

SCHOOL RISK ASSESSMENT – COVID-19

NOTE: Due to the constantly changing situation this general risk assessment **MUST** be amended to reflect each school's specific controls on an ongoing basis, including the impact of any local lockdown measures in line with the [Government's contain framework](#).



PART A. ASSESSMENT DETAILS:

Area/task/activity: Full School opening arrangements during COVID-19 restrictions

Location of activity: Ashton Community Science College

Team/School name: Address & Contact details:	Ashton Community Science College Aldwych Drive Ashton Preston PR2 1SL	Name of Person(s) undertaking Assessment:	Mrs S C Evans
		Signature(s):	
Line Manager/ Headteacher (Name/Title):	Miss S Asquith	Date of Assessment:	Initial 14 th July 2020 Updated 18 th July 2020 Updated 4 th August 2020 - SAH update 14.08.20 - music Updated 31.08.20 following Guidance for full Opening of schools Updated 09/09/20 (RA issue 3 LCC) Updated 14/09/20 (Bulletin 11.09.20) & Changes to staggered start / finish Updated 16/09/20 (Bulletin 15.09.20) Updated 18/09/20 (Bulletin 17.09.20) Updated 23/09/20 (bulletin 22.09.20) Updated 25/09/20 (bulletin 24.09.20) Reviewed & updated 23.10.20 (Bulletin 22.10.20) Updated 05.11.20 (H&S issue number 4) Reviewed 02/12/20 (bulletin 01.12.20 / updated guidance for full opening of schools 27.11.20.) Updated 07/12/20 (RA Issue number 5)
Signature:		Planned Review Date:	Weekly review

How communicated to staff:	Emailed to staff and then copy updated in Teams Folder	Date communicated to staff:	Updated on the Team site 19/08/20 Also highlighted on 1 st Sept 2020 Updated version in teams folder – Notes for the day to inform staff 10.09.20 Update on school website 10.09.20 Updated on school website 25.09.2020 Reviewed 23.10.20 – no need to update web site as changes relate to reporting

PART B. HAZARD IDENTIFICATION AND CONTROL MEASURES:			
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Changes to official COVID-19 guidance and advice	Staff, pupils, visitors, contractors, parents	Potential spread of infectious disease	<ul style="list-style-type: none"> • School regularly refers to official advice from the DfE, PHE, HS&Q and HR; <ul style="list-style-type: none"> ○ Coronavirus (Covid-19): guidance for schools and other educational 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 employees/school arrangements as required.
Vulnerable & extremely vulnerable staff or pupils with pre-existing health conditions	Staff, pupils, household members	Becoming seriously ill from the effects of coronavirus, potential to be life threatening	<ul style="list-style-type: none"> • Staff who are identified as clinically extremely vulnerable are advised to follow current government guidance; • The government will write to people who are clinically extremely vulnerable if due to an increased local risk of COVID-19 they are advised to shield; • Most children originally identified as clinically extremely vulnerable no longer need to follow original shielding advice. Parents are advised to speak to their child's Doctor to clarify whether their child should still be classed as clinically extremely vulnerable; • Children whose Doctor has recently confirmed they are clinically extremely vulnerable are advised to follow current government guidance;

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			<ul style="list-style-type: none"> • Pupils who are not 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. 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 (1) 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 clinically vulnerable categories are reminded to take particular care. • Where an employee expresses concerns or is identified as being in the clinically vulnerable categories, an individual risk assessment will be completed to assess the risks to that individual and identify ways to reduce these risks 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; • 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

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			<p>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;</p> <ul style="list-style-type: none"> • 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).(3) • Links to National Deaf Children Society is available on the school website for parents of our SERF unit students. Information videos on coronavirus in British Sign Language are signposted from this website.
Staff, pupils & household members displaying signs of COVID-19	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	<ul style="list-style-type: none"> • Staff, parents/carers and pupils are made aware of the virus symptoms (4) and are vigilant in reporting all concerns; • The school has nominated a colleague as Single Point of Contact (SPOC) to record relevant information as per LCC Outbreak Control Plan for Test and Trace. • Staff, other adults and pupils are instructed not to come into school if they or members of their household have coronavirus (COVID-19) symptoms, or have tested positive in at least the last 10 days in-line with the guidance for households with possible coronavirus infection (5); • The SPOC should be notified detailing the names, symptoms and noting the date symptoms started; • Staff, other adults or pupils showing COVID-19 symptoms are sent home, advised to self-isolate for 10 days and instructed to arrange a test to see if they have COVID-19; (6) • The SPOC should be notified detailing the names, symptoms and the date symptoms started In addition did any member of staff wear PPE if social distancing could not be observed; • Staff and parents are advised that other members of their household (including any siblings) must self-isolate for 14 days from date of onset of symptoms;

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			<ul style="list-style-type: none"> • Staff, parents/carers and pupils are required to provide the school with details of anyone they or their child have been in close contact with if they test positive for coronavirus (COVID-19) or asked by NHS Test and Trace; • 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 with symptoms tests negative and have not been told by the Test & Trace Team to self-isolate, if they feel well and have been without a fever for 48 hours, they 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, the symptomatic person subsequently test positive or are advised to do so by NHS Test and Trace, the School 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 – the Den has been identified as the space available for students; • The Den does not have a window but it does have an extraction system that will be turned on, it has been confirmed the air is extracted out of the building; • 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, weather permitting this will be the Quad; • 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 bathroom if possible. The disabled toilet by the staff corridor has been identified for this purpose. The toilet will then be cleaned and disinfected before being used by anyone else;

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			<ul style="list-style-type: none"> The area around the person with symptoms will be cleaned and disinfected using disposable cloths or paper towels and disposable mop heads 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 (7); 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. Staff should reference ACSC risk assessment for cleaning up bodily fluids and the Government website for Covid-19:guidance for first responders; If a dynamic 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. Full PPE kit available from the main office and the Site Supervisors room. Staff should reference ACSC risk assessment for cleaning up bodily fluids and the Government website for Covid-19:guidance for first responders.
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’ (8) self-isolating for at least 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 staff have a 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 self-isolating for the full 14 days; Where the staff member or pupil has been in school during the infectious period for COVID-19 i.e. 48 hours 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

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			<p>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 48 hours before the onset of their symptoms the school do not need to take any further action;</p> <ul style="list-style-type: none"> • Based on the 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 • School will keep a record of pupils and staff in each group year 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

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			<p>follow the ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’(8) and instructed to get a test;</p> <ul style="list-style-type: none"> • 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 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period); • They are advised that their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms. • In the event that a parent or guardian insists on a child attending school, the Headteacher will take the decision to refuse the child if in their reasonable judgement it is necessary to protect their pupils and staff from possible infection with coronavirus (COVID-19). Any such decision will be carefully consider
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; • Members of the SLT dealing with the outbreak should refer to the full outbreak control plan in the SLT Shared folder / Coronavirus / Test and Trace • 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 practice.

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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	<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; 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; 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	<ul style="list-style-type: none"> The taxi service for the SERF students to be co-ordinated by SENDCO (CPR). Parents will be advised to read the safer travel guidance(9) 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;

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			<ul style="list-style-type: none"> • 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 • The approach to dedicated transport has been aligned as far as possible with the principles underpinning the system of controls set out in school and where possible takes into account how pupils are grouped together at school; • 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; • As far as is possible pupils are required to sit in their bubbles on dedicated transport and maintain social distancing if practicable; • Ventilation within the vehicle is maximised by opening windows and ceiling vents to allow fresh air to circulate • 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; • Additional dedicated school transport services have been put in place to reduce the number of pupils needing to use public transport; • School have been assured that transport providers, as far as possible, follow hygiene rules and try to keep distance from passengers;

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			<ul style="list-style-type: none"> 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; A separate risk assessment and working arrangements agreed with the Health Protection Board are in place which include the wearing of medical standard PPE by passenger assistants and driver attendants (where appropriate) and training on their correct use and safe disposal; For more information see Government Guidance: Transport to school and other places of education: Autumn Term 2020
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	<ul style="list-style-type: none"> Strategies have been implemented to reduce the use of public transport by pupils to get to and from school particularly at peak times including; <ul style="list-style-type: none"> - Increasing the number of dedicated school buses - Staff and pupils are encouraged to walk or cycle to school where possible; - Facilities in place to store bikes securely, which is continually monitored to ensure sufficient facilities are in place to meet demand Where this is not possible, use of private transport or a dedicated school bus is recommended; 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; Families who use public transport have been referred to safer travel guidance for passengers which includes guidance on how to wear a face covering. Safer travel guide is linked on the school website;

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Spread of Covid-19 when arriving at school	Staff, pupils, household members, members of the public	Potential spread of infectious disease Pupils stranded or missing	<ul style="list-style-type: none"> • Parents/carers are requested not to enter school unless absolutely necessary and by appointment only. When it is necessary for parent/carer to enter the school building they will be instructed to follow handwashing and social distancing guidelines; • Arrangements are in place for parents/carers to drop off and collect children at specified times; we are unable to hold parents at the main gates due to the location of school and the proximity of neighbour's drives. The decision has been made to allow cars on site, but parents have been instructed to stay in their cars; • Parents have been advised that only one parent should accompany their child to school; • 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 to be taken home; • Those removing face coverings are required to wash or sanitise their hands immediately before and 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;(7) • 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 or use the hand sanitiser at the point of entry. All visitors will be controlled through the school main entrance. This area has been marked out with regards to complying with social distancing. Signs are on the reception doors

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			to advise that only one person is allowed in reception at a time. Hand sanitisers are available on entry to the building, all visitors are instructed to sanitise their hands.
Transmission of Covid-19 through insufficient personal hygiene	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	<ul style="list-style-type: none"> • Good hand hygiene and the need to wash hands more frequently is promoted around school; Posters are highly visible around promoting good hand hygiene – LCC General Hand Hygiene (10) • Staff, pupils and visitors are instructed to wash hands when they arrive at school, when they return from breaks, when they change rooms, before and after eating, after using the toilet, after touching shared resources or after touching their face, blowing their nose, sneezing, coughing; • Hand washing facilities are readily available. Where hand washing facilities are not readily available, hand sanitiser stations have been positioned to allow pupils and staff to clean their hands regularly; • Hand sanitisers have been installed in every classroom and at every entrance (externally) and in the dining hall, with the exception of science where students will be directed to wash hands using the sinks in each lab. Personal hand sanitisers will not be used in the labs, classroom teachers will monitor and control students in this area; • Where necessary pupils are supervised and monitored to ensure safe and appropriate hand hygiene; • Alcohol based hand sanitiser or wipes are not used in lessons or activities involving the use of naked flames e.g. in science labs or food tech classes. Hands will be washed using soap and running water and dried thoroughly;

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			<ul style="list-style-type: none"> • Pupils are encouraged to avoid touching their faces whenever possible particularly with unwashed hands; • Pupils have been asked to bring in personal supplies of tissues and hand sanitiser to supplement those found in school. • The Catch it, Bin it, Kill it guidance is promoted to catch coughs and sneezes in tissues and throw them in the bin immediately (hands to be washed immediately after disposal); Catch it, Bin it, Kill it (11) posters in every classroom. • 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; PHE Poster "Advice on the coronavirus for place of education"(12) available on the school website and around school • Young pupils and pupils with complex needs are supported to follow the catch it, bin it, kill it guidance; • Tissues are readily available around school including in all classrooms and sufficient numbers of bins are in place for the disposal of tissues.
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	<ul style="list-style-type: none"> • An enhanced cleaning schedule was issued on the 1st June 2020, this has been update on the 14th July to include extra cleaning from the 1st September, this schedule includes; <ul style="list-style-type: none"> — More frequent cleaning of rooms/shared areas that are used by different groups; — Sanitising of tables in the dining area between different year group bubbles having their lunch; Students will be offered a "grab and go" service only. No formal dining will take place in September 2020. — More frequent cleaning of touched objects such as railings/bannisters, door and window handles, taps, desk/table tops, play equipment, toys, sports equipment,

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			teaching & learning aids, computer equipment, telephones and bathroom facilities; — thorough cleaning of all occupied areas at the end of the day; <ul style="list-style-type: none"> • 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; • PPE is provided for staff to wear during cleaning activities and must be worn as instructed e.g. gloves etc.; • COSHH risk assessments are in place and followed for cleaning products and have been shared with staff as necessary; • A documented cleaning checklist is in place to ensure the enhanced cleaning schedule is followed and maintained; • 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; a “clear desk” protocol will be put in place for staff desks in classrooms from Sept 2020. • Classroom based resources, such as books will not be share out outside year group bubbles. Space should be made on shelving in classrooms to keep books separated in year group piles; • Resources that are shared between year group bubbles, such as sports, art and science equipment are cleaned frequently and meticulously between year group bubbles; a timetable of shared spaces has been provided so the cleaning staff are aware of the cross over lessons during the day. • Resources will not be shared as far as possible between year group bubbles. Where this is not possible resources will be left in a visible place for the cleaners to wipe down at the end of the day. Or rotated to allow them to be left unused

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			<p>and out of reach for a period of 48 hours (72 hours for plastics) between use by different year group bubbles;</p> <ul style="list-style-type: none"> • 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 resources home that contribute to the pupil's education and development. Unnecessary sharing including the sharing of items that do not contribute to a pupil's education or development is not permitted; • Shared resources are cleaned frequently and meticulously and before being shared and taken home or; • Shared resources are rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) before being shared and taken home; • A cleaning regime is in place for outdoor play equipment, outdoor seating and outdoor handrails etc. • Library books, the plastic jackets will be wiped down on return and books will be quarantined for 48 hours before being replaced on shelves; • 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 (7) following a confirmed or suspected case of COVID-19 on site; • In addition the cleaning staff have been issues with a safe working method on cleaning an area where a symptomatic individual has been identified (13) • Contaminated or suspected contaminated waste will be double bagged, labelled and stored for 72 hours before being disposed of with general waste;

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			<ul style="list-style-type: none"> 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 in a cupboard in their classroom / 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	<ul style="list-style-type: none"> The school has applied the Government's principles of keeping groups separate (bubbles), keeping bubble sizes as small as is reasonably practicable and maintaining social distancing based on the age and ability of the pupils and the feasibility of measures when offering a broad curriculum; The full details are available in the document "September 2020 Timetable adaptations in response to Covid 19" Pupils have been placed in 'year bubbles' for full details of the bubbles see September 2020 Timetable adaptations in response to Covid 19" Following an assessment of the school circumstances and the practical logistics, pupils have been placed in 'year group' bubbles to enable the school to offer a full curriculum. Interaction between other years groups is minimised as far as is reasonably practicable; Classrooms have been organised so tables and chairs are facing the front of the room. Some rooms do not allow for this because of fixed benching e.g. science labs, specialist technology rooms. In these rooms protective screening has been installed and some pupil seating has been removed. Classrooms have a 2m distance zone marked out for the member of staff to operate in; Additional protective screening is in place in some classrooms to distance the staff and students;

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			<ul style="list-style-type: none"> • Measures have been put in place to limit interaction, between year group bubbles as much as possible; • Lunch and breaks are staggered to ensure that corridors or circulation routes have a limited number of pupils using them at any time and to reduce mixing between groups; • Breaks are staggered by year group to restrict the number of children playing at one time. Year groups are supervised and kept apart as far 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 single file one-way system is in operation on the corridors; • Entry and exit routines to classrooms have been revised to ensure orderly single file entry and exit to the room • Additional staff presence on the corridors at every lesson changeover • Lunch breaks are staggered allowing for time for cleaning of surfaces in dining areas between groups; • Grab and go food will be on offer at lunch time, the year group will have 15 minutes to buy items and then 15 minutes in the fresh air (nominate yard) whilst areas in the dining hall. • School catering provider has prepared a risk and control matrix (15) based upon HACCP principles. • Year groups will not be in the dining room at the same time; • As far as practicable groups will be kept apart with only brief transitory contact where this is unavoidable;

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			<ul style="list-style-type: none"> Large gatherings such as assemblies or collective worship with more than one group is prohibited;
Transmission of COVID-19 during physical education	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	<ul style="list-style-type: none"> Only team sports listed on the return to recreational team sport framework will be played. Competition between different schools will not take place, in line with the wider restrictions on grassroots sport; Pupils are kept in consistent groups during P.E and outdoor sports are prioritised where possible; When indoor sport is unavoidable a large indoor space is used maximising distancing between pupils and scrupulous attention is given to cleaning and hygiene; Where necessary external facilities are also used in line with government guidance for the use of, and travel to and from, those facilities; Specialist curriculum risk assessments will be put in place for indoor & outdoor P.E taking into account specific guidance on physical education <p>Please refer to the specialist PE risk assessment for full details available from TWG, which has taken in to account guidance on physical education</p>
Transmission of Covid-19 through airborne particles due to close proximity to others			<ul style="list-style-type: none"> Secondary school staff take active steps to maintain a 2 metre distance from their pupils at all times including staying at the front of the class, limiting face to face contact and minimising the time spent within 1 metre distance of anyone; Staff to maintain a 2 metre distance from each other at all times; Staff and pupils in years 7 and above are 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;

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			<ul style="list-style-type: none"> • 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; • The safe wearing and removal of face coverings will be clearly communicated to students by the use of the video messages for example "How to wear a fabric mask safely" during form time or assembly. • 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; • 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; • Staff working with SERF students are exempt from wearing face covering, face shields should be used as an alternative if a distance of 2 meters cannot be maintained; • This requirement will be regularly reviewed via the Government website; • Parents have been guided to the Government guidance on Face Coverings in education, guidance is also available on the school website; • In classrooms identified, where a 2 metre distance from students cannot be achieved, Perspex screens have been installed

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			<ul style="list-style-type: none"> • During lesson change overs Staff should wear a face covering if they are in a place of high traffic e.g. on the corridor; • Staff to maintain a 2 metre distance from each other at all times; • 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 year group bubbles; • Classrooms have been adapted to support social distancing where possible including; <ul style="list-style-type: none"> — seating pupils side by side and facing forwards, rather than face to face or side on; — moving unnecessary furniture out of classrooms to make more space; • Desk sharing cannot be avoided so desks are wiped down between changes under the direction of the classroom teacher; • 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; • Where mechanical ventilation is present, re-circulatory systems have been adjusted to full fresh air. Where this is not possible mechanical ventilation systems have been switched off; <p>For more information please see guidance note from health and safety and design and construction on Use of Ventilation and Air Conditioning during the coronavirus outbreak;</p>

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			<ul style="list-style-type: none"> Rooms and offices without external windows have not been used in the timetable from September 2020, as there is no way to ensure an adequate supply of fresh air to these rooms;
Transmission of Covid-19 through airborne particles due to singing, chanting, playing wind or brass instruments or shouting.	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	<ul style="list-style-type: none"> 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, and guidance on suggested principles of safer singing; 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; If microphones are shared guidance on handling equipment will be followed; Singing will be at a reduced level of loudness, using microphones for amplification if available; 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; Particular care will be taken in music, dance and drama lessons to observe social distancing including limiting group sizes, maintaining consistent bubbles and preventing the physical correction by teachers and contact between pupils in dance and drama; These activities will only take place in larger well-ventilated spaces, or outdoors whilst maintaining a distance of at least 2 metres apart in all directions

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			<ul style="list-style-type: none"> • 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; • Performance or rehearsal is for limited periods of time; • Instruments will not be shared where at all possible, where this is not possible frequent cleaning of instruments between use will take place; • A 2 metre social distance will be used where possible. All students will face the front and not be working in groups facing each other. • Instruments will not be shared between year groups. Year 7 bubble will use the keyboards, year 8 bubble will use ukulele and year 9 will use the guitars and drums. This will be a strict rule that only the year group bubble use the appropriate instrument. Frequent cleaning of instruments between uses will take place at the start of each lesson using wipes. • All students and staff will hand sanitise on entry to the classroom. • The class teachers will keep 2 metre distance from students. • Further detailed guidance is available on working safely during coronavirus (Covid-19): performing arts
Transmission of COVID-19 during Wraparound Provision	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	<ul style="list-style-type: none"> • As far as is possible, children are kept in a group with other children from the same bubble they are in during the school day or; • It is impractical to keep children in their school day bubbles and will therefore be kept in the same small consistent groups each time as far as possible; • Resources are meticulously cleaned before being shared with a different bubble or;

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			<ul style="list-style-type: none"> Resources shared between bubbles are left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles; The external provider of the schools wraparound provision have consulted with the school on suitable COVID-19 control measures to ensure they are compatible with the schools and are documented in the external providers risk assessment; For more information on wraparound provision see LCCs guidance & checklist on Extended Services in Schools.
Transmission of COVID-19 during Educational Visits	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	<ul style="list-style-type: none"> Schools can currently participate in non-overnight domestic educational visits; A full and thorough risk assessment will be undertaken prior to all educational visits to ensure they can be done safely taking into account COVID-19 controls, national and local government guidelines. The risk assessment will be approved depending on the visit type, either by the school or LCCs Educational Visits Team via Evolve prior to the visit taking place.
Transmission of Covid-19 staff work areas	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	<ul style="list-style-type: none"> 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. Consideration will be given to supporting staff working from home if the role allows and require by medical recommendation; The occupancy of the school office and PPA rooms is restricted to ensure social distancing rules can be observed; All efforts have been made to provide all departments a base / office room. In addition staff will be signposted to unused classrooms

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			<ul style="list-style-type: none"> The school office layout has been rearranged to facilitate side by side working rather than face to face; Dividing screens have been placed in-between work areas where necessary; Shared work areas are avoided. Where this is not possible work areas are thoroughly sanitised before and after use by different people; Sanitising wipes have been issued to every member of staff 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. Perspex screens have been installed in open reception areas.
Transmission of Covid-19 staff rest areas	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	<ul style="list-style-type: none"> Lunch breaks for staff are staggered to limit the occupancy of the staff room and additional space for breaks will be created by using other parts of the school if available; Staff will take their break when period 2 lesson is on break and lunch breaks will be staggered during period 4 The number of staff allowed in the staff room at any one time is restricted to enable social distancing to be maintained; Staff room furniture has been reconfigured to maintain social distancing and reduce face to face contact. Signage and floor markings support staff to maintain 2 metre distance; Staff are encouraged to bring their own food to work. Staff are encouraged not to purchase food off site to prevent possible transmission of the COVID-19 virus through contact with other people and/or contaminated surfaces.

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Transmission of Covid-19 through airborne particles due to face-face meetings	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	<ul style="list-style-type: none"> • Meetings to be held via remote working tools wherever possible; • Only when absolutely necessary will a face to face meeting take place. This will be with the minimum number of participants, whilst observing social distancing rules either in an outdoor space or well ventilated area indoors; • Hand sanitiser is provided in designated meeting rooms where handwashing facilities are not immediately available; • Disinfectant wipes are available in designated meeting rooms to enable staff to wipe down shared equipment before and after use; • Meetings are held outdoors or in a well-ventilated designated rooms; • Floor markings are used in designated meetings rooms to help participants to maintain appropriate social distancing.
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; — 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	<ul style="list-style-type: none"> • Staff are aware of the need to use the appropriate PPE when completing specific tasks e.g. cleaning or supporting an individual with coronavirus symptoms; • 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;

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			<ul style="list-style-type: none"> • 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 public transport and have been given guidance on wearing and making face coverings; • Staff are provided with information and instruction on the use and disposal of PPE including face masks; • Further guidance is available on safe working in education, childcare and children's social care (16).
Dealing with emergency situations including accidents, security and evacuation during the COVID-19 pandemic	All building occupants	Untreated injuries, potential spread of infectious disease	<ul style="list-style-type: none"> • In an emergency, e.g. an accident or fire, people do not have to stay 2m apart if it would be unsafe but should do so where this is possible; • First Aiders are aware of and follow the Government guidance for first responders; (17) • 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; • Full first aid kit is available from the main office and additional PPE has been distributed to all first aiders including a face shield. Fluid resistant face masks are included in the first aid kit.

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			<ul style="list-style-type: none"> Pupils who require first aid will continue to receive care in the same way; No additional PPE is needed because of COVID-19 for any pupil who does not have symptoms; When administering first aid to an adult a face mask should be worn if a distance of 2 metres cannot be maintained. If direct contact is necessary, gloves, an apron and a face mask should be worn; If a risk assessment determines that there is a risk of splashing to the eyes, e.g. from coughing or vomiting, eye protection will also be worn by the first aider; Staff involved in the provision of assistance to others in an emergency including first aid are instructed to pay particular attention to sanitation measures immediately afterwards including washing hands for 20 seconds under warm, running water or using hand sanitiser; FAW or EFAW certificates that expired after 16 March 2020 can remain valid until 31 October 2020 or 6 months from date of expiry, whichever is later. All requalification training for these certificates should be completed by 31 March 2021. Further guidance on first aid is available on Health & Safety Executive website;
Reduced premises inspections, tests, servicing and maintenance	All building occupants	Accidents or incidents resulting from poorly maintained premises & plant	<ul style="list-style-type: none"> Premises management inspections, testing and servicing of plant, equipment, etc. have been brought up to date for all parts of the building from September 2020 onwards; 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	<ul style="list-style-type: none"> Visitors to site including contractors, parents and visitors are limited to essential persons only and wherever possible by appointment only; Where visits can happen outside of school hours, they will;

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			<ul style="list-style-type: none"> • 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; • Reception staff reference the LCC flow chart (18) with regard to visitors to school • 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 will be kept of all visitors is kept with sufficient details to support rapid contact tracing if required by the NHS Test and Trace;

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			<ul style="list-style-type: none"> • A procedure is in place to sanitise touchscreen sign-in systems each time they are used; • Contractors must obtain permission before attending site; • When necessary, contractors to familiarise themselves with the asbestos survey for the building prior to works commencing – a copy will be emailed along with revised site rules. • 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; • Staff handling deliveries will observe good hand hygiene, washing hands using warm, running water and soap for a minimum of 20 seconds or using hand sanitiser after handling new deliveries that have not been sanitised.
Homeworking with DSE	Staff and members of their household	Development or worsening of existing	<ul style="list-style-type: none"> • Homeworking will usually involve the use of Display Screen Equipment (DSE) in the form of mobile laptops, tablets, phones, etc.;

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		musculoskeletal injuries or health conditions	<ul style="list-style-type: none"> 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.
Stress and Anxiety	Staff	Increased levels of stress/anxiety and lower than normal levels of wellbeing	<ul style="list-style-type: none"> Senior personnel monitor working arrangements and offer support and advice where necessary; Staff are able to contact colleagues or managers for advice and support, or just for reassurance, during the normal working day; A process is available for individuals to report concerns over breaches of school safe working policy/guidelines so that intervention can occur; Where a member of staff returning to the workplace has raised concerns about their safety or wellbeing due to the risk of COVID-19, where necessary their line manager will complete a risk assessment addressing COVID-19 concerns for an employee (2) to help identify key concerns and any further adjustments required to support them at work; Staff are made aware of sources of information that will assist staff wellbeing such as: <ul style="list-style-type: none"> Employee Wellbeing

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			<ul style="list-style-type: none"> ○ 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 Ashton Community Science College.

Signed: 

Name: Miss S Asquith

Risk Assessor: Mrs S C Evans

PART C: ACTION PLAN Further action / controls required						
Hazard	Action required	Person(s) to undertake action?	Priority	Projected time scale	Notes / comments	Date completed

