

SCHOOL RISK ASSESSMENT – COVID-19



PART A. ASSESSMENT DETAILS:

Area/task/activity: Full School opening arrangements during COVID-19 restrictions from 1 September 2020 – subsequently revised

Location of activity: Kirkham and Wesham Primary

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| Team/School name: Address & Contact details: | KWPS Nelson Street Kirkham 01772 682866 | Name of Person(s) undertaking Assessment: | Rhiannon Jones |
| | | Signature(s): | |
| Line Manager/ Headteacher (Name/Title): | Rhiannon Jones Headteacher | Date of Assessment: | 29 th August 2020 20 th September 2020 25 th October 2020 6 th January 2021 4 th March 2021 |
| Signature: | | Planned Review Date: | 20 th September 2020 24 th October 2020 2 nd January 2021 1 st March 2021 7 th April 2021 |
| How communicated to staff: | Emailed and discussed at INSET Day September Subsequently emailed and hard copy shared – any changes highlighted and opportunity to discuss provided | Date communicated to staff: | 21 st September 2020 2 nd November 2020 8 th March 2021 |

PART B. HAZARD IDENTIFICATION AND CONTROL MEASURES:

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| Changes to official COVID-19 guidance and | 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; |

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| advice | | | <ul style="list-style-type: none"> • Coronavirus (Covid-19): guidance for schools and other educational settings • LCC Schools HR guidance • LCC Health & Safety COVID-19 web page • Headteacher or other senior person keeps up to date with official COVID-19 Guidance and informs employees/school arrangements as required. • Arrangements are in place to comply with the Government and NHS requirements for rapid coronavirus testing of staff • 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 |

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| | | | <p>their care with their health professional. The school works closely with parents of children who are extremely vulnerable to support a return to school, carrying out an individual risk assessment as necessary;</p> <ul style="list-style-type: none"> • Pupils aged between 16 and 18 who have had their vaccine due to underlying health conditions and clinically extremely vulnerable staff who have had their vaccine have been reminded of the need to continue to follow government shielding advice and self-isolate if they have symptoms or are identified as a close contact of a positive case; • 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 |

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| | | | <p>pregnant staff;</p> <ul style="list-style-type: none"> 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 (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; Staff and pupils live with those who have comparatively increased risk from coronavirus (COVID-19) are required to attend School as normal; |
| 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, pupils 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 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 |

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| | | | <p>is displaying symptoms, or is a confirmed case of coronavirus in an early years setting;</p> <ul style="list-style-type: none"> • Staff, other adults or pupils showing COVID-19 symptoms are sent home, to self-isolate for 10 days and instructed to book a test to see if they have COVID-19; • 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 them, will wash their hands with warm, running water and soap for a minimum of 20 seconds. They do not need to go home unless they display the symptoms themselves or are advised to do so by NHS Test and Trace or Local Health Protection Team; |

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| | | | <ul style="list-style-type: none"> • If a pupil displays symptoms their parent/carer will be required to take them home. Where this is not immediately possible, if the weather is appropriate the pupil will be taken outside to sit on the bench area by the stage until they can be collected, whilst being mindful of the individual pupils' needs; • If it is raining a red chair can be placed under the shelter. • If the weather is unsuitable for the child to wait outside we will sit them in the hall by the fire exit, the door will be left open and the member of staff supervising will remain across the hall. The windows will be opened in the room for increased ventilation; parents will collect the pupil via the fire exit • If it is not possible to isolate the pupil e.g. if it causes them undue distress or they need to remain under adult observation, an assessment will be carried out to see whether it is sufficient to move them to an area which is at least 2 metres away from others; • If an individual (adult or child) showing COVID-19 symptoms, needs to use the bathroom while waiting to go home, they will use disabled toilet which will then be cleaned and disinfected before being used by anyone else; • 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 |

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| | | | eyes, e.g. from coughing, spitting, or vomiting, then eye protection will also be worn by the supervising adult. |
| 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: <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; |

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| | | | <ul style="list-style-type: none"> ○ 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 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); ● They are advised that their household should self-isolate for at least 10 |

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| | | | <p>days from when the symptomatic person first had symptoms;</p> <p>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.</p> |
| 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 to monitor and understand any unforeseen impacts of changes to working environments; • Senior personnel, are available to offer support and advice and to monitor the current working arrangements on a daily basis; • All new staff and volunteers are provided with a site induction and adequate information, instruction and training on local health, safety and COVID secure arrangements and their key roles and responsibilities; • Signage, posters and other instructions are displayed to support implementation of COVID secure measures; • Up to date information and guidance on how to manage the risks associated with COVID -19 are available on the Health & Safety Website. |
| Spread of Covid-19 during travel to and from school on 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"> • Staff and pupils are encouraged to walk or cycle to school where possible; • 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 |

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| | | | transport; <ul style="list-style-type: none"> 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 of the public | Potential spread of infectious disease Pupils stranded or missing | <ul style="list-style-type: none"> Parents/carers are requested not to enter school unless absolutely necessary and by appointment only. When it is necessary for parent/carer to enter the school building they will be instructed to follow handwashing and social distancing guidelines; Arrangements are in place for parents/carers to drop off and collect children at specified times, parents e.g. front gate drop-off with staff meeting pupils at the school door; Parents have been advised that only one parent should accompany their child to the school entrance; Pupils have been instructed not to touch the front of their face covering during use or when removing them on arrival at school; Reusable face coverings must be placed in a plastic bag that the wearer has brought with them and stowed in a safe place such as a school bag to be taken home; Children wearing a non-reusable face covering on arrival at the school grounds will be given a nappy sack to put it in. This will be placed in a lidded bin on entry to the classroom. Those removing face coverings are required to wash or sanitise their hands before and immediately after removing it; The contents of the bin will be disposed of as normal domestic waste unless the wearer has symptoms of Covid-19 in which case it will be disposed of in line with the guidance on cleaning for non-healthcare |

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| | | | <p>settings;</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; Sinks are available in all classrooms apart from Y3 and 4 for whom a portable sink is in place. |
| 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 and after eating, after using the bathroom, after touching shared resources before or after changing books, before or after PE or after touching their face, blowing their nose, sneezing, coughing; Hand washing facilities are readily available with a sink in every classroom or a portable sink in place for Y3 and 4. Hand sanitiser is positioned by doorways both outside and by classrooms/hall and staff room to allow pupils and staff to clean their hands regularly; Where necessary pupils are supervised and monitored to ensure safe and appropriate hand hygiene; Pupils are encouraged to avoid touching their faces whenever possible particularly with unwashed hands; The Catch it, Bin it, Kill it guidance is promoted to catch coughs and sneezes in tissues and throw them in the lidded 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; |

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| | | | <ul style="list-style-type: none"> • 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; • Tissues are readily available around school including in all classrooms and there is a lidded bin in every classroom and office areas for the disposal of tissues. |
| Spread of COVID-19 virus via germs on surfaces and furniture within the building | Staff, pupils, visitors, contractors, household members | Potential spread of infectious disease | <ul style="list-style-type: none"> • An enhanced cleaning schedule is followed which includes; <ul style="list-style-type: none"> ○ Sanitising of tables in the dining area between different groups (bubbles) having their lunch; ○ More frequent cleaning of touched objects such as railings/bannisters, door and window handles, taps, desk/table tops, play equipment, toys, sports equipment, teaching & learning aids, computer equipment, telephones and bathroom facilities; ○ Thorough cleaning of all occupied areas at the end of the day; • When cleaning, the usual detergent will be used as these are effective at getting rid of the virus on surfaces; • Staff have been instructed on cleaning and sanitising requirements including the use of chemicals and cleaning materials and instructions on the use of PPE; • PPE is provided for staff to wear during cleaning activities and must be worn as instructed e.g. gloves etc.; • COSHH risk assessments are in place and followed for cleaning products and have been shared with staff as necessary; • A documented cleaning checklist is in place to ensure the enhanced cleaning schedule is followed and maintained; |

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| | | | <ul style="list-style-type: none"> • 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 the use of soft toys and toys with intricate parts or that are otherwise hard to clean are not in use; • For individual and very frequently used equipment, such as pencils and pens, staff and pupils have a pack of their own items which they cannot share; • Where classroom based resources, such as books and games are used and shared within the bubble; these are cleaned regularly, along with all frequently touched surfaces; • Resources that are shared between classes or bubbles, such as sports, art and science equipment are cleaned frequently and meticulously between bubbles; Or – if it isn't possible to clean them • 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; • 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, hats, coats, books, they may not bring stationery, bags or mobile phones; • Pupils and teachers are permitted to take books and other shared resources home that contribute to the pupil's education and development. Unnecessary sharing including the sharing of items that do not contribute |

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| | | | <p>to a pupil's education or development is not permitted;</p> <ul style="list-style-type: none"> • However preferred that staff don't take marking home unless the books haven't been used for 48 hours • When marking the following procedures should take place: <ul style="list-style-type: none"> • consider which work can be marked by the children themselves • ask the children to leave the books open ready to be marked, • use professional judgement on whether work can be marked with tick and A or WT, or whether it does need a comment. • Please wash hands before and after marking and try not to touch your face. • You may prefer to wear gloves which we would advise you to sanitise regularly • Shared resources are cleaned frequently and meticulously and before being shared and taken home • Shared resources eg books 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; • Pupils may choose their own reading books from their bubble's selection but must sanitise hands before and after selecting. • Waste bins are emptied at lunchtime in addition to after -school 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 |

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| | | | case of COVID-19 on site; <ul style="list-style-type: none"> • Contaminated or suspected contaminated waste will be double bagged, labelled and stored for 72 hours before being disposed of with general waste; • Where it is not possible to store waste for 72 hours, arrangements will be made for collection by the school's specialist clinical waste contractor; • Waste cleaning materials are disposed of in the usual way unless it is confirmed or suspected that they are contaminated as a result of a member of staff or pupil displaying symptoms; • Staff have been instructed to store personal items and clothing in areas not widely accessible during the working day e.g. in lockers, cupboards. |
| 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; • Classrooms are not shared with other class groups; apart from the hall and resource area, tables are thoroughly disinfected in between bubble s use. • ICT suite may only be used with a very small number of children. <ul style="list-style-type: none"> • Air conditioning must not be used • Door must be left open • There should be no tables in the centre of the IT suite then staff can remain socially distant from the pupils |

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| | | | <ul style="list-style-type: none"> • Keyboards, mouse and desk space must be wiped down between changeovers • Children from different bubbles may not use the IT suite on the same day • Staff to wear gloves which they can sanitise in between • Measures have been put in place to limit interaction, between groups (bubbles) as much as possible; • 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 • Start and finish times are staggered to keep groups apart as they arrive and leave school; • Start and finish times and breaks are staggered to ensure that corridors or circulation routes have a limited number of pupils using them at any time and to reduce mixing between groups; • Children in different groups are encouraged not to play together/socialise at break times. Breaks are staggered to restricted the number of children playing at one time and groups are supervised and kept apart as far as possible; • Where possible rooms are accessed directly from outside Reception and Y1; • Tape has been placed along the infant corridor to show children which side they should be walking on; |

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| | | | <ul style="list-style-type: none"> • Pupils in different groups are encouraged not to mix together at break times and groups are supervised and kept apart as far as possible; • Lunch breaks are staggered allowing for time for cleaning of surfaces in dining areas between groups; • Different groups in the dining area will be kept apart as much as possible; • As far as practicable groups will be kept apart with only brief transitory contact where this is unavoidable; • Large gatherings such as assemblies or collective worship with more than one group is prohibited; • Different groups in the dining area will be kept apart as much as possible; |
| 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 whose national governing bodies have developed guidance which has been approved by the government will be played i.e. the list available at grassroots sports guidance. 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; maximum of 15 children should be taking part in PE sessions in the hall • Specialist curriculum risk assessments will be put in place for indoor & outdoor P.E taking into account specific guidance on physical education; |
| Transmission of Covid-19 | | | <ul style="list-style-type: none"> • Staff to maintain a 2 metre distance from other adults at all times; |

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| <p>through airborne particles due to close proximity to others</p> | | | <ul style="list-style-type: none"> • Staff to 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; • 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; (Primary school children are not required to wear a face covering • 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 supply of disposable face coverings • 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 for non-healthcare settings; • All staff and pupils are expected to adhere to the current social distancing guidelines as far as is reasonably practicable; |

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|---|---|--|---|
| | | | <ul style="list-style-type: none"> • Where space allows, pupils who are old enough are supported to maintain a distance from each other and are encouraged not to touch staff and their peers where possible; • Where staff or pupils cannot maintain social distancing due to space restrictions the risk is reduced by keeping pupils in smaller, class-sized group bubbles; • Classrooms have been adapted to support social distancing where possible including; <ul style="list-style-type: none"> ○ seating pupils side by side and facing forwards, rather than face to face or side on; ○ moving unnecessary furniture out of classrooms to make more space; • Where practical desks have been assigned to individuals or to the smallest number of pupils possible. Where desk sharing cannot be avoided desks are wiped down between changes of pupils; • As much as possible, fresh air is increased within buildings by opening windows and doors frequently to encourage ventilation, taking account of any potential security or fire safety issues; • . |
| 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; |

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| | | | <ul style="list-style-type: none"> • 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; • 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 and high level windows are opened in colder weather in preference to low level to reduce draughts; |
| Transmission of Covid-19 through airborne particles due to singing, chanting, playing wind or brass instruments or shouting. | Staff, pupils, visitors, contractors, household members | Potential spread of infectious disease | <ul style="list-style-type: none"> • Singing, and playing wind and brass instruments will not take place in larger groups such as school choirs and ensembles, or school assemblies; • During music lessons or clubs involving singing, shouting or the playing of wind and brass instruments group sizes will be restricted to 15; • 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; • Instruments will not be shared; • When practical, singing and wind/brass instruments will be played outside or consideration given to using the hall. If this is not possible windows will be opened to encourage good ventilation. • 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 |

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| | | | amplification where necessary; <ul style="list-style-type: none"> Performances to a live audience are not permitted; <i>Further detailed guidance is available on working safely during coronavirus (Covid-19): performing arts Further detailed guidance is available on working safely during coronavirus (Covid-19): performing arts</i> |
| 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; Parents are advised to only use one out-of-school setting in addition to the school as far as possible; As far as is possible, children are kept in a group with other children from the same bubble they are in during the school day or; Where 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; <i>For more information on wraparound provision see LCCs guidance & checklist on Extended Services in Schools.</i> |
| Transmission of COVID-19 during Educational | Staff, pupils, visitors, contractors, | Potential spread of infectious disease | <ul style="list-style-type: none"> Educational visits are not currently permitted; Early Years settings can make short journeys to exercise outdoors or visit |

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|--|---|--|--|
| Visits | household members | | 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. <ul style="list-style-type: none"> • |
| Transmission of Covid-19 staff work areas | Staff, pupils, visitors, contractors, household members | Potential spread of infectious disease | <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 PPA rooms is restricted to ensure social distancing rules can be observed; • Only one adult may be in the SEN room or 'little' office; • The school office layout has been rearranged to facilitate side by side working rather than face to face; • Dividing screens have been placed in-between work areas where necessary; • Shared work areas are avoided. Where this is not possible work areas are thoroughly sanitised before and after use by different people; • Sanitising wipes 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. A Perspex screen has been bought for use in open reception area |
| Transmission of Covid-19 staff rest areas | Staff, pupils, visitors, contractors, household members | Potential spread of infectious disease | <ul style="list-style-type: none"> • Lunch breaks for staff are staggered to limit the occupancy of the staff room and additional space for breaks has been created by using the Activity Room • The number of staff allowed in the staff room at any one time is restricted to 4 to enable social distancing to be maintained and 6 in the activity |

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| | | | room; <ul style="list-style-type: none"> • Staff room furniture has been reconfigured to maintain social distancing and reduce face to face contact. • Signage support staff to maintain 2 metre distance; • Staff are encouraged to bring their own food to work. Staff are encouraged not to purchase food off site to prevent possible transmission of the COVID-19 virus through contact with other people and/or contaminated surfaces. |
| 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"> • Large sized meetings to be held via remote working tools wherever possible; • Staff meetings to be held in the Y5 or 6 classroom with all staff socially distanced. • Only when absolutely necessary will a face to face meeting take place with parents or other agencies. This will be with the minimum number of participants, whilst observing social distancing rules either in an outdoor space or well ventilated area indoors; • TAF and other agency meetings will be held via Zoom or Teams wherever possible. • 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; |
| Manual Handling | Staff | Musculoskeletal injuries | <ul style="list-style-type: none"> • A dynamic risk assessment is carried out when moving furniture & resources which takes into account; <ul style="list-style-type: none"> ○ the task being undertaken; |

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|---|---|--|--|
| | | | <ul style="list-style-type: none"> ○ the capabilities of individual carrying out the task; ○ the load being lifted or moved; ○ the surroundings (environment) and; ○ consideration of social distancing in 2 person manual handling activities/lifts. |
| Need for Personal Protective Equipment (PPE) | Staff, pupils, visitors, contractors, household members | Potential spread of infectious disease | <ul style="list-style-type: none"> ● Staff are aware of the need to use the appropriate PPE when completing specific tasks e.g. cleaning or supporting an individual with coronavirus symptoms; ● PPE is sourced through normal school procurement routes; ● Disposable gloves are worn during normal cleaning regimes. Disposable gloves and impermeable aprons must be worn when cleaning areas that have been occupied by someone displaying symptoms of COVID-19; ● 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 . |
| Dealing with emergency | All building | Untreated injuries, | <ul style="list-style-type: none"> ● In an emergency, e.g. an accident or fire, people do not have to stay 2m |

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| situations including accidents, security and evacuation during the COVID-19 pandemic | occupants | potential spread of infectious disease | <p>apart if it would be unsafe but should do so where this is possible;</p> <ul style="list-style-type: none"> • Fire evacuation drills will be practiced on a termly basis. Where necessary adjustments will be made to how the drill is practiced to allow for social distancing; • First Aiders are aware of and follow the Government guidance for first responders; • The First Aid Needs Assessment has been reviewed and amended to take account of current occupancy, numbers of first aiders required and additional PPE needed during the COVID-19 pandemic including provision of disposal gloves, disposal plastic aprons, fluid repellent surgical face masks and visors as required; • Pupils who require first aid will continue to receive care in the same way; No additional PPE is needed because of COVID-19 for any pupil who does not have symptoms; • When administering first aid to an adult a face mask should be worn if a distance of 2 metres cannot be maintained. If direct contact is necessary, gloves, an apron and a face mask should be worn; • If a risk assessment determines that there is a risk of splashing to the eyes, e.g. from coughing or vomiting, eye protection will also be worn by the first aider; • Staff involved in the provision of assistance to others in an emergency including first aid are instructed to pay particular attention to sanitation measures immediately afterwards including washing hands for 20 seconds under warm, running water or using hand sanitiser; • 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. |

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| | | | <ul style="list-style-type: none"> • <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. have been brought up to date for all parts of the building from September 2020 onwards; • Records of all testing and checks are stored and available to all interested parties. |
| Transmission of Covid-19 through airborne particles from customers, visitors and contractors accessing the building | Staff, pupils, visitors, contractors, household members | Potential spread of infectious disease | <ul style="list-style-type: none"> • Visitors to site including contractors, parents and visitors are limited to essential persons only and 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; • Specialists, therapists, clinicians and other support staff for pupils with SEND will provide interventions as usual; • All visitors will follow the Government's guidance and the school's strict hygiene and social distancing rules e.g. hand washing/sanitisation upon entry; • Visitor/Contractor site rules & procedures have been revised to include additional controls to mitigate the risk of transmission of COVID-19; |

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|--|----------------------------|---------------------|---|
| | | | <ul style="list-style-type: none"> • 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; • Record are kept of all visitors with sufficient detail to support rapid contact tracing if required by NHS Test and Trace; • Contractors must obtain permission before attending site; • When necessary, contractors familiarise themselves with the asbestos survey for the building prior to works commencing – this can be downloaded from the PAM system. Alternatively, the executive summary is available as a laminate which must be wiped clean with disinfectant wipes after use; • Contractors will wear appropriate PPE as determined by their employer, however they may be asked to wear additional PPE (provided by the school) upon arrival e.g. gloves, mask, coveralls, shoe covers, etc. where this is considered necessary. Contractors will comply with any additional PPE or hygiene requirements made by the school prior to entry; • Contractors will be asked to keep the time spent on site to a minimum and will make all efforts to only attend site to carry out work during periods of reduced occupation; • Alternative routes around or through the premises will be used as instructed by the school e.g. the school may usher the contractor through a fire escape door to access an adjacent room, rather than walking them through the school to reach their destination; |

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|---|--------------------------------------|--|--|
| | | | <ul style="list-style-type: none"> The number of site deliveries has been reduced where possible; A procedure is in place to wipe down deliveries with sanitiser on entering the school premises where possible; Staff handling deliveries will observe good hand hygiene, washing hands using warm, running water and soap for a minimum of 20 seconds or using hand sanitiser after handling new deliveries that have not been sanitised. |
| Homeworking with DSE | Staff and members of their household | Development or worsening of existing musculoskeletal injuries or health conditions | <ul style="list-style-type: none"> Homeworking will usually involve the use of Display Screen Equipment (DSE) in the form of mobile laptops, Yogas, tablets, phones, etc.; Staff working from home have undertaken DSE e-learning and are aware of how to set-up their workstation and equipment at home so as not to cause additional health risks; Staff have access to H&S information and support to assist homeworking arrangements such as: H&S COVID-19 web page (section on 'How to support employees working from home'); Remote H&S support is available via the Duty Officer by Tel: 01772 538877 or email HS&Q Team at: health.safety@lancashire.gov.uk ; In circumstances where staff are homeworking for more than one month at a time, a Homeworker Checklist & Risk Assessment (see link to above web page) will be completed to identify any issues or concerns. The finding will be discussed with the line manager at school and further action taken where necessary. |
| Stress and Anxiety | Staff | Increased levels of stress/anxiety and lower than normal levels of wellbeing | <ul style="list-style-type: none"> Senior personnel monitor working arrangements and offer support and advice where necessary; Staff are able to contact colleagues or managers for advice and support, or just for reassurance, during the normal working day; |

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| | | | <ul style="list-style-type: none"> • A process is available for individuals to report concerns over breaches of school safe working policy/guidelines so that intervention can occur; • Where a member of staff returning to the workplace has raised concerns about their safety or wellbeing due to the risk of COVID-19, where necessary their line manager will complete a risk assessment addressing COVID-19 concerns for an employee 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 Employee Wellbeing ▪ MIND web site ▪ H&S COVID-19 web page • The Department for Education is providing additional support for both pupil and staff wellbeing in the current situation. Information about the extra mental health support for pupils and teachers is available; • The Education Support Partnership provides a free helpline for school staff and targeted support for mental health and wellbeing. |

I certify that the risk assessment above fully applies to the activity under assessment in Kirkham and Wesham Primary School

Signed:

Name: Rhiannon Jones

Risk Assessor:

