

SCHOOL RISK ASSESSMENT – COVID-19



NOTE: Due to the constantly changing situation, dynamic risk assessments must be carried out.

Text highlighted in yellow relates to new county amendments since last version.

Text highlighted in pink relates to school amendments since last version.

PART A. ASSESSMENT DETAILS:

Area/task/activity: Full School opening arrangements during COVID-19 restrictions from 1 September 2020 updated 10.9.20

Location of activity: Moorbrook school

Team/School name: Address & Contact details:	Ainslie road Fulwood PRESTON PR2 3DB 01772774752	Name of Person(s) undertaking Assessment:	Claire Thompson
		Signature(s):	
Line Manager/ Headteacher (Name/Title):	Claire Thompson	Date of Assessment:	10.9.20
Signature:		Planned Review Date:	19 th Oct 2020 or sooner if guidance changes
How communicated to staff:	Staff meeting plus email.	Date communicated to staff:	14 th September 2020

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	- School regularly refers to official advice from the DfE, PHE, HS&Q and HR; Coronavirus (Covid-19): guidance for schools and other educational settings LCC Schools HR guidance LCC Health & Safety COVID-19 web page

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			- Headteacher or other senior person keeps up to date with official COVID-19 Guidance and informs employees/school arrangements as required. - This version has been written using DfE guidance https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings published 2.7.20
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	- 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 https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings 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

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			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 event of any significant changes; • Pregnant women are categorised as 'clinically vulnerable' as a precautionary measure. As per the Management of Health and Safety at Work Regulations 1999 (MHSW) a new & expectant mother risk assessment and individual Covid-19 concerns risk assessment will be completed for all pregnant staff ; • • People who live with those who are clinically extremely vulnerable or clinically vulnerable attend the workplace as normal; • 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	• 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

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			self-isolate for 7 days and instructed to arrange a test to see if they have COVID-19; • 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; • 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; • If a pupil displays symptoms their parent/carer will be required to take them home. Where this is not immediately possible, the pupil will be placed in a separate room until they can be collected, whilst being mindful of the individual pupils' needs; • Ideally, a window will be opened in the room for increased ventilation; • 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 at least 2 metres away from others; • 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. The bathroom will then be cleaned and disinfected before

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			being used by anyone else; - 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 if a distance of 2 metres cannot be maintained. If direct contact is necessary, then 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, then eye protection will also be worn by the supervising adult. - If a parent cannot collect the pupil will be transported in the school minibus with a staff member in full PPE and the pupil will wear a mask. Windows will be open for ventilation and the pupil will sit behind the driver with a gap of one seat in view of the rear view mirror. If no mini bus available CT or SM will transport.
Staff, pupils & household members test positive for COVID-19	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	- 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 7 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); - The health protection team will carry out a rapid risk assessment to

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			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: - 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; - School will operate 2 bubbles; one for onsite pupils and one for fulltime offsite pupils. If an onsite pupil or staff member tests positive all staff and onsite pupils will be contacts and have to isolate (office and buildings staff may not be if it's a pupil). If an offsite pupil is positive they and the tutor will need to self isolate, this may affect Hawthorn ability to teach 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

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			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 coronavirus (COVID-19) within the remaining days; - If the test result is positive, they are instructed to inform school immediately, and must isolate for at least 7 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.
Outbreak of Covid-19 within school	Staff, pupils, visitors, contractors, household members	Spread of infectious disease	- 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 are 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.
Transmission of Covid-19 due to lack of consultation on safe working practices and provision of information & instruction on safe ways of working.	Staff, pupils, visitors, contractors, parents	Spread of infectious disease	- 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; - 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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			• 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; • 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 during travel to and from school on dedicated transport	Staff, pupils, household members, members of the public	Potential spread of infectious disease Pupils stranded or missing	• The school has arrangements for advising parents and carers that pupils must not board home to school transport if they, or a member of their household, has symptoms of coronavirus (Covid-19); • If a pupil develops symptoms whilst at school, the school will contact the parent or carer who should make arrangements for the child or young person's journey home; • Pupils on dedicated school services do not mix with the general public on those journeys and tend to be consistent. Therefore the usual social distancing measures will not apply from the autumn term 2020 on dedicated transport; • Our pupils travel via SEN transport, parental transport or walk with the exception of 1. SEN transport has its own risk assessment. • Hand sanitiser is used upon boarding and/or disembarking transport; • Assurances have been given by transport providers that transport is cleaned regularly and that high touch points are sanitised prior to a school pick up/drop off; • A system is in place to manage queuing, boarding and disembarking from transport to prevent unnecessary close contact with others; • Where possible social distancing within vehicles will be maintained; • Ventilation within the vehicle is maximised by opening windows and ceiling vents to allow fresh air to circulate;

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			• Pupils in years 7 and above are required to wear a face covering when travelling on dedicated school transport. This does not apply to those who are exempt from wearing a face covering; • Pupils over the age of 11, are required to wear face coverings if they are likely to come into very close contact with people outside of their group or who they do not normally meet; • School have been assured that transport providers, as far as possible, follow hygiene rules and try to keep distance from passengers; • School have been assured that drivers have been instructed that they must not undertake duties for school if they or a member of their household are displaying any symptoms of coronavirus; • Passenger assistants will not normally require PPE on home to school transport, even if they are not able to maintain a distance from the children and young people on the transport. This is because children and young people with symptoms of coronavirus (COVID-19) must not board home to school transport. However, they are required to wear a face covering where possible to do so; • <i>For more information see Government Guidance: Transport to school and other places of education: Autumn Term 2020</i>
Spread of Covid-19 during travel to and from school on public transport	Staff, pupils, household members, members of the public	Potential spread of infectious disease Pupils stranded or missing	• Strategies have been implemented to reduce the use of public transport by pupils to get to and from school particularly at peak times including; — Introducing staggered start and finish times to enable travel to take place out of peak times; — Staff and pupils are encouraged to walk or cycle to school where possible; — Facilities are in place to store bikes securely. This will be continually monitored to ensure sufficient facilities are in place to meet demand; • If public transport has to be used, staff, parents and pupils are advised to follow social distancing rules and to wear a face covering when on public transport;

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			- Families who use public transport have been referred to safer travel guidance for passengers which includes guidance on how to wear a face covering. - Staff who car share have been referred to safer travel guidance for passengers which includes guidance on car sharing.
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	- 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, without physically entering the premises e.g. front gate drop-off with staff meeting pupils at the pupil entrance door; - Parents have been advised that only one parent should accompany their child to the school entrance; - Pupils have been instructed not to touch the front of their face covering during use or when removing them on arrival at school; - Reusable face coverings must be placed in a plastic bag that the wearer has brought with them and stowed in a safe place such as a school bag or pocket to be taken home; - Those removing face coverings are required to wash or sanitise their hands immediately after removing it; - A covered bin is in place for non-reusable face coverings on arrival at the school grounds; - The contents of the bin will be disposed of as normal domestic waste unless the wearer has symptoms of Covid-19 in which case it will be disposed of in line with the guidance on cleaning for non-healthcare settings; - All staff and pupils wash their hands thoroughly with warm, running water

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			and hand soap for at least 20 seconds on arrival at school; • A staff member on meet and greet will check each pupils temperature on arrival, they will be outside and wear a mask, temperatures will be recorded each day. If a pupil has a temperature over 37.8 they will be isolated and arrangements to send home will be made. • Staff will take their temperature on arrival and record it on the signing in sheet, if it is above 37.8 they will speak to a member of SLT before they are isolated and sent home. • Pupils will be supervised outside upon arrival by 2 staff members and encourage to social distance • Pupils will enter the cloakroom one at a time and use their own peg. • Pupils and staff will wear a face mask in the corridor they will store it in their pocket in a plastic bag. And the cloak room whilst Preston is in local lock down. Once local lockdown is lifted the wearing of masks will be optional.
Transmission of Covid-19 through insufficient personal hygiene	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	• Good hand hygiene and the need to wash hands more frequently is promoted around school; • Staff, pupils and visitors are instructed to sanitise their hands when they arrive at school, when they return from breaks, when they change rooms, before and after eating, after using the bathroom, after touching shared resources or after touching their face, blowing their nose, sneezing, coughing; • Each member of staff will carry hand sanitizer for pupils to use. • Where necessary pupils are supervised and monitored to ensure safe and appropriate hand hygiene; • Pupils are encouraged to avoid touching their faces whenever possible particularly with unwashed hands;

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			• 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 sanitised 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; • Pupils 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. • Bins are now pedal bins staff and pupils encouraged to use foot pedal.
Spread of COVID-19 virus via germs on surfaces and furniture within the building	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	• An enhanced cleaning schedule is followed which includes; — More frequent cleaning of rooms/shared areas that are used by different groups; — Pupils will wipe own table and chair on entry to a classroom and before they leave. — Sanitising of tables in the dining area between different pupil having their lunch; — 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; • 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 including the use of chemicals and cleaning materials and instructions on the use of PPE; (instructions on wall in cleaning cupboard)

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			• PPE is provided for staff to wear during cleaning activities and must be worn as instructed e.g. gloves etc.; (instructions on wall in medical room and cleaning cupboard) • COSHH risk assessments are in place and followed for cleaning products and have been shared with staff as necessary; (displayed on wall in cleaning cupboard and in RA file for building) • A documented cleaning checklist is in place to ensure the enhanced cleaning schedule is followed and maintained; • As the ability to social distance in our setting is limited, additional meticulous attention is given to the cleaning regime; • 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; School have provided each pupil a pencil case which will go between each lesson in a group tray carried by the TA • 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; • Science, food tech and DT have subject risk assessment using the CLEAPS guidance • PE has a subject risk assessment using the BLAP guidance • Pupils are only allowed to bring essentials into school each day including school bag, lunch boxes, hats, coats, books, stationery and mobile phones; • Pupils and teachers are permitted to take books and other shared

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			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. • Marking to be done in school wherever possible. • 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; (displayed in cleaning cupboard) • 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. in lockers or their own office.
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	• 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; see special school guidance. • Settings offering alternative provision take steps to minimise social contact and mixing as far as is practicable;

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			• School is to operate 2 bubbles; one for onsite pupils and one for fulltime offsite pupils. • Steps will be taken to minimise social contact and mixing as far as is practicable in the onsite group/ bubble. • The Offsite bubble will not mix, the pupil receive individual tuition and are effectively 7 individual bubbles. • Measures have been put in place to limit interaction, between groups (bubbles) as much as possible; • 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; • A one-way circulation route along corridors is in operation where possible when needed; • Lesson changed overs will be managed by C+G lead to limit groups on the corridor at once. • Lunch breaks are staggered 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; • Increased table ensure only 2 per table and 20max in dining room at any one time. • 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

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			distancing between pupils and scrupulous attention is given to cleaning and hygiene; the hall is well ventilated. - Where necessary external facilities are also used in line with government guidance for the use of, and travel to and from, those facilities; - Each year group will be assigned a TA to reduce staff movement between groups - KS4 pupils who access offsite AP will have to self isolate if there is a confirmed case at their AP, this will not affect the onsite school bubble unless a Moorbrook pupil test positive at an AP provider. - KS4 pupils who access AP will have to self isolate if any onsite pupil tests positive and cannot attend AP during that period. - If a pupil in the offsite bubble tests positive, Hawthorn will be informed and their staff relevant staff self isolate and get tested. If a hawthorn staff member is positive, the Hawthorn pupils should tested and self isolate.
Transmission of Covid-19 through airborne particles due to close proximity to others			- Staff to maintain a 2 metre distance from each other at all times; unless using RPI. Staff must wash hands for at least 20 seconds immediately after any RPI. - Staff maintain a 2 metre distance from pupils as far as is reasonable and when circumstances allow; see special school guidance. - Staff avoid close face to face contact and minimise time spent within 1 metre distance of anyone; - 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

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			group bubbles; (See above) - Classrooms have been adapted to support social distancing where possible including; - 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; - Desks have been assigned to individuals. Desks are wiped down between changes of pupils; - As much as possible, fresh air is increased within buildings by opening windows and doors frequently to encourage ventilation, taking account of any potential security or fire safety issues; internal fire door must not be propped open. - Staff will remain outside a safe space if a pupil is using one whenever possible; de escalation and calming support will take place from the door, which will be opened for ventilation as soon as possible. - If the school is in an area with enhanced COVID-19 restrictions staff and pupils in years 7 and above will be required to wear a face covering in communal areas where a minimum distance of 1 metre from others cannot be guaranteed for example when moving along corridors. This does not apply to those who are exempt from wearing a face covering; - In light of the mitigating measures the school is taking e.g. setting up of class bubbles, face coverings will not be required to be worn in classrooms due to the negative impact they can have on learning, teaching and communication; - Staff and pupils have been instructed to sanitise their hands before putting on and removing a face covering, not to touch the front of their face covering during use or when removing it and to place reusable face coverings in a sealable plastic bag (that the wearer has brought with them) between uses as per government guidance on face coverings;

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			• A small contingency supply of disposable face coverings will be available for instances where staff, pupils or visitors have forgotten to bring one of theirs has become soiled during the course of the day; • Bins are provided throughout the school for the disposal of disposable face masks. The contents of bins is disposed of as normal domestic waste unless the wearer has symptoms of COVID-19 in which case they will be disposed of in line with the guidance on cleaning for non-healthcare settings
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	• Specialist curriculum risk assessments will be put in place for music dance and drama, taking into account specific government guidance on the performing arts and COVID-19; • Particular care will be taken in music, dance and drama lessons to observe social distancing including limiting group sizes and preventing the physical correction by teachers and contact between pupils in dance and drama; • Background or accompanying music will be reduced to a level so that teachers or other performers do not have to raise their voices unduly. Where possible, microphones will be used; • If microphones are shared guidance on handling equipment will be followed; • Singing, and playing wind and brass instruments will not take place in larger groups such as school choirs and ensembles, or school assemblies unless significant space, natural airflow (at least 10l/s/person for all present, including audiences) and strict social distancing and other mitigating factors are maintained; • Pupils will be positioned back-to-back or side-to-side when playing or singing (rather than face-to-face) whenever possible. Wind and brass players will be positioned so that the air from their instrument does not blow into another player.

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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)
Transmission of Covid-19 staff work areas	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	• Where practical and the role allows, staff are supported to work from home; • The occupancy of the school office is restricted to ensure social distancing rules can be observed; • No staff member may enter the school office. Staff must use the reception window to talk to office staff. • If staff wish to see DH or CT ask office staff via the reception window and DH or CT will come to the entrance; alternatively use the internal phone or email to contact DH/CT • Staff should remain at the entrance of any staff office and be mindful of social distance before entering. • Shared work areas are to avoided. Where this is not possible work areas near the photocopier and in the staff room are thoroughly sanitised before and after use by different people using the wipes provided; • 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 contractors, parents and visitors.
Transmission of Covid-19 staff rest areas	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	• Lunch breaks for staff are staggered to limit the occupancy of the staff room, only 4 staff in the staffroom at any time; staff to use offices and classrooms to eat lunch. • The number of staff allowed in the staff room at any one time is restricted to enable social distancing to be maintained; only 4 at a time. • Staff room furniture has been reconfigured to maintain social distancing and reduce face to face contact. – chairs are named use your own chair. • Signage and floor markings support staff to maintain 2 metre distance; • Staff are encouraged to bring their own food to work. Staff are encouraged

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)
			not to purchase food off site to prevent possible transmission of the COVID-19 virus through contact with other people and/or contaminated surfaces. Staff can have a school lunch if they are supervising at lunchtime; these are to be eaten in the dining room.
Transmission of Covid-19 through airborne particles due to face-face meetings	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	• Meetings to be held via remote working tools wherever possible; • 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; briefing and debrief will be in the main hall in a large circle. No chair in the morning and staff to clean chair used in the afternoon. • Teacher and TA meetings will be in the dining room or a classroom 2 metres apart. • Whole staff meetings will be in the main hall whenever possible or using remote means or 2 concurrent meetings in 2 classrooms. • Annual reviews will be in the conference room with one parent, pupil and SLT member; other attendees will do so via screen using zoom. • Governor meetings using zoom. • 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; • Floor markings are used in designated meetings rooms to help participants to maintain appropriate social distancing.
Manual Handling	Staff	Musculoskeletal injuries	• A dynamic risk assessment is carried out when moving furniture & resources which takes into account; — the task being undertaken; — the capabilities of individual carrying out the task;

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)
			— the load being lifted or moved; — the surroundings (environment) and; — consideration of social distancing in 2 person manual handling activities/lifts.
Need for Personal Protective Equipment (PPE)	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	• 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; • PPE is sourced through normal school procurement routes; • Disposable gloves are worn during normal cleaning regimes. 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 and pupils are instructed on the need to wear a face covering by law on transport and have been given guidance on wearing and making face coverings; • Staff member on meet and greet taking temps will wear PPE (mask, gloves and apron) • Staff are provided with information and instruction on the use and disposal of PPE including face masks; • Face masks must be worn on the mini bus by pupils and staff. • Further guidance is available on safe working in education, childcare and children's social care .
Dealing with emergency	All building	Untreated injuries,	• In an emergency, e.g. an accident or fire, people do not have to stay 2m

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)
situations including accidents, security and evacuation during the COVID-19 pandemic	occupants	potential spread of infectious disease	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; - Pupils who require first aid will continue to receive care in the same way; - When administering first aid 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	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;

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)
		& plant	Records of all testing and checks are stored and available to all interested parties.
Transmission of Covid-19 through airborne particles from customers, visitors and contractors accessing the building	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	- Visitors to site including contractors, parents and visitors are limited to essential persons only and wherever possible by appointment only; - Supply teachers, peripatetic teachers and/or other temporary staff are permitted and can move between schools; - To minimise the number of different temporary staff entering the school premises, wherever possible the school will use longer assignments with supply teachers and agree a minimum number of hours across the academic year. This will apply to supply teachers and peripatetic teachers as well as sports coaches, and those engaged to deliver before and after school clubs; - 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; - 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; - Signing in/out arrangements for visitors have been modified to prevent the handling of pens and paper by multiple people. A record of all visitors is kept in the event this may be required for track and trace purposes; office

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)
			staff sign in and out. - 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, 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; - 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; by office staff. Leave in entrance until wiped down. - 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	Homeworking will usually involve the use of Display Screen Equipment (DSE) in the form of mobile laptops, Yogas, tablets, phones, etc.;

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)
		existing musculoskeletal injuries or health conditions	- 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'); - 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.
Attendance at alternative provisions	Pupils, families of pupils	Transmission of infection	- Each AP provider will be asked for their own RA to demonstrate how they are amending their practice and minimising risks in light of COVID 19, pupils will not return until school is satisfied with the control measures in place. - Pupils and parents will be made aware of changes/control measures prior to attending AP, parents can keep the pupil at home see government guidance on individual pupil risk assessments and pupil attendance during COVID 19. Staff will encourage pupils to attend if they feel it is as safe or safer than remaining at home. - Pupils will be aware of the addendum to the school behaviour policy and the AP behaviour policy before they attend. Pupils who can not adhere to any expectations will not be permitted to attend AP. - Transport will be arranged in line with the above transport section. Parents will be welcome to transport pupil to AP if they prefer. Pupils will not use public transport to go to AP.
Use of the mini bus for	Employees, pupils	Transmission of	Everyone will wear a mask

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)
PE, outdoor ed, offsite trips		infection	• Hands sanitised before entering • Bus cleaned thoroughly after use • Only school bubble on the bus • Everyone to face forward and limit chatter • Space out as much as possible • Staff member at the back of the bus to monitor behaviour without the need to turn around • Only 1 pupil in front seat • Pupils who can not adhere to additional travel rules will not be allowed on the school minibus.
School arrival	Employees, pupils	Transmission of infection	• 2 staff members to supervise arrival outside • Pupils encouraged to social distance • Pupils enter building one at a time in an orderly fashion • Each pupil sanitises hands • Temperature checked by staff in PPE • Mobile phone placed in a plastic bag with name on before being taken to the office • All belongings placed in the cloak room as usual
Breakfast	Employees, pupils	Transmission of infection	• Social distancing encouraged • Limited pupils on each table • Pupils to remain seated • 1 staff member to deliver toast in paper towel and drink to pupil • Pupils in computer room to social distance no food as per normal • Pupils not to loiter on corridor
Lessons	Employees, pupils	Transmission of infection	• C+G lead to police lesson change overs so only one group on corridor at once • Pupils line up outside door. • Sanitise hands on entry

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)
			- Collect a wipe on entry - Collect pencil case on entry from year group tray - Pupil to wipe own area (desk, chair) wipe to go in lidded bin - Pupils encourage to stay in own area
Break	Employees, pupils	Transmission of infection	- Pupils spread out in designated areas (computing rm 1 and rm2, library, football pitch, basket ball pitch, dinning room) - Pupils to be outside or in computers not on corridors
Lunch	Employees, pupils	Transmission of infection	- Tables extended to provide space between pupils - Dining room capacity limited to 20 people at once (4x4 people, 2x2people) - Pupils remain seated, staff serve - Hands sanitised on entry - Table and chair cleaned between pupils/staff - No pupils at the hatch - Pack lunches can be eaten outside or in the designated classroom (hands sanitised and tables/chairs cleaned afterwards)
Visitors	Staff, pupils, visitors	Transmission of infection	- No non-essential visitors to school. - All essential visitors to receive these guidelines before arrival at school and this to be displayed at the entrance. <i>Just to clarify health and safety requirements for tomorrow.</i> <i>you have had a copy of our school risk assessment which I know you have read.</i> <i>you will be asked to have your temperature taken when you arrive and to sanitise your hands</i> <i>please do not attend school if you display any of the COVID Symptoms</i> <i>you will be based in the conference room, please use the same chair all the time you are in there.</i> <i>Pupils will be sent one at a time and they must each use a different chair (there are plenty in there) once you have finished the room will be cleaned.</i> <i>please keep the length of the desk apart from the pupils, we are practising</i>

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)
			social distancing where we can. • If for any reason you need to go on the corridor, masks are to be worn by staff and pupils unless you have an exemption. • pupils will be expected to sanitise their hands on entering the conference room and as they leave. We will provide you with a small hand sanitiser to allow this to happen • If you use any equipment we ask that you wipe it down with the wipes provided e.g. the toilet or photocopier. Used wipes must go in one of the lidded bins not general waste bins. • We will provide you with a radio so you can ask the corridor staff to bring pupils to the conference room and to collect afterwards. We will agree a running order in the morning on your arrival. • If a pupil or you become symptomatic whilst at school, please inform Mrs Thompson or Ms Hargreaves via the radio provided. The pupil will be isolated in our isolation room until they can be collected. We will ask you to leave school and follow your managers advice which I assume would be to go home and self-isolate plus get a test. All these adjustments are to keep everyone safe. If you have any concerns about any practice in school please bring it to our attention. Can I thank you in advance for adhering to our new ways of working.
Stress and Anxiety	Staff	Increased levels of stress/anxiety and lower than normal levels of wellbeing	• 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; SLT operate an open door policy, spoken to in confidence, set item on SLT daily meeting. • 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

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)
			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: 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.

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

