

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: Higher Walton CE Primary School

Team/School name: Address & Contact details:	Rosewood Avenue, Higher Walton, Preston	Name of Person(s) undertaking Assessment:	Joy Headley
		Signature(s):	
Line Manager/ Headteacher (Name/Title):	Joy Headley	Date of Assessment:	3 March 2021
Signature:		Planned Review Date:	Reviewed at least termly or whenever updated guidance produced by DfE / Local Authority
How communicated to staff:	Email	Date communicated to staff:	3/3/2021

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)
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

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"> ○ 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; ● Arrangements are in place to comply with the Government and NHS requirements for rapid coronavirus testing of staff and pupils; ● The School will contact the DfE Helpline (0800 046 8687) as required for support on what action to take when responding to a positive case or possible outbreak.
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 through a current letter from the NHS or specialist doctor are advised to follow current government guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19. The government will write to people if they are required to follow more restrictive formal shielding measures due to an increase in risk in the worst affected areas; ● 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 on shielding and protecting people who are clinically extremely vulnerable from COVID-19 or the specific advice of their Doctor; ● Pupils who are 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. The school works closely with parents of children who are extremely vulnerable to support a return to

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>school, carrying out an individual risk assessment as necessary;</p> <ul style="list-style-type: none"> • 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, visitors and pupils including those who are extremely clinically vulnerable and clinically vulnerable; • The Headteacher will take steps to discuss the concerns of parents of pupils with possible risk factors and provide reassurance of the measures in place to reduce the risk in school. • 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 them and identify ways to reduce these 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 and are advised to follow the Government guidance Coronavirus (COVID-19): advice for pregnant employees. In accordance with 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; • Staff and pupils who live with someone who is clinically extremely vulnerable or clinically vulnerable are required attend School as normal; • It is acknowledged that some staff and pupils with particular characteristics may be at comparatively increased risk from coronavirus

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>(COVID-19), as identified in the COVID-19: review of disparities in risks and outcomes report. If staff and pupils with significant risk factors express concerns an individual risk assessment will be completed to assess the risks to them and identify ways to reduce the risks to an acceptable level;</p> <ul style="list-style-type: none"> • Staff and pupils live with those who have comparatively increased risk from coronavirus (COVID-19) are required to attend School as normal; • No staff have advised that they are extremely clinically vulnerable
Staff, pupils & household members who are asymptomatic	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	<ul style="list-style-type: none"> • School is actively engaging with the asymptomatic testing programme, promoting its benefits to staff and parents/carers; • A separate risk assessment is in place for the LFD home testing programme; • The asymptomatic testing programme does not replace the current testing policy for those with symptoms. Anyone with symptoms (even if they recently had a negative LFD test result), will be advised to self-isolate immediately according to government guidelines and book a test;
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; • 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; • Early Years settings follow the DfE guidance What to do if a child or adult is displaying symptoms, or is a confirmed case of coronavirus in an early years setting; • Staff, other adults or pupils showing COVID-19 symptoms are sent home,

PART B. HAZARD IDENTIFICATION AND CONTROL MEASURES:

<p>List of significant hazards (something with the potential to cause harm)</p>	<p>Who might be harmed</p>	<p>Type of harm</p>	<p>Existing controls (actions already taken to control the risk - include procedure for the task/activity where these are specified)</p>
			<p>to self-isolate for 10 days and instructed to book a test to see if they have COVID-19;</p> <ul style="list-style-type: none"> • A stock of PCR tests is kept on site for use in exceptional circumstances where it is believed there are barriers to the individual accessing a PCR test elsewhere; • Staff and parents are advised that other members of their household including any siblings of the symptomatic person must self-isolate for 10 days from date of onset of symptoms; • 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 if 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 staff or pupils with COVID symptoms test negative and have not been told by the Test & Trace Team to self-isolate, they can stop self-isolating and return to school if they feel well and have been without a fever for 48 hours.; • Staff who have assisted someone who has taken ill with COVID-19 symptoms and any pupils who have been in close contact with the symptomatic person, 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 symptoms themselves or the symptomatic person subsequently tests positive or they 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

PART B. HAZARD IDENTIFICATION AND CONTROL MEASURES:

<p>List of significant hazards (something with the potential to cause harm)</p>	<p>Who might be harmed</p>	<p>Type of harm</p>	<p>Existing controls (actions already taken to control the risk - include procedure for the task/activity where these are specified)</p>
			<p>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 pupil's needs;</p> <ul style="list-style-type: none"> • 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; ; they will be supervised from a distance by a TA from their class (from Y4/5 in the case of a Y6 child) • 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; The gents toilet has been designated for this purpose • 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; • When caring for someone with symptoms of coronavirus (COVID-19) a face mask should be worn if a distance of 2 metres cannot be maintained. If direct contact is necessary, then gloves, an apron and a face mask should be worn; • If a risk assessment determines that there is a risk of splashing to the eyes, e.g. from coughing, spitting, or vomiting, then eye protection will also be worn by the supervising adult. • Any person testing positive whilst not experiencing symptoms, but who later develops symptoms, will be advised to restart the 10-day isolation period

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"> • Anyone developing symptoms during the school day must be sent home • All staff are aware of this procedure • 999 will be called in an emergency • After collection of the child and cleaning of isolation room used, staff do not need to go home. However, staff who wish to use the shower facility in school and change clothing may do so, and may wish to keep a spare set of clothes in their car for this purpose.
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 10 days from the onset of their symptoms, or from their test date if they are asymptomatic. They 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 a cough or loss of sense of smell/taste as these symptoms can last for several weeks after the infection has gone; • 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 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; • 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 10 days since they were last in close contact with that person. Close contact means:

PART B. HAZARD IDENTIFICATION AND CONTROL MEASURES:

<p>List of significant hazards (something with the potential to cause harm)</p>	<p>Who might be harmed</p>	<p>Type of harm</p>	<p>Existing controls (actions already taken to control the risk - include procedure for the task/activity where these are specified)</p>
			<ul style="list-style-type: none"> ○ face to face contact including being coughed on or having a face to face conversation within one metre; ○ being within 1 metre for 1 minute or longer without face to face contact; ○ being within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day); ○ 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 (bubble) and any close contact that takes place 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 10-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 10-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

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>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 10-day isolation period);</p> <ul style="list-style-type: none"> • They are advised that their household should self-isolate for at least 10 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 other pupils and staff from possible infection with coronavirus (COVID-19). Any such decision will be carefully considered in light of all the circumstances and current public health advice.
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 leaders, 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; <ul style="list-style-type: none"> • Social distancing posters are visible in classrooms

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"> • Posters for hand washing and sanitizing stations are in place throughout school • 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 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; ○ Introducing staggered start and finish times to enable travel to take place out of peak times; ○ Staff and pupils are encouraged to walk or cycle to school where possible; ○ Parents are reminded to park safely and considerately in the car park ○ Parents are asked to keep children close to them when arriving at and leaving school ○ Facilities are in place to store bikes securely. This will be continually monitored to ensure sufficient facilities are in place to meet demand; • If public transport has to be used, staff, parents and pupils are advised to follow social distancing rules and to wear a face covering when on public transport; • Families who use public transport have been referred to safer travel guidance for passengers which includes guidance on how to wear a face covering.
Spread of Covid-19 when arriving at school	Staff, pupils, household members, members	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 wear a face covering

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)																								
	of the public		<p>and to follow handwashing and social distancing guidelines;</p> <ul style="list-style-type: none"> • Arrangements are in place for parents/carers to drop off and collect children at specified times, without physically entering the premises e.g. front gate drop-off with staff meeting pupils at the school door; <ul style="list-style-type: none"> • Staggered drop off and collect times are in place at 5 minute intervals The gates will be opened by Ms Marsden just before 8.50 am and locked by Miss Whittle at 9.15 am. <table border="1" data-bbox="1104 611 1854 767"> <thead> <tr> <th>Class</th> <th>Drop off</th> <th>Class</th> <th>Collect</th> </tr> </thead> <tbody> <tr> <td>Y4/5</td> <td>8.50</td> <td>Y1</td> <td>3.15</td> </tr> <tr> <td>Y1</td> <td>8.55</td> <td>Y4/5</td> <td>3.20</td> </tr> <tr> <td>EYFS</td> <td>9.00</td> <td>EYFS</td> <td>3.25</td> </tr> <tr> <td>Y6</td> <td>9.05</td> <td>Y2/3</td> <td>3.30</td> </tr> <tr> <td>Y2/3</td> <td>9.10</td> <td>Y6</td> <td>3.35</td> </tr> </tbody> </table> <ul style="list-style-type: none"> • Parents have been advised that only one parent should accompany their child to the school entrance; <ul style="list-style-type: none"> • A one-way system will be operated, entering through the yellow gate, dropping off/collecting child, then going through the green playground gates and along path between the mobile and hall before leaving through the blue gates • Teacher or TA will stand by the classroom door (EYFS gate for EYFS children) to welcome children and apply hand sanitiser. • Parents should maintain social distancing from staff and other parents whilst on site • Parents should leave the school site swiftly by the green and the blue gate, and at a safe distance from other parents • Parents should not stop to talk to other parents anywhere on the school site including the playground and car park • Parents should keep their child at their side until the teacher has opened the classroom door in the morning, and should leave the site as soon as the child has come out at the end of the day • Children must not play on the field or playground at the start or end of the 	Class	Drop off	Class	Collect	Y4/5	8.50	Y1	3.15	Y1	8.55	Y4/5	3.20	EYFS	9.00	EYFS	3.25	Y6	9.05	Y2/3	3.30	Y2/3	9.10	Y6	3.35
Class	Drop off	Class	Collect																								
Y4/5	8.50	Y1	3.15																								
Y1	8.55	Y4/5	3.20																								
EYFS	9.00	EYFS	3.25																								
Y6	9.05	Y2/3	3.30																								
Y2/3	9.10	Y6	3.35																								

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>day</p> <ul style="list-style-type: none"> All staff and pupils wash their hands thoroughly with warm, running water and hand soap for at least 20 seconds on arrival at school; or sanitise their hands thoroughly;
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; Staff, pupils and visitors are instructed to wash hands or use hand sanitiser when they arrive at school, when they return from breaks, when they change rooms, before handling food, before and after eating, after using the toilet, after touching shared resources or after touching their face, blowing their nose, sneezing, coughing; Pupils and staff are advised to ensure all parts of the hands are covered 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; <ul style="list-style-type: none"> Sanitiser is located by every classroom door (except EYFS), in offices, staffroom, PPA room, staff toilet and at entrance door Sanitiser checked and topped up before the start of school each day EYFS children wash hands frequently throughout the day rather than using sanitiser 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;

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"> • Skin cleaning wipes have been made available for use with very young pupils or pupils with complex needs; • Pupils are encouraged to avoid touching their faces whenever possible particularly with unwashed hands; • The Catch it, Bin it, Kill it guidance is promoted to catch coughs and sneezes in tissues and throw them in the bin immediately (hands to be washed immediately after disposal); • Pupils are reminded how to catch coughs and sneezes if a tissue is not readily available i.e. in the crook of the elbow rather than in the hands; <ul style="list-style-type: none"> • Pupils are reminded not to touch their eyes, nose or mouth • Pupils are reminded to wash hands or use sanitiser after coughing or sneezing • Posters are displayed on good hand washing technique and government guidelines on good respiratory hygiene; • Young pupils and pupils with complex needs are supported to follow the catch it, bin it, kill it guidance; <ul style="list-style-type: none"> • Support young children / those who need extra support with hand washing by verbal encouragement observing social distancing • Use games to enable EYFS to reinforce handwashing routines • Tissues are readily available around school including in all classrooms and sufficient numbers of lidded bins are in place for the disposal of tissues. in all classrooms, staffroom, toilets, hall and group room
Spread of COVID-19 virus via germs on surfaces and furniture within the	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	<p>An enhanced cleaning schedule is followed which includes;</p> <ul style="list-style-type: none"> • More frequent cleaning of rooms/shared areas that are used by different

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)
building			<p>groups;</p> <ul style="list-style-type: none"> • More frequent cleaning of touched objects such as railings/bannisters, door and window handles, taps, desk/table tops, play equipment, toys, sports equipment, teaching & learning aids, computer equipment, telephones and toilet facilities; • Thorough cleaning of all occupied areas at the end of the day; • Increased cleaning regime includes use of 1 member of welfare staff over lunch period to clean classroom tables, door handles, sinks and toilets. • Tables and contact points will be cleaned by cleaner at least once daily, including taps, toilet flushes, toilet seats, table surfaces, door handles, handrails, armrests, light switches etc. However, staff will be required to clean surfaces and touch points when used, including electronic devices .and remote controls. • Toilets are only shared within a bubble • Toilets will be cleaned at the end of each day. • Disinfectant spray in staff toilets to enable all users to wipe taps, flush handle etc before and after using • Equipment that needs disinfecting should be identified by staff at the end of the day (message on whiteboard for cleaner). • Hall is timetabled for PE so that only classes within a bubble use it on same day • Staff to leave swiftly to enable cleaning to take place more safely. • Cleaning staff do not need PPE over and above what is usually worn. • When cleaning, the usual products such as detergents and bleach will be used as these are effective at getting rid of the virus on surfaces; • Disinfectant to be used to clean items which cannot be done with soap which

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>then is removed by water into a sink.</p> <ul style="list-style-type: none"> • Teachers have a spray bottle and disposable cloth to use in classrooms; disinfectant spray to be kept out of the reach of children • Staff will spray tables • 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; • Supplies of soap, sanitiser, disinfectant spray, paper towels and tissues are checked by site supervisor at the start of day; staff will report shortages to headteacher immediately they become aware of any. • As the ability to social distance in early years setting is limited, additional meticulous attention is given to the cleaning regime; • In early years settings soft toys and toys with intricate parts or that are otherwise hard to clean are not in use; • For individual and very frequently used equipment, such as pencils and pens, staff and pupils are instructed to have their own items that are not shared; <ul style="list-style-type: none"> ○ Children will have their own pencil case with equipment in for use to avoid sharing ○ Children will complete all work in exercise books kept in their own tray ○ Resources used on a regular basis will be assigned to individual children and kept in their tray

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"> ○ Children will take responsibility for their own equipment, and tidying their desk area will be built into lunchtime and hometime routines <p>Classroom based resources, such as books and games are used and shared within the bubble; these are cleaned regularly, along with all frequently touched surfaces;</p> <ul style="list-style-type: none"> ○ 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. ○ Soft furnishings are removed into storage ○ Stationery and other equipment is not shared where possible by either staff or pupils; ○ Good housekeeping is maintained at all times ○ Planning for lessons will minimise use of shared equipment ○ Children will be allocated their own set of maths equipment ○ Resources used occasionally may be used if easily washable or wipeable <ul style="list-style-type: none"> ● Resources that are shared between classes or bubbles, such as sports, art and science equipment are rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles; <ul style="list-style-type: none"> ⊖ A separate risk assessment is in place for messy play e.g. sand, mud and water in early years settings which considers the DfE guidance; Actions for early years and childcare providers during the coronavirus outbreak; ⊖ Pupils are only allowed to bring essentials into school each day including lunch boxes, water bottles and hats, coats, as appropriate for weather conditions. ○ Book bags will only be needed for library books. Children will take home a library book; these will be changed weekly on a given day and returned books will be quarantined before being returned to the library

PART B. HAZARD IDENTIFICATION AND CONTROL MEASURES:

List of significant hazards (something with the potential to cause harm)	Who might be harmed	Type of harm	Existing controls (actions already taken to control the risk - include procedure for the task/activity where these are specified)
			<ul style="list-style-type: none"> ○ Pupils 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; ○ Work produced in continuous provision in EYFS and Year 1 may be sent home; parents are advised to quarantine it as necessary ○ Children will be encouraged to read using Bug Club (EYFS/KS1) online resources; where children struggle with reading online, a reading book will be sent home at parents request ○ PE bags will not be needed – pupils will be asked to come in PE kits on PE days. ○ Birthday cakes cannot be accepted at this time; however birthday treats may be sent in in sealed bags (such as Haribo) to be given out at hometime ○ Pupils are strongly discouraged from bringing mobile phones to school. Any phone brought must be placed by the child in a zipped bag; the teacher will wipe the bag and keep it in a drawer until the end of the day. ○ 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; ○ Resources used frequently in the classroom (eg reading books, toys) will be rotated and quarantined ○ Resources that are shared between classes or bubbles, such as sports, art and science equipment are cleaned frequently and meticulously between bubbles ○ PE lessons must be non-contact and equipment will be allocated for a half-term unit of work, then quarantined before allocation to a different class ○ Art equipment will be allocated for a half term unit of work and then quarantined before returning

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"> ○ Subject leaders will review risk assessments for their subject areas and determine subject specific approaches to equipment ○ iPad trolley will be allocated to each class for a full week ○ Children will wipe down their own iPad at the end of the day before putting it away ○ Teachers will charge iPads overnight in the charging trolley on a rotational basis, ensuring that the trolley handles and cables are disinfected before using ○ Staff will wipe down all touchpoints on the computer, mouse and interactive board prior to use ● A cleaning regime is in place for outdoor play equipment, outdoor seating, and outdoor handrails etc; ● Waste bins are emptied at least daily or more often as necessary and the contents disposed of safely; ● School follows the procedures set out in the Government guidance Cleaning in Non-Health Care Settings following a confirmed or suspected case of COVID-19 on site; ● A strict colour coding system of cleaning equipment is in place to reduce the risk of cross contamination; ● Member of staff who has treated person possibly infected should clean and disinfect the area once the person has left using disposable cloth /paper roll and disinfectant spray using one site, one wipe, one direction principles ● This should include all potentially contaminated areas including <ul style="list-style-type: none"> ○ Any areas visibly contaminated with body fluids ○ High contact areas including door handles, surfaces ○ Toilets if used ○ Avoid creating splash or spray <ul style="list-style-type: none"> ● Cloths and highly contaminated items should be disposed of – see Waste Management

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"> • Non-healthcare workers should be trained in the correct use of a surgical mask, to protect them against other people's potentially infectious respiratory droplets when within 2 metres, and the mask use and supply of masks would need to be equivalent to that in healthcare environments • All staff have trained by watching Covid 19 PPE donning and doffing video for health care workers <p>Contaminated or suspected contaminated waste will be double bagged, labelled and stored for 72 hours before being disposed of with general waste;</p> <ul style="list-style-type: none"> ○ Contaminated waste will be stored in the group room during the school day, and moved to the blue storage container by the site supervisor once everyone has left the building • 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.
Transmission of Covid-19 through airborne particles due to interaction with a large number of other pupils	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	<ul style="list-style-type: none"> • The school has applied the Government's principles of keeping groups separate bubbles, keeping bubble sizes as small as is reasonably practicable and maintaining social distancing based on the age and ability of the pupils and the feasibility of measures when offering a broad curriculum; • Pupils have been placed in 'class bubbles' and interaction between other classes minimised as far as is reasonably practicable; Year 1 and Year 2/3 form one bubble and Year 4/5 and Year 6 form a second bubble. This is for sharing rooms only. <ul style="list-style-type: none"> • Year 1 and Year 2/3 share toilets and the side playground; Year 4/5 and Year 6 share toilets and the front playground. • Playtimes and lunchtimes will be staggered, so that although the same

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>facilities are being used by two classes, any mixing will be minimal</p> <ul style="list-style-type: none"> • Early years settings who only care for children under the age of 5 are not required to keep children in small, consistent groups. Therefore the setting's normal group sizes have been resumed. The setting continues to minimise mixing between different groups of children; EYFS form a separate bubble • Staff members in early years settings stay within a single group as far as possible e.g. on a day to day or weekly basis, in order to limit contacts; • All teachers and other staff are permitted to operate across different classes and year groups to facilitate the delivery of the timetable and specialist provision. Where staff are required to move between groups, they will try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults. The number of interactions or changes will be kept to a minimum wherever possible; <ul style="list-style-type: none"> • Most staff remain within one class. • Miss Marsden and Mrs Stevenson work with two classes within the same bubble. • Mrs Noblet (teaching EYFS and Year 6) works across bubbles • PPA will be covered by staff from within the same bubble: <ul style="list-style-type: none"> - EYFS PPA taken off site on a non-working day - Y1 and Y2/3 PPA covered by class TA - Y4/5 PPA covered by Y4/5 TA and Sports Coach - Y6 PPA covered by Sports Coach - Classrooms are not shared with other class groups; <ul style="list-style-type: none"> • Hall will not be used for children's lunchtime or worship but will be used for wraparound care, and for PE if wet. PE will be timetabled so Year 1 and

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>Year 2/3 have the same day; Year 4/5 and Year 6 have the same day</p> <ul style="list-style-type: none"> • Where EYFS, Year 4/5 class or Year 2/3 class are split between 2 activities, the appropriate end of the hall wraparound care area or the mobile classroom should be used. • The library, staffroom, group room and resource area will not be used for group activities or class lessons • Measures have been put in place to limit interaction, between groups (bubbles) as much as possible; • Specific toilet areas are designated to different groups 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 • Year 6 and Year 4/5– junior girls and junior boys toilets (2 at a time in each) • Year 1 and Year 2/3 – infant toilets • Staggered playtime timetable in place to eliminate congestion in toilets. • EYFS – EYFS toilets • Staff – disabled toilet. Use disinfectant spray and wipe down before/after use. • One adult should accompany pupils to toilet to support management of hand washing and ensure crossover to other bubbles does not occur. • Start and finish times are staggered to keep groups apart as they arrive and leave school; • 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; • Children in different groups are encouraged not to play together/socialise at break times. Breaks are staggered to restrict the number of children playing at one time and groups are supervised and kept apart as far as possible;

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)																																															
			<table border="1" data-bbox="1104 357 1854 485"> <thead> <tr> <th>Class</th> <th>Am play</th> <th>Pm play</th> <th>Yard</th> </tr> </thead> <tbody> <tr> <td>Y4/5</td> <td>10-15-10.30</td> <td>1.45 – 2.00</td> <td>Front</td> </tr> <tr> <td>Y1</td> <td>10-15-10.30</td> <td>1.45 – 2.00</td> <td>Side</td> </tr> <tr> <td>Y6</td> <td>10-45-11.00</td> <td>2.15 – 2.30</td> <td>Front</td> </tr> <tr> <td>Y2/3</td> <td>10-45-11.00</td> <td>2.15 – 2.30</td> <td>Side</td> </tr> </tbody> </table> <ul style="list-style-type: none"> • Each class has a different playtime and designated area • Playground is accessible by external door from all bubbles • Wet playtimes will be held in the classroom • EYFS have no designated play times due to having continual access to continuous provision indoors and outdoors <ul style="list-style-type: none"> • Timetabling has been carefully managed to reduce movement around the building and to prevent mixing of different groups of pupils; <ul style="list-style-type: none"> • Classrooms are accessed directly from outside; • Lunch breaks are staggered allowing for time for cleaning of surfaces in dining areas between groups; <table border="1" data-bbox="1104 871 1731 1027"> <thead> <tr> <th>Class</th> <th>Lunch - eat</th> <th>Lunch - play</th> <th>Yard</th> </tr> </thead> <tbody> <tr> <td>Y4/5</td> <td>11.45 – 12.00</td> <td>12.00 – 12.30</td> <td>Front</td> </tr> <tr> <td>Y1</td> <td>11.45 – 12.15</td> <td>12.15 – 12.40</td> <td>Side</td> </tr> <tr> <td>EYFS</td> <td>12.00 – 12.30</td> <td>12.30 – 1.15</td> <td>EYFS</td> </tr> <tr> <td>Y6</td> <td>12.15 – 12.30</td> <td>12.30 – 1.00</td> <td>Front</td> </tr> <tr> <td>Y2/3</td> <td>12.15 – 12.45</td> <td>12.45 – 1.10</td> <td>Side</td> </tr> </tbody> </table> <ul style="list-style-type: none"> • Handwashing routine before lunch is eaten • Lunch to be eaten in classrooms. Each child from Y2 onwards at their own desk / chair. • Y1 use 2 tables and a picnic-style area on mats • Each class has their own timetable for lunch • Lunchboxes will be kept on lunchbox trolleys outside the classroom • Hot “grab and go” bags have been ordered for children having school lunches –delivered to each classroom • Children will be encouraged to use the toilet before going out for lunchtime play to reduce the need to come inside 				Class	Am play	Pm play	Yard	Y4/5	10-15-10.30	1.45 – 2.00	Front	Y1	10-15-10.30	1.45 – 2.00	Side	Y6	10-45-11.00	2.15 – 2.30	Front	Y2/3	10-45-11.00	2.15 – 2.30	Side	Class	Lunch - eat	Lunch - play	Yard	Y4/5	11.45 – 12.00	12.00 – 12.30	Front	Y1	11.45 – 12.15	12.15 – 12.40	Side	EYFS	12.00 – 12.30	12.30 – 1.15	EYFS	Y6	12.15 – 12.30	12.30 – 1.00	Front	Y2/3	12.15 – 12.45	12.45 – 1.10	Side
Class	Am play	Pm play	Yard																																															
Y4/5	10-15-10.30	1.45 – 2.00	Front																																															
Y1	10-15-10.30	1.45 – 2.00	Side																																															
Y6	10-45-11.00	2.15 – 2.30	Front																																															
Y2/3	10-45-11.00	2.15 – 2.30	Side																																															
Class	Lunch - eat	Lunch - play	Yard																																															
Y4/5	11.45 – 12.00	12.00 – 12.30	Front																																															
Y1	11.45 – 12.15	12.15 – 12.40	Side																																															
EYFS	12.00 – 12.30	12.30 – 1.15	EYFS																																															
Y6	12.15 – 12.30	12.30 – 1.00	Front																																															
Y2/3	12.15 – 12.45	12.45 – 1.10	Side																																															

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"> • Children are not to access the building during lunch time other than via their own classroom door to use their own bubble's toilet, with permission from the adult on duty. • Teacher from each bubble to supervise children eating their lunch; welfare assistant supports in EYFS • TAs supervise children playing at lunchtime, while teacher has break • Mrs Stevenson 12 – 12.30 (Y4/5 front). Miss Roberts 12.15 – 12.40 (Y1 side), Miss Whittle (12.45-1.10 Y2/3 side) and Miss Marsden (12.30 – 1.00 Y6 front) supervise lunchtimes, Mrs Bethell and Mrs Aldwin supervise EYFS outdoor lunchtime • TA to administer first aid outside on playground • As far as practicable groups will be kept apart with only brief transitory contact where this is unavoidable; • Lunch breaks for staff are staggered to limit the use of the staff room; Staff room should only be used for collecting food and drink– staff should • Mixing classes for wraparound care is unavoidable. Wraparound care has been moved into the hall where there is more space; children are divided into 2 bubble groups (Y4/5, Y6 and Y1 are in one group supervised by Mrs Gibirdi / Ms Marsden; Y2/3 and EYFS are in the other group supervised by Miss Whittle) and separated as far as is possible. • Large gatherings such as assemblies or collective worship with more than one group is prohibited; • Worship and lunch held in classrooms. • Access to toilets will be supervised by staff to ensure social distancing and to avoid queues building up in narrow corridor. Movement around school will be limited and supervised closely • Classes will remain in their own room or outside – no movement around building other than to toilet, for PE if inside and for split lessons in Year 4/5 or Year 2/3 where 2 rooms are needed • EYFS and Y1 will be supervised to use coat pegs in resource area

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"> ▪ From Year 2 onwards, children will hang coat on back of their chair ▪ Nursery children who attend mornings only should be collected from the yellow gates at 12 noon, where they will be handed over by a member of EYFS staff ▪ Nursery children arriving at 12.30 for an afternoon session should be brought to the main entrance where they will be collected by a member of EYFS staff <ul style="list-style-type: none"> • Parents are asked to be punctual, observe social distancing and to wait outside the building unless the weather is inclement
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 <u>return to recreational team sport framework</u> 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 natural ventilation flows through opening windows and doors or using air conditioning systems wherever possible, 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 <u>indoor</u> & <u>outdoor</u> P.E taking into account specific <u>guidance on physical education</u>;
Transmission of Covid-19 through airborne particles due to close proximity to others	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	<ul style="list-style-type: none"> • Staff maintain a 2 metre distance from each other at all times; • Primary school staff maintain a 2 metre distance from pupils as far as is reasonable and when circumstances allow; • Primary school staff avoid close face to face contact and minimise time spent within 1 metre distance of anyone;

PART B. HAZARD IDENTIFICATION AND CONTROL MEASURES:

<p>List of significant hazards (something with the potential to cause harm)</p>	<p>Who might be harmed</p>	<p>Type of harm</p>	<p>Existing controls (actions already taken to control the risk - include procedure for the task/activity where these are specified)</p>
			<ul style="list-style-type: none"> • Face coverings should be worn by staff and adult visitors in primary schools and early years settings where social distancing is not possible between adults for example when moving around in corridors and communal areas; • Staff should wear a face covering in communal areas when leaving their class bubble room, and at handover periods. • Parents, secondary age children and visitors have been requested to wear face coverings on site. This has been communicated via Parentmail and Signage is in place. • Face visors or shields are not permitted as an alternative to situations where face coverings must be worn as they have been deemed unlikely to be effective in reducing aerosol transmission when used without an additional face covering. Face visors or shields will only be permitted after carrying out a risk assessment for the specific situation and will always be cleaned appropriately after use; • 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; • School has a small contingency supply of disposable face coverings for instances where staff, pupils or visitors have forgotten to bring one or if their own has become soiled/breaks during the course of the day; • Bins are provided throughout the school for the disposal of disposable face masks. The contents of bins are disposed of as normal domestic waste unless anyone disposing of items has symptoms of COVID-19 in which case they will be disposed of in line with the guidance on cleaning

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><u>for non-healthcare settings;</u></p> <ul style="list-style-type: none"> • 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; • Older pupils (Year 4 onwards) are encouraged to keep their distance within groups • Physical contact such as handshakes and hugs should be avoided; children will be encouraged not to touch staff or peers • Where staff or pupils cannot maintain social distancing due to space restrictions the risk is reduced by keeping pupils in smaller, class-sized group bubbles; • 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 for Years 2 – 6 and positioned at least 2m from teacher's desk ; ○ moving unnecessary furniture out of classrooms to make more space; • Where practical, desks have been assigned to individuals or to the smallest number of pupils possible and children will not move around the classroom for different lessons. • Where desk sharing cannot be avoided (in EYFS and Year 1), they are wiped down between changes of pupils; • Teachers make appropriate social distancing arrangements with TAs in class.

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"> • We recognise that younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their group. EYFS and Year 1 children cannot be expected to keep distance; they are in smaller class groups • Staff should maintain social distancing from colleagues at all times, and especially from staff in other bubbles • Y4/5 TA to cover Y6 teacher for comfort break after duty if needed
Transmission of Covid-19 through airborne particles due to inadequate ventilation	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	<ul style="list-style-type: none"> • School follows the LCC Design & Construction guidance on the use of ventilation and air conditioning, the supplementary note for Winter 2020/21 and has sought specialist advice and assistance on ventilation measures from the Building Services Engineer or Building Consultant; • 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, fire safety issues or inclement weather; • During cold weather, as a minimum, windows will be fully opened 15 minutes before a room is used, and whenever a room is unoccupied in order to purge the air. Where possible, windows will be kept partially open at times of occupation; • Windows opened when staff arrive • External doors kept open where safe to do so • EYFS and Year 1 internal doors closed for safeguarding, other internal doors open • To balance the need for increased ventilation while maintaining a comfortable temperature some flexibility on suitable indoor clothing is permitted, furniture is arranged where possible to avoid direct draughts
Transmission of Covid-19 through airborne particles due to singing, chanting, playing wind or brass	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	<ul style="list-style-type: none"> • Specialist curriculum risk assessments are in place for music dance and drama, taking into account specific government guidance on the performing arts and COVID-19, and guidance on the suggested principles

PART B. HAZARD IDENTIFICATION AND CONTROL MEASURES:

<p>List of significant hazards (something with the potential to cause harm)</p>	<p>Who might be harmed</p>	<p>Type of harm</p>	<p>Existing controls (actions already taken to control the risk - include procedure for the task/activity where these are specified)</p>
<p>instruments or shouting.</p>			<p><u>of safer singing</u>;</p> <ul style="list-style-type: none"> • Singing, and playing wind and brass instruments does 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), strict social distancing and other mitigating factors can be maintained; • Particular care is 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 only take place in larger well-ventilated spaces, or outdoors whilst maintaining a distance of at least 2 metres apart in all directions; • Pupils are positioned back-to-back or side-to-side when playing or singing (rather than face-to-face) whenever possible. Wind and brass players are positioned so that the air from their instrument does not blow onto another player; • Performances to a live audience are not permitted; • Background or accompanying music is reduced to a level so that teachers or other performers do not have to raise their voices unduly. • Singing is performed at a reduced level of noise, using microphones for amplification where necessary; Quiet singing will be encouraged • Where microphones are shared guidance on <u>handling equipment</u> is followed; • The sharing of instruments is avoided wherever possible , name labels will be placed on instruments and beaters, where this is not possible frequent cleaning

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>of instruments between use will take place and hands will be washed or sanitised prior to playing</p> <ul style="list-style-type: none"> • Adults will hand out instruments to avoid unnecessary movement around the classroom • Charanga scheme is being adapted to include units which meet these requirements • 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"> • Attendance at after school clubs is restricted as outlined in the guidance Protective measures for holiday and after-school clubs, and other out of school settings during the coronavirus outbreak; • It is impractical to keep children in their school day bubbles, as far as possible they will be kept in the same, small consistent groups each time they attend; • Resources are meticulously cleaned before being shared with a different bubble or; ▪ 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; Breakfast club runs from 7.30 in the school hall. Children are collected from breakfast club by their class teacher or TA just before the start of the morning session. (Y4/5 8.50 ; Y1 8.55; EYFS 9.00; Y6 9.05) ▪ After school club runs until 6pm. Miss Marsden collects children from Year 1 at 3.15 and takes them down to the hall. Mrs Bethell will walk down with EYFS at the end of their day, and Miss Whittle with Y2/3. Year 4/5 and Year 6 make their own way to the hall at the end of their day. ▪ Breakfast and after school club operate in the hall, divided into 2 areas; EYFS and Year 2/3 in one area, Y1, Y4/5 and Y6 in the other end. Miss Whittle supervises EYFS and Year 2/3 for both breakfast and after school club; Mrs Gibirdi supervises the other classes for breakfast club and Ms Marsden for after school club. ▪ A maximum of 15 children in each bubble will be allowed to register for attending

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>the club. Daily ratios (1:8 EYFS, 1:10 Y1-3, 1-15 Y4-6) will be applied within this group of registered children.</p> <ul style="list-style-type: none"> ▪ Parents are advised to limit the number of wraparound providers they access as far as possible, and where they use other providers or out of school activities, they should seek assurance that these providers are also carefully considering their own protective measures • Contact sports should not take place • Staff are required to wear a face covering when moving around the wrap around provision if social distancing cannot easily be maintained. In addition, staff are required to wear a face covering in classrooms or during activities unless social distancing can be maintained; • 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 ▪ No overnight visits are planned until Summer term ▪ Local visits may resume subject to risk assessments • Visits involving transport will not be planned until further notice • Early Years settings can make short journeys to exercise outdoors or visit a local outdoor public space. A risk assessment will be conducted prior to any visit taking into account COVID-19 measures including social distancing from other people and groups, good hygiene and handwashing.

PART B. HAZARD IDENTIFICATION AND CONTROL MEASURES:

<p>List of significant hazards (something with the potential to cause harm)</p>	<p>Who might be harmed</p>	<p>Type of harm</p>	<p>Existing controls (actions already taken to control the risk - include procedure for the task/activity where these are specified)</p>
<p>Transmission of Covid-19 staff work areas</p>	<p>Staff, pupils, visitors, contractors, household members</p>	<p>Potential spread of infectious disease</p>	<ul style="list-style-type: none"> • Where practical and the role allows, staff are supported to work from home; • The occupancy of the school office and PPE rooms is restricted to ensure social distancing rules can be observed; office staff and headteacher only to access office. • The occupancy of the PPA room is restricted to 2 people to ensure social distancing rules can be observed • Staff should avoid gathering in PPA room and maintain social distancing; • Disinfectant spray available for wiping photocopier before and after use • Shared work areas are avoided. Where this is not possible work areas are thoroughly sanitised before and after use by different people; • Sanitising wipes are available to enable shared desks and equipment to be cleaned before and after use, staff are reminded of this requirement regularly; • Measures have been put in place to protect office staff when dealing with contractors, parents and visitors. Glazed panels will not be opened
<p>Transmission of Covid-19 staff rest areas</p>	<p>Staff, pupils, visitors, contractors, household members</p>	<p>Potential spread of infectious disease</p>	<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; Hall is used as an additional space for lunch breaks • The number of staff allowed in the staff room at any one time is restricted to enable social distancing to be maintained; • Staff should minimise time in staffroom • Disinfectant spray available for wiping areas of contact such as hot water boiler and fridge door handle • Staff are encouraged to bring their own food to work and are discouraged from leaving the premises to purchase food off site to prevent possible transmission of the COVID-19 virus through contact with other people and/or contaminated surfaces.

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)
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 are held via remote working tools wherever possible; Staff meetings will be kept to the minimum required and will be held on Zoom where possible • Face to face meetings only take place when absolutely necessary. These will involve the minimum number of participants, whilst observing social distancing rules, preferably in an outdoor space or where this is not possible, in a 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; • Staff will bring their own stationery/equipment to any meeting on site • Any communication for staff from parents should be telephoned or emailed to the school office
Manual Handling	Staff	Musculoskeletal injuries	<ul style="list-style-type: none"> • A dynamic risk assessment is carried out when moving furniture & resources to reduce manual handling injuries taking 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

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>symptoms;</p> <ul style="list-style-type: none"> • PPE is sourced through normal school procurement routes; • Disposable gloves are worn during normal cleaning regimes. Disposable gloves and impermeable aprons must be worn when cleaning areas that have been occupied by someone displaying symptoms of COVID-19; • When caring for someone with symptoms of COVID-19 a face mask should be worn if a distance of 2 metres cannot be maintained and if contact is necessary, gloves, an apron and a face mask should be worn. • If a risk assessment determines that there is a risk of splashing to the eyes, e.g. from coughing, spitting, or vomiting, eye protection will also be worn by the supervising adult. • Staff and pupils are instructed on the need to wear a face covering by law on 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. • Faeces is potentially a source of infection; staff changing nappies and dealing with toileting accidents should take particular care with positioning themselves to the side, using PPE normally used and cleaning their hands thoroughly afterwards
Dealing with emergency situations including accidents, security and evacuation during the	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, social distancing does not have to be observed where it may impact on general safety or safe evacuation; • Fire evacuation drills will be practiced on a termly basis. Where necessary

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)
COVID-19 pandemic			<p>adjustments will be made to how the drill is practiced to allow for social distancing;</p> <ul style="list-style-type: none"> • First Aiders are aware of and follow the Government guidance for first responders; current guidance is that mouth to mouth resuscitation will be administered to children only, using a face shield. CPR only for adults. • The First Aid Needs Assessment has been reviewed and amended to take account of current occupancy, numbers of first aiders required and additional PPE needed during the COVID-19 pandemic including provision of disposal gloves, disposal plastic aprons, fluid repellent surgical face masks and visors as required; • Pupils who require first aid will continue to receive care in the same way; No additional PPE is needed because of COVID-19 arrangements 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; • PFA, 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.

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"> • First aid to be administered outdoors where possible • First aid boxes will be relocated from staffroom, office and resource area so each class has its own box • First aiders advised to consider where they stand when administering first aid – behind and above if possible • Vomit cleaned up as soon as possible, following guidance on cleaning. • First aiders will keep their boxes adequately stocked, informing office manager when supplies are getting low • <i>Further guidance on first aid is available on Health & Safety Executive website;</i>
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. are up to date for all parts of the building; • Records of all testing and checks are stored and available to all interested parties.
Transmission of Covid-19 in early years settings from visiting prospective or current parents & carers	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	<ul style="list-style-type: none"> • Visits from parents and carers to the early years setting are restricted to only those that are absolutely necessary , remote contact is utilised when possible; • Virtual tours are carried out for prospective parents and carers where possible; • If parents need to visit in person, wherever possible this will be arranged after hours. If the visit takes place during working hours it will be restricted to outdoor play areas only; • Parents and carers entering the setting to help settle their child will be permitted to stay for a limited amount of time (no more than an hour); • Parents & carers are required to wear a face covering in line with locally agreed arrangements, regularly sanitise their hands including on entering

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)
			and leaving the setting and maintain strict social distancing from staff, other visitors and children other than those in their care at all times.
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 by appointment only unless it is an emergency situation; • Visits will happen outside of school hours where possible; • 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; • Supply teachers will be used only where necessary, and will be kept within 1 bubble, minimising contact with school staff and maintaining distance from children where possible • Sports coach will work with 1 bubble (initially Y4-6, working with Y4/5 am, Y6 pm and Y4-6 over lunch, and may also work with after school club) • After school extra-curricular activities will not be organised until further notice • Peripatetic guitar teacher, if he wishes to resume tuition, will be expected to comply with the risk assessment, not attend if feeling unwell, and maintain distancing from staff and pupils • Guitar teaching groups must be from the same bubble • Guitar tuition will take place in one room on site • Specialists, therapists, clinicians and other support staff for pupils with SEND will provide interventions as usual;

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"> • All visitors will follow the Government's guidance and the school's strict hygiene and social distancing rules e.g. hand washing/sanitisation upon entry; • Visitor/Contractor site rules & procedures have been revised to include additional controls to mitigate the risk of transmission of COVID-19; • Reception staff responsibilities have been established in relation to COVID-19 control measures and the communication of procedures to 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;; Office staff sign-in and sign-out all visitors • Record are kept of all visitors with sufficient detail to support rapid contact tracing if required by NHS Test and Trace; • Visitors may be arranged but with limited contact, working with 1 bubble only per visit and at a distance from the children • Visitors to be greeted and escorted by headteacher – appointments must therefore be made during times the headteacher is available • Parents should not enter the school building under any circumstances without a prior appointment. Any communication should be done via email, telephone or conference call. • Any volunteers used will be DBS checked in the normal way; existing volunteers will need to be rechecked • Volunteers will remain 2m from pupils and staff • Contractors must obtain permission before attending site; • When necessary, contractors familiarise themselves with the asbestos

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>survey for the building prior to works commencing – this can be downloaded from the PAM system. Alternatively, the executive summary is available as a laminate which must be wiped clean with disinfectant wipes after use; Confirmation of sight of the survey will be signed in the Contractors file by school staff. Laminated sheets handled by the Contractor will be wiped clean using gloves and disinfectant wipes following use;</p> <ul style="list-style-type: none"> 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; Cleaning contract will be discussed and procedures agreed with the contracting company 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; Caretaker to wipe down deliveries 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	Development or	<ul style="list-style-type: none"> Homeworking will usually involve the use of Display Screen Equipment

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)
	of their household	worsening of existing musculoskeletal injuries or health conditions	<p>(DSE) in the form of mobile laptops, Yogas, tablets, phones, etc.;</p> <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 findings 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; • Staff are asked to check in regularly with the Headteacher • Wellbeing governor offers telephone support on a termly basis • Supervisions are offered regularly • Colleagues in each class asked to support and reassure each other; Y6 teacher will identify a colleague to support her if needed • A procedure is available for individuals to report concerns over breaches

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>of school safe working policy/guidelines so that intervention can occur;</p> <ul style="list-style-type: none"> • Where a member of staff returning to the workplace has raised concerns about their safety or wellbeing due to the risk of COVID-19, where necessary their line manager will complete a risk assessment addressing COVID-19 concerns for an employee to help identify key concerns and any further adjustments required to support them at work; • Staff are made aware of sources of information that will assist staff wellbeing such as: <ul style="list-style-type: none"> ▪ Employee Wellbeing ▪ MIND web site ○ H&S COVID-19 web page ○ Staff signposted to Mental health training – Schudio TV anxiety training ○ Signposting to SAS wellbeing service • 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. • All staff have clear roles and responsibilities which are within their capabilities and are aware of how to raise any concerns; • Teachers and TAs will continue to cover lunch breaks between them; this will be built into directed time for teachers and working hours for TAs • Managers should discuss and agree any changes to staff roles with individuals. • Teaching assistants may be deployed to support targeted interventions and/or catch-up provision • Teachers are encouraged to keep shorter working hours on site than usual (eg 8am – 4pm) to enable effective and safe cleaning and to support work-life balance

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"> • Other staff are not expected to work on site beyond their contracted hours

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

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

Signed:

Name:

Risk Assessor:

PART C: ACTION PLAN Further action / controls required						
Hazard	Action required	Person(s) to undertake action?	Priority	Projected time scale	Notes / comments	Date completed
Temperature testing	<ul style="list-style-type: none"> ▪ Temperature checks will not be used at the school. 					
Lateness	<ul style="list-style-type: none"> ▪ All parents are asked to be punctual in bringing their child to school to avoid interaction with other classes 					
Staff illness – non Covid	<ul style="list-style-type: none"> • Staff should follow normal procedures if ill, contacting head and office manager as soon as possible • Supply cover will be used if necessary and available 					
Training	<ul style="list-style-type: none"> • All staff will familiarise themselves with the risk assessment • All staff have completed basic COVID-19 training and trained in donning /doffing PPE • Opportunity will be given for staff to discuss issues arising and raise questions prior to returning to work 					
Lettings	<ul style="list-style-type: none"> ▪ Any lettings will be operated within the wider protective measures and in consultation with the cleaning contractor, and will ensure sufficient time for cleaning before and after use by the hiring organisation 					
Responsive-ness to change	<ul style="list-style-type: none"> • Current risk assessments are referenced for pupil activities and work tasks. Where necessary these have been updated to reflect any new risks and control measures due to COVID-19. • A dynamic risk assessment is completed to consider the impact on safety where there are reduced staffing levels and to clarify what, if any, changes to existing control measures are required. The outcome from this exercise will identify whether an activity or task can be carried out safely or if an alternative is required 					
Communication prior to returning to explain procedures	<ul style="list-style-type: none"> ▪ Communication with all parents via Parentmail to explain arrangements for return to school including drop-off/collection times, places and protocols; safety measures in place ▪ Clear signage to be in place to support return 					

Communication between staff	<ul style="list-style-type: none"> ▪ If additional emergency support is needed in Y6, a Y6 pupil will be sent to Y4/5 to ask for TA support ▪ Online systems (Teams / Zoom) maintain a whole school community ethos whilst classes are having to be kept separate 					
Security	<ul style="list-style-type: none"> ▪ Door entry system operational for staff, controlling access to building ▪ Gate security: gates will be opened by Y4/5 TA just before 8.50am and locked by Y2/3 TA once all parents have left at 9.15am 					
Sun	<ul style="list-style-type: none"> ▪ Parents asked to send children in appropriate clothes for outdoor play, and with sunhats ▪ Parents asked to ensure children have suncream on before coming to school where forecast indicates this is necessary ▪ Parents asked to send children with suncream and ensure their child is able to apply their own suncream ▪ Existing areas of shade on the site will be utilised to ensure children can access outdoors safely in hot weather; additional sources of shade will also be investigated (eg gazebos) 					
Outside areas	<ul style="list-style-type: none"> • When possible, groups will work outdoors as this can limit transmission and more easily allow for social distancing between children and staff; • Outdoor equipment is cleaned between groups of pupils using it. Multiple groups are not permitted to use outdoor equipment simultaneously; • Year 1 and Year 2/3 use the side yard but have different play and lunch times ; Year 4/5 and Year 6 use the front yard but have different play and lunch times • EYFS remain in their own play area • Playtime equipment will be allocated to each group and disinfected before passing to another group (Weekly) • Areas will be timetabled to allow all to use the trimtrail and field on rotation 1 week in 2 per bubble; tunnel will not be used • Where lessons and weather permit, use of outdoor space will be encouraged for learning during the day, teachers using outdoor education wherever possible 					

Written / updated	Agreed	Communicated to staff
Risk assessment completed by Joy Headley (Headteacher) on 14/7/2020, following Government and Lancashire CC guidance;	Agreed by Governing Board on 15/7/2020	via email on 14/7/2020
Updated 23/7/2020 taking account of revised guidance;	updates sent 23/7/2020	updates sent 23/7/2020
Updated 27/8/2020 taking account of revised isolation periods,		
Updated 2/9/2020 taking account of updated Government guidance;		
Updated 4/11/2020	Updated via Governor Hub	Discussed with staff prior to updating 2/11/2020 – amendments made operationally
Revised version 7/12/20 - 4/1/2021 taking account of updated Government guidance, and changing to LCC format for ease of future updates		
Revised 3/2/21	Updated via Governor Hub; agreed 10/3/21	Communicated via email 3/3/21