8.35am 	Time:	Classes:	2.40	Y2 and Y6	2.50	Y1 and Y4	3.00	Reception, Y3 and Y5
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			<p>BREAKFAST CLUB AND KIDS CLUB</p> <ul style="list-style-type: none"> • Parentst are allowed to drop children off on school drive and return via main drive until 8.10am. After 8.10am they must exit using the one-way system via The Silks gate. • Children attending Kids Club will remain in class until 3pm and then be sent into the hall
Transmission of Covid-19 through insufficient personal hygiene	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	<ul style="list-style-type: none"> • Good hand hygiene and the need to wash hands more frequently is promoted around school (planned installation of additional external sinks for September 2020 and additional hand sanitiser units around school). • Staff, pupils and visitors are instructed to sanitise or wash hands when they arrive at school, before they go to break, when they return from breaks, when they change rooms eg ICT suite, before and after eating, after using the bathroom, before and after touching shared resources or after touching their face, blowing their nose, sneezing, coughing;(Children going to change reading books will be accompanied by a TA and must wash hands before and afterwards) • Hand washing facilities are readily available. Where hand washing facilities are not readily available, hand sanitiser stations have been positioned to allow pupils and staff to clean their hands regularly; • Where necessary pupils are supervised and monitored to ensure safe and appropriate hand hygiene; • Classes to liaise regarding alternate handwashing/sanitising to fit around playtimes. • Skin cleaning wipes will be made available for use with very young pupils or pupils with complex needs; • Pupils are encouraged to avoid touching their faces whenever possible particularly with unwashed hands;

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			<ul style="list-style-type: none"> • The Catch it, Bin it, Kill it guidance is promoted to catch coughs and sneezes in tissues and throw them in the bin immediately (hands to be washed immediately after disposal); • Pupils are reminded how to catch coughs and sneezes if a tissue is not readily available i.e. in the crook of the elbow rather than in the hands; • Posters are displayed on good hand washing technique and government guidelines on good respiratory hygiene; • Young pupils and pupils with complex needs are supported to follow the catch it, bin it, kill it guidance; • Tissues are readily available around school including in all classrooms and sufficient numbers of bins are in place for the disposal of tissues.
<p>Spread of COVID-19 virus via germs on surfaces and furniture within the building</p>	<p>Staff, pupils, visitors, contractors, household members</p>	<p>Potential spread of infectious disease</p>	<ul style="list-style-type: none"> • An enhanced cleaning schedule is followed which includes; <ul style="list-style-type: none"> — More frequent cleaning of rooms/shared areas that are used by different groups; — Sanitising of tables in the dining area between different groups (bubbles) having their lunch; (to be covered in Welfare meeting) — More frequent cleaning of touched objects such as railings/bannisters, door and window handles, taps, desk/table tops, play equipment, toys, sports equipment, teaching & learning aids, computer equipment, telephones and bathroom facilities; — thorough cleaning of all occupied areas at the end of the day; <p>(Specific cleaning proforma available in all classrooms)</p> • When cleaning, the usual products i.e. detergents and bleach will be used as these are effective at getting rid of the virus on surfaces; • Staff have been instructed on cleaning and sanitising requirements

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			<p>including the use of chemicals and cleaning materials and instructions on the use of PPE;</p> <ul style="list-style-type: none"> • PPE is provided for staff to wear during cleaning activities and must be worn as instructed e.g. gloves etc.; • COSHH risk assessments are in place and followed for cleaning products and have been shared with staff as necessary; • A documented cleaning checklist is in place to ensure the enhanced cleaning schedule is followed and maintained; • As the ability to social distance in early years setting is limited, additional meticulous attention is given to the cleaning regime; • In early years settings the use of soft toys and toys with intricate parts or that are otherwise hard to clean are not in use; • For individual and very frequently used equipment, such as pencils and pens, staff and pupils are instructed to have their own items that are not shared; • Classroom based resources, such as books and games are used and shared within the bubble; these are cleaned regularly, along with all frequently touched surfaces; • Resources that are shared between classes or bubbles, such as sports, art and science equipment are cleaned frequently and meticulously between bubbles; • Resources that are shared between classes or bubbles, such as sports, art and science equipment are rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles; • Pupils are only allowed to bring essentials into school each day

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			<ul style="list-style-type: none"> • Pupils and teachers are permitted to take books and other shared resources home that contribute to the pupil's education and development. Unnecessary sharing including the sharing of items that do not contribute to a pupil's education or development is not permitted; • Shared resources are cleaned frequently and meticulously and before being shared and taken home or; • Shared resources are rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) before being shared and taken home; • Waste bins are emptied at least daily or more often as necessary and the contents disposed of safely; • School follows the procedures set out in the Government guidance Cleaning in Non-Health Care Settings following a confirmed or suspected case of COVID-19 on site; • Contaminated or suspected contaminated waste will be double bagged, labelled and stored for 72 hours before being disposed of with general waste; • Where it is not possible to store waste for 72 hours, arrangements will be made for collection by the school's specialist clinical waste contractor; • Waste cleaning materials are disposed of in the usual way unless it is confirmed or suspected that they are contaminated as a result of a member of staff or pupil displaying symptoms; • Staff have been instructed to store personal items and clothing in areas not widely accessible during the working day e.g. stockrooms/staffroom. • Staff should not take work home to be marked on the day it is completed but should leave an appropriate quarantine time.

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			<ul style="list-style-type: none"> Staff should aim to leave by 4pm <i>Marking Policy to be reviewed early in Autumn Term</i>
Transmission of Covid-19 through airborne particles due to interaction with a large number of other pupils	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	<ul style="list-style-type: none"> The school has applied the Government's principles of keeping groups separate (bubbles), keeping bubble sizes as small as is reasonably practicable and maintaining social distancing based on the age and ability of the pupils and the feasibility of measures when offering a broad curriculum; Pupils have been placed in 'class bubbles' and interaction between other classes minimised as far as is reasonably practicable; Following an assessment of the school circumstances and the practical logistics, pupils have been placed in 'year group' bubbles to enable the school to offer a full curriculum. Interaction between other years groups is minimised as far as is reasonably practicable; Children in early years settings are kept in class bubbles as far as possible; Staff members in early years settings stay within their class bubble on a day to basis as far as possible (<i>The staffing of Forest School is not deemed a risk as it is outdoors</i>); Classrooms are not shared with other class groups; Measures have been put in place to limit interaction, between groups (bubbles) as much as possible; Start and finish times are staggered to keep groups apart as they arrive and leave school; Start and finish times and breaks are staggered to ensure that corridors or circulation routes have a limited number of pupils using them at any time

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			<p>and to reduce mixing between groups;</p> <ul style="list-style-type: none"> • Children in different groups are encouraged not to play together/socialise at break times. Breaks are staggered to restricted the number of children playing at one time and groups are supervised and kept apart as far as possible; (See separate timetable for breaks) • Classroom selection and timetabling have been carefully managed to reduce movement around the building and to prevent mixing of different groups of pupils; • Where possible rooms are accessed directly from outside; • Pupils in different groups cannot to mix together at break times and groups are supervised and kept apart as far as possible; • Lunch breaks are staggered, children in Y2-6 will eat in their classroom and Reception and Y1 and up to 10 children from Y3 to eat in the hall, allowing for time for cleaning of surfaces in dining areas between groups; • Different groups in the dining area will be kept apart as much as possible; • As far as practicable groups will be kept apart with only brief transitory contact where this is unavoidable; • Large gatherings such as assemblies or collective worship with more than one group is prohibited; • Pupils are kept in consistent groups during P.E and outdoor sports are prioritised where possible; • When indoor sport is unavoidable a large indoor space is used maximising distancing between pupils and scrupulous attention is given to cleaning and hygiene; • Where necessary external facilities are also used in line with government guidance for the use of, and travel to and from, those facilities;

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			<ul style="list-style-type: none"> • <i>(Awaiting confirmation of swimming arrangements) Not until Summer term.</i>
<p>Transmission of Covid-19 through airborne particles due to close proximity to others</p>			<ul style="list-style-type: none"> • Staff to maintain a 2 metre distance from each other at all times; • Primary school staff maintain a 2 metre distance from pupils as far as is reasonable and when circumstances allow; • Primary school staff avoid close face to face contact and minimise time spent within 1 metre distance of anyone. • When working 1-1 with children staff should try to stay behind the child's shoulder • All staff and pupils are expected to adhere to the current social distancing guidelines as far as is reasonably practicable; • Where space allows, pupils who are old enough are supported to maintain a distance from each other and are encouraged not to touch staff and their peers where possible; • Where staff or pupils cannot maintain social distancing due to space restrictions the risk is reduced by keeping pupils in smaller, class-sized group bubbles; (See above) • Classrooms have been adapted to support social distancing where possible including; <ul style="list-style-type: none"> — seating pupils side by side and facing forwards, rather than face to face or side on; — moving unnecessary furniture out of classrooms to make more space; • Pupils are to sit two per table in classes from Y2-6. • As much as possible, fresh air is increased within buildings by opening windows and doors frequently to encourage ventilation, taking account of

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			<p>any potential security or fire safety issues;</p> <ul style="list-style-type: none"> Given that many doors are propped open to aid ventilation and that these may be fire doors, it is essential that in the case of a fire alarm and evacuation, staff should endeavour to close all doors as they exit the building.
Transmission of Covid-19 through airborne particles due to singing, chanting, playing wind or brass instruments or shouting.	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	<ul style="list-style-type: none"> Singing, and playing wind and brass instruments will not take place in larger groups such as school choirs and ensembles, or school assemblies; During music lessons or clubs involving singing, shouting or the playing of wind and brass instruments group sizes will be restricted to 15; A 2 metre social distance will be maintained and pupils will be positioned back to back or side by side; When practical, singing and wind/brass instruments will be played outside. If this is not possible windows will be opened to encourage good ventilation. <p><i>Further detailed DfE guidance will be published shortly</i></p>
Transmission of Covid-19 staff work areas	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	<ul style="list-style-type: none"> Where practical and the role allows, e.g. PPA time, staff are encouraged to work from home; The occupancy of the school office and PPE rooms is restricted to ensure social distancing rules can be observed; The school office layout ensures an adequate distance between staff; Shared work areas are avoided. Where this is not possible work areas are thoroughly sanitised before and after use by different people; Sanitising wipes are available to enable shared desks and equipment to be cleaned before and after use, staff are reminded of this requirement regularly; Measures have been put in place to protect office staff when dealing with

PART B. HAZARD IDENTIFICATION AND CONTROL MEASURES:

List of significant hazards (something with the potential to cause harm)	Who might be harmed	Type of harm	Existing controls (actions already taken to control the risk - include procedure for the task/activity where these are specified)
			contractors, parents and visitors (Communication to always take place through the hatch).
Transmission of Covid-19 staff work areas	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	<p>Limit rooms to having only two adults (three allowed in the staff room) permitted at any one time.</p> <p>Rooms to have doors wedged open to increase air flow and reduce potential contact points.</p> <p>No children allowed in Photocopying Room, Library, Office, ICT Suite, Staffroom, HT Office, Kids Club Room, Art Stock Room</p> <p>Cleaning products available in all rooms / area for staff to wipe down equipment (e.g. photocopier, phones, door, laptops, keyboard and mice etc) and handles before and after use.</p> <p>All doors to be kept open with wedges or door hooks so spaces visible and removing the need to touch door handles.</p> <p>Alcohol gel pumps located in each area (classrooms, offices, staffrooms etc).</p>
Transmission of Covid-19 staff rest areas	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	<ul style="list-style-type: none"> • Lunch breaks for staff are staggered to limit the occupancy of the staff room and additional space for breaks will be created by using other parts of the school if available; • The number of staff allowed in the staff room at any one time is restricted to enable social distancing to be maintained; • Staff room furniture has been reconfigured to maintain social distancing and reduce face to face contact. • Additional 'rest areas' for staff will be identified around the school in consultation with staff

PART B. HAZARD IDENTIFICATION AND CONTROL MEASURES:

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			<ul style="list-style-type: none"> • Signage and floor markings support staff to maintain 2 metre distance; • Staff are encouraged to bring their own food to work. Staff are encouraged not to purchase food off site to prevent possible transmission of the COVID-19 virus through contact with other people and/or contaminated surfaces. It is felt that The Mill is not a risk due to the outdoor nature of the hatch but that staff should avoid the busy Spar shop (UPDATE 14.10.20)
Transmission of Covid-19 through airborne particles due to face-face meetings	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	<ul style="list-style-type: none"> • Meetings to be held via remote working tools wherever possible; • Weekly staff meeting socially distanced in Y6 classroom Governor and committee meetings as above UPDATE – 14.10.20 – due to rising local rates and confirmed cases in school, all staff and Governors meetings to be carried out remotely. • Only when absolutely necessary will a face to face meeting take place. This will be with the minimum number of participants, whilst observing social distancing rules either in an outdoor space or well ventilated area indoors; • Hand sanitiser is provided in designated meeting rooms where handwashing facilities are not immediately available; • Disinfectant wipes are available in designated meeting rooms to enable staff to wipe down shared equipment before and after use; • Meetings are held outdoors or in a well-ventilated designated rooms; • Toilet A for KS1 staff and office staff, Toilet B for KS2 and visitors
Need for Personal Protective Equipment (PPE)	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	<ul style="list-style-type: none"> • Staff are aware of the need to use the appropriate PPE when completing specific tasks e.g. cleaning or supporting an individual with coronavirus symptoms;

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List of significant hazards (something with the potential to cause harm)	Who might be harmed	Type of harm	Existing controls (actions already taken to control the risk - include procedure for the task/activity where these are specified)
			<ul style="list-style-type: none"> • PPE is sourced through normal school procurement routes; • Disposable gloves are worn during cleaning regimes in suspected covid cases. Rubber gloves when worn should be disinfected after use and hands washed. Disposable gloves and impermeable aprons must be worn when cleaning areas that have been occupied by someone displaying symptoms of COVID-19; • When caring for someone with symptoms of COVID-19 a face mask should be worn if a distance of 2 metres cannot be maintained and if contact is necessary, gloves, an apron and a face mask should be worn. • If a risk assessment determines that there is a risk of splashing to the eyes, e.g. from coughing, spitting, or vomiting, eye protection will also be worn by the supervising adult. • Staff are provided with information and instruction on the use and disposal of PPE including face masks; see JA video • Further guidance is available on safe working in education, childcare and children's social care .
Dealing with emergency situations including accidents, security and evacuation during the COVID-19 pandemic	All building occupants	Untreated injuries, potential spread of infectious disease	<ul style="list-style-type: none"> • In an emergency, e.g. an accident or fire, people do not have to stay 2m apart if it would be unsafe but should do so where this is possible; • First Aiders are aware of and follow the Government guidance for first responders; • The First Aid Needs Assessment has been reviewed and amended to take account of current occupancy, numbers of first aiders required and additional PPE needed during the COVID-19 pandemic including provision of disposal gloves, disposal plastic aprons, fluid repellent surgical face masks and visors as required; • Each class bubble has its own First Aid Bag with visor and notebook. This should be taken out by the member of staff on duty

PART B. HAZARD IDENTIFICATION AND CONTROL MEASURES:

List of significant hazards (something with the potential to cause harm)	Who might be harmed	Type of harm	Existing controls (actions already taken to control the risk - include procedure for the task/activity where these are specified)
			<ul style="list-style-type: none"> • Pupils who require first aid will continue to receive care in the same way; No additional PPE is needed because of COVID-19 for any pupil who does not have symptoms; Face visor is available for first aid administration • When administering first aid to an adult a face mask should be worn if a distance of 2 metres cannot be maintained. If direct contact is necessary, gloves, an apron and a face mask should be worn; • If a risk assessment determines that there is a risk of splashing to the eyes, e.g. from coughing or vomiting, eye protection will also be worn by the first aider; • Staff involved in the provision of assistance to others in an emergency including first aid are instructed to pay particular attention to sanitation measures immediately afterwards including washing hands for 20 seconds under warm, running water or using hand sanitiser; • For instances where first aid qualifications are due for renewal and may expire during the current crisis i.e. due for renewal on or after 16 March 2020, the HSE had granted a 3 month extension. School will endeavour to provide training ASAP but is aware that if this is not possible a further extension may be granted to no later than 30 September 2020 subject to evidence to support the reason why it has not been possible to arrange training.
Reduced premises inspections, tests, servicing and maintenance	All building occupants	Accidents or incidents resulting from poorly maintained premises & plant	<ul style="list-style-type: none"> • Premises management inspections, testing and servicing of plant, equipment, etc. have been brought up to date for all parts of the building from September 2020 onwards; • All inspections have taken place as planned • Records of all testing and checks are stored and available to all interested parties.
Transmission of Covid-19 through airborne particles	Staff, pupils, visitors, contractors,	Potential spread of infectious disease	<ul style="list-style-type: none"> • Visitors to site including contractors, parents and visitors are limited to

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<p>List of significant hazards (something with the potential to cause harm)</p>	<p>Who might be harmed</p>	<p>Type of harm</p>	<p>Existing controls (actions already taken to control the risk - include procedure for the task/activity where these are specified)</p>
<p>from customers, visitors and contractors accessing the building</p>	<p>household members</p>		<p>essential persons only and wherever possible by appointment only;</p> <ul style="list-style-type: none"> • Supply teachers, peripatetic teachers and/or other temporary staff are permitted and can move between schools; • They will be instructed to ensure they minimise contact and maintain as much distance as possible from other staff. • Specialists, therapists, clinicians and other support staff for pupils with SEND will provide interventions as usual; • Allowance is made for the vicar to make visits • All visitors will follow the Government's guidance and the school's strict hygiene and social distancing rules e.g. hand washing/sanitisation upon entry; • Visitor/Contractor site rules & procedures have been revised to include additional controls to mitigate the risk of transmission of COVID-19; • Reception staff responsibilities have been established in relation to COVID-19 and the communication of procedures required by contractors and visitors to site; • Office staff are aware of and explain additional hygiene and social distancing rules required by contractors and visitors on arrival; • All staff and visitors must sanitise before using the touchscreen sign-in • Contractors must obtain permission before attending site; • When necessary, contractors to familiarise themselves with the asbestos survey for the building prior to works commencing – this can be downloaded from the PAM system. Alternatively, the executive summary to be provided as a laminate which must be wiped clean with disinfectant wipes after use; • Contractors will wear appropriate PPE as determined by their employer,

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List of significant hazards (something with the potential to cause harm)	Who might be harmed	Type of harm	Existing controls (actions already taken to control the risk - include procedure for the task/activity where these are specified)
			<p>however they may be asked to wear additional PPE (provided by the school) upon arrival e.g. gloves, mask, coveralls, shoe covers, etc. where this is considered necessary. Contractors will comply with any additional PPE or hygiene requirements made by the school prior to entry;</p> <ul style="list-style-type: none"> • Contractors will be asked to keep the time spent on site to a minimum and will make all efforts to only attend site to carry out work during periods of reduced occupation; • Alternative routes around or through the premises will be used as instructed by the school e.g. the school may usher the contractor through a fire escape door to access an adjacent room, rather than walking them through the school to reach their destination; • The number of site deliveries has been reduced where possible; • A procedure is in place to wipe down deliveries with sanitiser on entering the school premises where possible; • Staff handling deliveries will observe good hand hygiene, washing hands using warm, running water and soap for a minimum of 20 seconds or using hand sanitiser after handling new deliveries that have not been sanitised.
Homeworking with DSE	Staff and members of their household	Development or worsening of existing musculoskeletal injuries or health conditions	<ul style="list-style-type: none"> • Homeworking will usually involve the use of Display Screen Equipment (DSE) in the form of mobile laptops, Yogas, tablets, phones, etc.; • Staff working from home have undertaken DSE e-learning and are aware of how to set-up their workstation and equipment at home so as not to cause additional health risks; • Staff have access to H&S information and support to assist homeworking arrangements such as: • H&S COVID-19 web page (section on 'How to support employees working from home');

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			<ul style="list-style-type: none"> Remote H&S support is available via the Duty Officer by Tel: 01772 538877 or email HS&Q Team at: health.safety@lancashire.gov.uk ; In circumstances where staff are homeworking for more than one month at a time, a Homeworker Checklist & Risk Assessment (see link to above web page) will be completed to identify any issues or concerns. The finding will be discussed with the line manager at school and further action taken where necessary.
Stress and Anxiety	Staff	Increased levels of stress/anxiety and lower than normal levels of wellbeing	<ul style="list-style-type: none"> Senior personnel monitor working arrangements and offer support and advice where necessary; Staff are able to contact colleagues or managers for advice and support, or just for reassurance, during the normal working day; A process is available for individuals to report concerns over breaches of school safe working policy/guidelines so that intervention can occur; Where a member of staff returning to the workplace has raised concerns about their safety or wellbeing due to the risk of COVID-19, where necessary their line manager will complete a risk assessment addressing COVID-19 concerns for an employee to help identify key concerns and any further adjustments required to support them at work; Staff are made aware of sources of information that will assist staff wellbeing such as: <ul style="list-style-type: none"> Employee Wellbeing MIND web site H&S COVID-19 web page 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; The Education Support Partnership provides a free helpline for school staff and targeted support for mental health and wellbeing.

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			<ul style="list-style-type: none"> Following consultation and discussions with staff, it is agreed that they can leave the school grounds during non-directed time at lunchtime for a walk in the fresh air to support mental well-being as long as they avoid contact with any members of the public. (UPDATE – 14.10.20).

This general risk assessment will apply to this area/task/activity in most schools providing the control measures described are in operation and there are no further local significant hazards. If it does not fully apply and further control measures are required, please complete the Action Plan at Part C. If it fully applies please sign below.

I certify that the risk assessment above fully applies to the area/task/activity under assessment in (Name of school)

Signed:

Name:

Risk Assessor:

PART C: ACTION PLAN Further action / controls required						
Hazard	Action required	Person(s) to undertake action?	Priority	Projected time scale	Notes / comments	Date completed
Unsafe for a member of staff to return	Specific risk assessment needed for a member of staff	CT		August 20		11/08/20
Too many adults in school and mixing bubbles	Visitor and volunteer protocol to be drawn up	SLT		1 st September 20		
Regular cleaning of surfaces	Cleaning protocol for all rooms to be enhanced	All staff SLT		1 st September 20		

Inadequate first aid provision	Paediatric first aid training needs identified	CT		September 20		
Unsupervised contractors	Contractors on site policy to be updated	CT		1 st September 20		
Register of people on site needed for fire/emergency	Enhanced cleaning protocol drawn up for ipad sign in	SR		1 st September 20		