

GENERAL SCHOOLS RISK ASSESSMENT



PART A. ASSESSMENT DETAILS:

Area/task/activity: School opening arrangements during COVID-19 restrictions from September 2021.

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

School name:	Archbishop Temple Church of England High School	Name of Person(s) undertaking Assessment:	Mrs Vicki Hayward
		Signature(s):	
Headteacher (Name/Title):	Mr Ivan Catlow	Date of Assessment:	23 rd August 2021
Signature:		Planned Review Date:	October 2021
How communicated to staff:	Email	Date communicated to staff:	01 st September 2021

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)
Awareness of policies and procedures and 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. • All Staff are aware of all relevant policies and procedures including, but not limited to, the following:

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			<ul style="list-style-type: none"> • Health and Safety Policy • Infection Control Policy • First Aid Policy <p>The reporting of injuries, Diseases and Dangerous, occurrences Regulations (RIDDOR) 2013 The Health Protection England (PHE) (2017) Health protection in schools and childcare facilities.</p> <p>DfE and PHE (2020) Covid-19 guidance for educational settings.</p> <p>The relevant staff receives any necessary training that helps minimise the spread of infection. Infection control training.</p> <p>Staff maybe aware of the school's infection control procedures in relation to coronavirus via email. Parents are made aware via letter or social media.</p>
Changes to official COVID19 guidance and advice	Staff, pupils	Potential spread of infectious disease	<ul style="list-style-type: none"> • It is no longer necessary to maintain bubbles; however, it is recommended that unnecessary risks such as over-crowding should be minimised. • 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. • Resources that are shared between classes such as sports, art and science equipment should be cleaned frequently and meticulously. • Pupils and teachers can take books and other shared resources home, although unnecessary sharing will be avoided by setting homework on Firefly. • With up to 1 in 3 people with COVID-19 not displaying any symptoms, rapid testing remains a vital tool. The twice weekly regular testing habit will continue to be recommended and results reported on GOV.UK. • Anyone who tests positive using an LFD test will be asked to take a confirmatory follow-up PCR test. It remains essential that anyone who gets a positive LFD result self-isolates immediately for 10 days. Pupils and fully vaccinated adults are not required to self-isolate if they live in the same household as someone with COVID-19 or are a close contact of someone with COVID-19. It is recommended

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			<p>close contacts take a PCR test although there is no requirement to self-isolate whilst waiting the result.</p> <ul style="list-style-type: none"> • Individuals who test negative from the LFD will not need to isolate or take a confirmatory test. • Test kits will be provided to all schools with refreshed guidance, test kits and PPE prior to the start of the Autumn Term to enable Asymptomatic Test Sites to be set-up. • A staggered start will be in place for all pupils consenting to testing, details to be emailed separately. Those not consenting will only come back to school on the full return of their year group. • Staff will continue to test twice weekly and pupils will have two tests initially. If they then develop symptoms they will be required to arrange for a PCR test and isolate until the results are known and follow government guidance. School will no longer be responsible for tracing close contacts of those who test positive for Covid-19; close contacts will be identified via NHS Test and Trace.
<p>Staff or pupil displaying signs of COVID-19</p>	<p>Staff, pupils, visitors, contractors, household members</p>	<p>Potential spread of infectious disease</p>	<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 PHE Guidance on COVID-19 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. • 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.

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			<ul style="list-style-type: none"> • PPE is freely available by contacting either the finance or site teams. • 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 being used by anyone else.
Spread of COVID-19 during travel to and from school	Staff, pupils, household members or members of the public	Potential spread of infectious disease	<ul style="list-style-type: none"> • Wearing face coverings is no longer a legal requirement on public transport but the government expects and recommends that they are worn in enclosed and crowded spaces where you don't normally meet such as dedicated or public transport.
Transmission of Covid-19 through insufficient personal hygiene	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	<ul style="list-style-type: none"> • All staff, pupils and visitors are encouraged to continue washing hands thoroughly with warm running water and hand soap for at least 20 seconds and using sanitising stations available throughout school. • 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.
Spread of COVID-19 virus via air borne particles	Staff, pupils, visitors, contractors, parents, members of the public	Potential spread of infectious disease	<ul style="list-style-type: none"> • Guidance on Social Distancing MUST be adhered to at all times. • Floor tape and signage will continue to be used to promote a one-way circulation route throughout school.

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			<ul style="list-style-type: none"> • Classrooms and offices should continue to be ventilated as much as possible. • Pupils will be encouraged to socially distance themselves from staff and other pupils. • 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. • 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.
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. • 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 Spring Room will be used for minor first aid incidents only. • 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

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			and asking for medical advice, or call the emergency services on 999 to request an ambulance.
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. • 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.</p>
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"> • 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. • 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 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 etc. Contractors will comply with any additional PPE or hygiene requirements made by the school prior to entry.

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			<ul style="list-style-type: none"> 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 after handling new deliveries that have not been sanitised.
Stress and Anxiety	Staff	Increased levels of stress/anxiety and lower than normal levels of wellbeing	<ul style="list-style-type: none"> 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 manager can complete a risk assessment addressing COVID-19 concerns for an employee to help identify key concerns and any further adjustments required to support them at work. Staff are made aware of sources of information that will assist staff wellbeing such as: <ul style="list-style-type: none"> My Health & Wellbeing Employee Wellbeing (H&S web site) MIND web site

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 Church of England High School

Signed:

Name: Mr I Catlow

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	Measures are in place if anyone becomes ill or shows signs of COVID-19. An isolation will be identified if anyone needs to be isolated, the external door must remain open.	Cleaning team	Level 1 High	Ongoing	PPE once bagged will be removed by the site team and stored for 72 hours prior to disposal in general waste.	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. After use, the PPE must be disposed of in a yellow sack or double black bin liners used.	All staff	Level 1 High	Ongoing	Double bagged black bin bags are available to dispose of PPE before placing in the allocated bin.	Ongoing
COVID-19	Hand sanitisers – dispensing units are inside all classrooms and at reception.	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 are no longer mandatory but recommended in busy areas.	All staff, pupils and visitors	Level 1 High	Ongoing	Disposable face masks will be available should the need arise.	Ongoing