

GENERAL SCHOOLS RISK ASSESSMENT



PART A. ASSESSMENT DETAILS:

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

Location of activity: St Vincent's Road, Fulwood. Preston, PR2 8RA

School name:	Archbishop Temple School	Name of Person(s) undertaking Assessment:	Mrs Vicki Hayward
		Signature(s):	
Headteacher (Name/Title):	Mrs Julie Siddle	Date of Assessment:	30 th September 2020
Signature:		Planned Review Date:	November 2020
How communicated to staff:	Email	Date communicated to staff:	6 th November 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 COVID19 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, H&S and HR; <ul style="list-style-type: none"> ○ COVID-19: guidance for education settings ○ LCC Schools HR guidance ○ LCC Health & Safety COVID-19 web page • Headteacher or other senior person keeps up to date with official COVID-19 Guidance and informs staff/school arrangements as required;
Changes to official COVID19 guidance and advice mean that	Staff, pupils	Potential spread of infectious disease	<ul style="list-style-type: none"> • It is strong public health advice that staff in secondary schools maintain distance from their pupils, staying at the front of the class, and away from their colleagues where possible. Ideally, adults should maintain 2 metre distance

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<p>from September all children are to return to school</p>			<p>from each other, and from children.</p> <ul style="list-style-type: none"> • In particular, they should avoid close face to face contact and minimise time spent within 1 metre of anyone. • small adaptations will be made to classrooms to support distancing where possible. Including seating pupils side by side and facing forwards, rather than face to face or side on. • Some pupils with SEND (whether with education, health and care plans or on SEN support) will need specific help and preparation for the changes to routine that this will involve, so teachers and SENCO should plan to meet these needs. • Classroom based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces. • Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles • Pupils and teachers can take books and other shared resources home, although unnecessary sharing will be avoided by setting homework on Google classroom • Government guidance now stipulates pupils are to wear face masks in communal areas such as corridors. As there is no contact between year group bubbles once in school, the expectation is pupils will wear a face mask until they enter their classroom,
<p>Vulnerable & extremely vulnerable staff or pupils with pre-existing health conditions</p>	<p>Staff, pupils, household members</p>	<p>Becoming seriously ill from the effects of coronavirus, potential to be life threatening</p>	<ul style="list-style-type: none"> • Adults who were considered to be clinically extremely vulnerable and received a letter advising them to shield were advised by the Government that they can 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 were advised by the Government that they can return to school from when the rest of their class returns;

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			<ul style="list-style-type: none"> • 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 event of any significant changes; • 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;

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			<ul style="list-style-type: none"> (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 or pupil displaying signs of COVID-19 whilst in school	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	<ul style="list-style-type: none"> Staff are aware of the virus symptoms and are vigilant in reporting all concerns to the responsible person who will reference DfE COVID-19: guidance for education settings for advice on dealing with the situation. Staff who have assisted someone who has taken ill with COVID-19 symptoms 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 by NHS Test & Trace, the school or local health protection team. Staff showing symptoms are sent home and reminded to test and self-isolate, following current government guidance for staying at home. If a pupil displays symptoms they will not be permitted to remain in school. Their parent/carer etc 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 individual pupils' needs. PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained. PPE grab bags have been distributed to designated personnel and two spare bags will be available on reception. 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 toilet while waiting to go home, they will use a separate toilet if possible. The toilet will then be cleaned and disinfected before being used by anyone else.

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			<ul style="list-style-type: none"> Parents when collecting a symptomatic child will be advised to test. They will be asked to contact school with the outcome of the test. The list of close contacts of the child will be collated by the Pastoral team. If school has two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, there may have been an outbreak, and must continue to work with the local health protection team who will be able to advise if additional action is required. If someone tests negative, if they feel well and have been without a fever for 48 hours 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, pupils & household members test positive for COVID-19	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	<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 7 10 days from the onset of their symptoms, or from their test day if they are asymptomatic, and will only be allowed to return to school when they have been without a fever for at least 48 hours; they can return to school after 10 days even if they still have do not have symptoms including: a high temperature, cough or loss of sense of smell/taste as these symptoms can last for several weeks after the infection has gone. They will be advised that other members of their household must continue to self-isolate for the full 14 days; For each single confirmed COVID-19 case the school will establish key details eg <ul style="list-style-type: none"> Onset date of the illness, date on which they were tested and their dates of attendance at school; Their year group / bubble / class If they were in school whilst infections (see below) Number of close contacts (see below) The above information will be submitted to the LA using the secure on-line LCC click sheet: https://lancashire-self.achieveservice.com/service/Report_of_Confirmed_Covid19_Cases_in_school

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			<ul style="list-style-type: none"> • Where the staff member or pupil has been in school during the infectious period for COVID-19 ie 2 days before the onset of their symptoms, the school will undertake a rapid risk assessment to identify the bubble to which the pupil or staff member is allocated and/or any other staff or pupils who have been in close contact with them during the 48 hours prior to the onset of their symptoms; if the staff member / pupil has not been in school the 2 days before the onset of their symptoms the school do not need to take any further action; • 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 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, outcome from the rapid risk assessment, 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 follow the guidance in the latest PHE (Lancashire) Schools Resource Pack (circulated to schools via the Schools Bulletin) which provides advice on managing positive cases and who to contact for help;

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

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			practice.
Spread of COVID-19 during travel to and from school	Staff, pupils, household members, members of the public Pupils	Potential spread of infectious disease Pupils stranded or missing	<ul style="list-style-type: none"> • Parents, pupils and staff have been made aware of the <u>Coronavirus (COVID-19): safer travel guidance</u> for passengers when planning their travel; • Staff and pupils are encouraged to walk or cycle to school where possible; • Where this is not possible, use of private transport is recommended; • 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; • Public transport should be avoided wherever possible. If public transport has to be used, staff, parents and pupils are advised to follow government guidance on social distancing and wearing face masks. On arrival at school, hands should be thoroughly washed with warm running water and hand soap for at least 20 seconds; • Specific school transport providers have been made aware of the current arrangements for start and finish times; • 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; • Staff to wear appropriate PPE such as a fluid resistant disposable face mask when supporting pupils with complex needs who require assistance to access the vehicle or fasten seatbelts; Immediately after assisting pupils staff will thoroughly wash their hands with warm running water and hand soap for at least 20 seconds.
Transmission of Covid-19 through insufficient personal	Staff, pupils, visitors, contractors,	Potential spread of infectious disease	<ul style="list-style-type: none"> • All staff, pupils and visitors are required to follow guidelines re washing hands thoroughly with warm running water and hand soap for at least 20 seconds. Upon arrival at school, pupils will pass through a sanitisation station. Sanitiser will also

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hygiene	household members		be inside each classroom and is to be used on exit. <ul style="list-style-type: none"> • All staff and pupils are requested to wash their hands more frequently, particularly after touching their face, blowing their nose, sneezing, coughing using the toilet, before eating or handling food and before and after breaks and using shared resources. • Pupils are reminded to avoid touching their faces whenever possible particularly with unwashed hands; • Posters are displayed on good hand washing technique and government guidelines on good hygiene/social distancing; • Everyone follows the Catch it, Bin it, Kill it guidance 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; • Hand sanitiser has been made available where hand washing facilities are not readily accessible including high touch points.
Spread of COVID-19 virus via germs on surfaces and furniture within the building	Staff, pupils, visitors, contractors, parents, members of the public	Potential spread of infectious disease	<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, well in advance on when wider opening begins. • All staff, pupils and visitors are required to follow guidelines re washing hands thoroughly with warm running water and hand soap for at least 20 seconds upon arrival on site and/or use the hand sanitiser at the point of entry; • All staff and pupils to wash their hands more frequently, particularly before eating and drinking, administering first aid, before and after breaks, after using shared resources and after using the toilet; • Posters are displayed on good hand washing techniques and government

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			guidelines on good hygiene/social distancing; <ul style="list-style-type: none"> • Pupils are reminded to avoid touching their faces whenever possible particularly with unwashed hands; • Everyone follows the Catch it, Bin it, Kill it guidance to catch coughs and sneezes in tissues and throw them in the bin immediately (hands to be washed immediately after disposal); • Tissues are readily available in the areas being used; • 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; • Hand sanitiser has been made available where hand washing facilities are not readily accessible. • An enhanced cleaning schedule is followed for frequently touched objects such as railings/bannisters, door and window handles, taps, desk/table tops, sports equipment, teaching & learning aids, computer equipment, telephones, and toilet facilities; • All occupied areas will be thoroughly cleaned at the end of the day; • A documented cleaning checklist is in place to ensure the enhanced cleaning schedule is followed and maintained; • Staff have been instructed on cleaning and sanitising requirements including the use of chemicals and cleaning materials and instructions on the use of PPE; • PPE is provided for staff to wear during cleaning activities and must be worn as instructed e.g. gloves, aprons etc. • 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 of pupil displaying symptoms. • COSHH risk assessments are in place and followed for cleaning products and

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			<p>have been shared with staff as necessary;</p> <ul style="list-style-type: none"> • Staff have been instructed to store personal items and clothing in areas not widely accessible during the working day e.g. in lockers. • To facilitate social distancing and to limit the amount of touchable surfaces, unnecessary items have been removed from classrooms and other learning environments and placed in storage where they do not pose increased trips or fire risks. Where necessary additional storage facilities will be provided; • Stationery and other equipment is not shared where possible by either staff or pupils; Keyboards will be wiped down after use by the member of staff; antibacterial wipes are available in classrooms. Doors to be kept open where possible to allow for ventilation. • Good housekeeping is maintained at all times; • Waste bins are emptied at least daily or more often as necessary and the contents disposed of safely; • The school will follow the procedures as set out in the Government guidance <u>Cleaning in Non-Health Care Settings</u> 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. • A strict colour coding system of cleaning equipment is in place to reduce the risk of cross contamination;
Spread of COVID-19 virus via airborne particles due to close proximity to others	Staff, pupils, visitors, contractors, parents, members	Potential spread of infectious disease	<ul style="list-style-type: none"> • Guidance on Social Distancing MUST be adhered to at all times; • DfE COVID-19 guidance on <u>implementing social distancing in educational settings</u> is implemented and reviewed regularly;

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	of the public		<ul style="list-style-type: none"> • Where possible, rooms are setup for social distancing of up to 1m between children. • Where necessary floor tape has been used to mark out a 2m distance. • Pupils will remain in the same year groups at all times each day, and different bubbles will not mix during the day, or on subsequent days. • The same teacher(s) and other staff will be assigned to each bubble and, as far as possible these will stay the same during the day and on subsequent days. • The teacher and pupils within an individual bubble will use the same classroom or zone of a setting throughout the day. • Where possible rooms are accessed directly from outside. • A one-way circulation route along corridors is in operation. • Breaks will be staggered to ensure that corridors or circulation routes have a limited number of pupils using them at any time. • Children in different bubbles are encouraged not to be together at break times. Breaks are staggered to restrict the number of children outside at one time and groups are supervised and kept apart as far as possible. • Lunch breaks are staggered with dining areas only being used by one year group at a time. • 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 not in use • Specific toilet areas are designated to different bubbles of children. • Access to the toilets will be controlled to limit the number of pupils who use them at one time in order to manage social distancing. • As far as practicable bubbles will be kept apart with only brief transitory contact if

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			<p>this is unavoidable;</p> <ul style="list-style-type: none"> • Pupils will be encouraged to socially distance themselves from staff and other pupils and to stay within their small bubbles. • Parents/carers will not enter the school unless absolutely necessary, where this is unavoidable they will be instructed to follow handwashing and social distancing guidelines. • 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. • Measures have been put in place to protect office staff when dealing with contractors, parents and visitors. • Wherever possible, contractors, parents and visitors should only attend by prior appointment. • The occupancy of the school office is restricted to ensure social distancing 2 metre rules can be observed; • A Perspex screen has been made for reception to allow visitors to safely speak with a member of staff and take delivery of small packages. • Shared work areas are avoided wherever possible. Where this is not possible work areas to be thoroughly sanitized before and after use by different people.
Manual handling	Staff	Musculoskeletal injuries	<ul style="list-style-type: none"> • A dynamic risk assessment is carried out when moving furniture & resources which takes into account; <ul style="list-style-type: none"> — the task being undertaken; — the capabilities of individual carrying out the task; — the load being lifted or moved;

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			— the surroundings (environment).
Need for Personal Protective Equipment (PPE)	Staff, pupils, visitors, contractors, parents, members of the public	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; • PPE is sourced through the schools usual procurement routes; • If appropriate PPE cannot be obtained through the usual procurement routes the Headteacher will request support from the Local Resilience Forum via their Headteacher or Chair of Governors; • 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. Disposable gloves & impermeable aprons should be worn when administering first aid. A dynamic risk assessment should be carried out on individual circumstances before deciding if it is appropriate to also wear a fluid repellent surgical face mask and eye protection if there is a risk of splashing of bodily fluids and/or airborne contaminants. • Staff are provided with information and instruction on the use and disposal of PPE including face masks.
Reduced first aid provision	All building occupants	Untreated injuries	<ul style="list-style-type: none"> • Daily consideration is given to the reduced level of first aid provision on site; • The PIU will continue to be used for minor first aid incidents only. The Drama Studio will be used for any COVID-19 related symptoms. PPE will be available in the room and each Appointed Person will also be provided with a pack; • As a minimum an Appointed Person will be delegated to take charge in an emergency situation; • In the event of an incident requiring first aid, should there be no nominated first aider available, the Appointed Person can seek advice from the NHS by calling 111 and asking for medical advice, or call the emergency services on 999 to request an ambulance; • 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

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			has announced a 3 month extension to the validity of all first aid certificates, including Paediatric First Aid.
Administering first aid during COVID1-19 Pandemic	All building occupants	Untreated injuries, potential spread of infectious disease	<ul style="list-style-type: none"> • First Aiders are aware of and follow the <u>Government guidance for first responders</u>; • 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 and fluid repellent surgical face masks; • First aiders will pay particular attention to sanitation measures immediately before and following the administration of first aid; washing their hands with warm running water and soap for a minimum of 20 seconds;
Reduced fire arrangements	All building occupants	Burns, smoke inhalation, fire related injuries, death, injuries relating to violence/aggression	<ul style="list-style-type: none"> • Staff are made aware of the current fire procedures, including amendments to normal working practices due to the current limited resources and building use, etc. • Daily checks are made to ensure all required fire doors are kept unlocked and will be available in the event of an emergency; • Surplus furniture and resources have been stored away safely so as not to cause a fire hazard, block fire exits or obscure fire extinguishers or fire signage; • Nominated persons are identified each day <p>In the event of a fire alarm -</p> <ul style="list-style-type: none"> ○ to liaise with the fire officer and report any concerns e.g. areas of a building that may not have been checked; ○ to act as Fire Wardens, take out the register <p>In an emergency there is no requirement to adhere to the 2 metre social distancing rule if it would be unsafe to do so ie it would hinder evacuation. Evacuation drills will take place in bubbles.</p>
Reduced premises inspections, tests, servicing and maintenance	All building occupants	Accidents or incidents resulting in injury, occupational	<ul style="list-style-type: none"> • Premises management inspections, testing and servicing of plant, equipment, etc. are kept up-to-date for all parts of the building that remain in use e.g.: <ul style="list-style-type: none"> ○ Fire Checks: weekly fire alarm checks continue to be made and recorded for occupied parts of the building. The same principle applies to emergency

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		disease, or a risk to health e.g. electrocution, fire, legionellosis, asbestosis	<p>lighting, fire extinguishers etc.</p> <ul style="list-style-type: none"> ○ Asbestos inspections: undertaken on any areas of the building containing asbestos which remain open. If there is no prospect of areas containing asbestos being disturbed they will be safely left until the school fully reopens, at which point checks will be made as part of the reopening process. ○ Legionella/Water hygiene: weekly flushing regimes will continue; prior to undertaking the flushing regime, the domestic hot water plant will be switched on and fully operational to ensure water is stored above 60 °C for at least 1 hour prior to commencing the weekly flushing regime to sterilize the hot water system and reduce the proliferation of legionella bacteria. ○ Contractor servicing and maintenance: servicing, etc., will continue wherever possible (see section on Contractors and visitors to the premises). The schools property consultant will be contacted for advice prior to reopening areas of the school where it has not been possible to keep these up-to-date. ○ Testing of electrical items (PAT): PAT testing will continue where possible. If not possible, the school will put local controls in place e.g. by undertaking pre-use visual checks for signs or damage or scorching, removing any damaged or faulty equipment from use, switching off and unplugging all equipment after use etc. <ul style="list-style-type: none"> ● Records of all testing and checks will be kept; ● Records will also be kept of those areas that have not been checked and why e.g. due to building closure, reduced resource, etc. These areas will be fully checked before reopening.
Transmission of COVID-19 through airborne particles from contractors and visitors to site	Staff, pupils, visitors, contractors, parents, members of the public	Potential spread of infectious disease	<ul style="list-style-type: none"> ● Visitors to site are limited to essential persons only and wherever possible, by appointment. ● 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;

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			<ul style="list-style-type: none"> • Contractors must obtain permission before attending site; • 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; • Reception staff sign-in and sign-out all visitors to prevent the handling of pens and paper by multiple people; • Contractors are encouraged to access site asbestos surveys on PAMS prior to a site visit; • 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. Contractors will comply with any additional PPE or hygiene requirements made by the school prior to entry; • Contractors will 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 sanitizer 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 in sanitiser

PART B. HAZARD IDENTIFICATION AND CONTROL MEASURES:

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			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"> • Staff are aware of the current Government guidance regarding self-isolation if they are in a 'high risk' category due to a health condition, or if they or any members of their household display symptoms of COVID-19. • Where possible, and in line with the School's needs, staff will be asked to work from home e.g. where they are shielding or to reduce the number of persons in school at any one time. Homeworking will usually involve the use of Display Screen Equipment (DSE) in the form of mobile laptops, tablets, phones, etc.; • Staff working from home have undertaken DSE eLearning 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: <ul style="list-style-type: none"> ○ H&S COVID-19 web page (section on 'How to support employees working from home') <p>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</p> <ul style="list-style-type: none"> • 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. These can then be discussed with their line manager at school and further actions 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"> • The Headteacher/Chair of Governors, or other senior personnel, will keep in regular contact with staff to monitor their working arrangements and offer support and advice where necessary; • Staff are able to make contact with a colleague or manager 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

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)
			<p>manager can complete a <u>risk assessment addressing COVID-19 concerns for an employee</u> to help identify key concerns and any further adjustments required to support them at work;</p> <ul style="list-style-type: none"> Staff are made aware of sources of information that will assist staff wellbeing such as: <ul style="list-style-type: none"> — <u>Employee Wellbeing</u> — <u>MIND web site</u> — <u>H&S COVID-19 web page</u>
PE	Staff and pupils		<p>Added 30th September 2020</p> <ul style="list-style-type: none"> After changing rooms have been used they will be cleaned before another group uses them. A fogging machine has been purchased to be used at the end of each day; PPE is available to all staff, if any extra is required at any time, staff are to contact the School Business Manager;
Cold temperatures	Staff, pupils, visitors, contractors	Cold weather	<p>Added 6th November 2020</p> <ul style="list-style-type: none"> The DfE have updated their guidance on schools re-opening to include more information on ventilation. This is particularly relevant as the weather is getting colder. Good ventilation will help reduce the spread of COVID-19. This can be achieved by a variety of measures, including: <ul style="list-style-type: none"> Natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space). Opening internal doors can also assist with creating a throughput of air Natural ventilation – if necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so) To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures should be used as appropriate:

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"> ○ Opening high level windows in preference to low level to reduce draughts ○ Increasing the ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused) ○ Providing flexibility to allow additional, suitable indoor clothing. ○ Rearranging furniture where possible to avoid direct drafts ○ Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces.

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 Archbishop Temple School

Signed:

Name: Mrs J Siddle

Risk Assessor: Mrs V Hayward

PART C: ACTION PLAN Further action / controls required						
Hazard	Action required	Person(s) to undertake action?	Priority	Projected time scale	Notes / comments	Date completed
COVID-19	Ensure everyone understands the importance of hand washing for at least 20 seconds with warm water and soap or sanitising gel.	All staff, pupils and visitors	Level 1 High	Ongoing	Site team to ensure sanitiser is available and dispensers kept full.	Ongoing
COVID-19	Sensible and appropriate health and safety measures are in place; this will help reduce the risk of an outbreak of COVID-19 to the lowest reasonable level.	All staff, pupils and visitors	Level 1 High	Ongoing	A cleaning rota is in place to ensure there is a member of the cleaning team on site at all times.	Ongoing
COVID-19	Measures are in place if anyone becomes ill or shows signs of COVID-19. An isolation room as been set up in the Drama Studio. If anyone needs to be isolated, the external door must remain open.	Cleaning team	Level 1 High	Ongoing	A separate bin has been placed in the room to dispose of all PPE once bagged. This will be removed by the site team and stored for 72 hours prior to disposal in general waste.	Ongoing
COVID-19	If a child needs picking up, they must collect them from the Drama Studio and not reception.	All staff	Level 2 High	Ongoing		Ongoing
COVID-19	Each year group will be kept in their own bubble. Movement around school will be kept to a minimum. Passing on corridors may sometimes be unavoidable, however care should be taken,	All staff	Level 2 High	Ongoing		Ongoing
COVID-19	If a member of staff, pupil or visitor is diagnosed as having COVID-19 this must be reported to the responsible person	All staff	Level 1 High	Ongoing		Ongoing
COVID-19	PPE is available to all staff. Designated personnel have packs ready and two spare packs are available on reception.	All staff	Level 1 High	Ongoing	Double bagged black bin bags are available in the Drama Studio to dispose of	Ongoing

	After use, the PPE must be disposed of in the yellow sack or double black bin liners used.				PPE before placing in the allocated bin.	
COVID-19	Children dining outside – tables will be wiped down between each year group.	Staff	Level 2 High	Ongoing		Ongoing
	Pupil seating – where possible, pupils should use the same seat in the classroom.	Staff	Level 2 High	As appropriate		Ongoing
	Hand sanitisers – dispensing units are stationed on the pupil path and must be used before entering the building. Once inside, the dispensing units inside each classroom should be used prior to exiting and re-entering.	All staff, pupils and visitors	Level 1 High	Ongoing	If at any time a dispensing unit is empty and the site team omitted to fill it up, this must be reported immediately to the School Business Manager.	Ongoing
	Face masks – these must be worn in all communal areas of school. It is the individuals' responsibility to ensure they have one at all times.	All staff, pupils and visitors	Level 1 High	Ongoing	Disposable face masks will be available should the need arise.	Ongoing

ADDENDUM TO COVID-19 GENERAL RISK ASSESSMENT

Risk Assessment Issue Number	Government guidance that has changed/published	Date changed	Brief overview of changes
1	Extension of self-isolation period	30/07/2020	Extension of self-isolation period from 7 to 10 days for those who have symptoms or a positive test result.
2	Face coverings in education	26/08/2020	From 1 st September new advice applies to the use of face coverings by staff and pupils in some schools, and to learners in further education. This guidance is for schools and other education institutions that teach people in years 7 and above in England. There is separate guidance for early years and childcare providers and schools with children in year 6 and below.
	DfE guidance for full opening of schools	26/08/2020	Arrangements to minimise the number of different temporary staff entering school including supply teachers and peripatetic teachers as well as sports coaches and those engaged to deliver before and after school clubs.
	COVID-19 contain framework; a guide for local decision-makers	26/08/02020	The government has issued detailed guidance for schools on contingency planning for areas with local lockdowns in place. Schools will need to update, or attach an addendum to, their risk assessment to reflect changes in their arrangements to control the risk of transmission of COVID-19 due to local restrictions.
3	DfE guidance for full opening of schools	17/09/2020	Wearing face coverings in schools: Due to local restrictions being introduced in Lancashire the discretion given to schools in relation to staff and pupils in Year 7 and above wearing a face covering outside the classroom where social distancing cannot easily be maintained, such as corridors and communal areas, has been removed. Face coverings should be worn in these circumstances with the exception of anyone with a medical exemption.
	Public Health England (Lancashire) COVID-19 Template Resource Pack for Schools (provided to schools via the Schools Bulletin service)	17/09/2020	Managing a confirmed case of COVID-19: A new procedure has been implemented for schools to manage single confirmed cases locally, including a secure on-line reporting system to the LA. Arrangements for managing a possible outbreak of COVID-19: Schools need to refer to the PHE resource pack on how to manage positive cases and who to contact for help.