

**SCHOOL RISK ASSESSMENT – COVID-19
LOCKDOWN 3.0 UPDATED VERSION**



PART A. ASSESSMENT DETAILS:

Area/task/activity: School opening arrangements for VP and pupils of KW and remote learning during Lockdown 3.0 COVID-19 restrictions

Location of activity: Mount Carmel RC High School

Team/School name: Address & Contact details:	Mount Carmel RC High School Wordsworth Road Accrington Lancashire BB5 0LU	Name of Person(s) undertaking Assessment:	Mr B Georgy School Business Manager
		Signature(s):	Mr B Georgy
Line Manager/ Headteacher (Name/Title):	Mr F X Bowers Headteacher	Updated Risk Assessment:	15 th January 2021
Signature:	Mr F X Bowers	Planned Review Date:	26 th February 2021
How communicated to staff:	email communication	Consultation with a selection of staff and governors:	20 th January 2021
		Date communicated to all staff:	25 ^h January 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 receives updated advice and guidance from the DfE, PHE, HS&Q, LA, LASSH and Salford Diocese; SLT have signed up to daily / weekly DfE email updates and the HT informs SLT, CoG and VCoG of any updates from LA, LASSH and Salford Diocese. <ul style="list-style-type: none"> ○ Coronavirus (Covid-19): guidance for schools and other educations settings

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 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 and pupils from January 2021 but to reduce the bureaucracy and time to administer the LF tests, we will not be using the NHS bar code system, instead recording each day registration and consent forms. During Lockdown 3.0, all pupils / parents / staff as per updated government guidance are 'strongly encouraged' to give consent for a COVID-19 test. If any staff / pupil / parent refuse to give consent for a test the HT will review the situation on a case-by-case basis. ● Lateral Flow testing will require consent from staff and pupils / parents. No staff / pupil / parent will be forced to take a test and the HT will put appropriate alternative arrangements for the staff / pupil to access learning remotely or work remotely from home. ● Testing will be carried out weekly on those who have given consent. Consent will be given for the first test and cover all future tests. ● A separate Covid testing risk assessment has been completed. ● Those who test negative will be notified and can resume their normal daily activities. ● Pupils who test positive will be notified and held in a separate area until collected by their parents. Staff who test positive will be isolated and asked to leave the building immediately. Staff and pupil/s will be instructed to get a PCR test as soon as possible and notify the school of the results. ● If the results of the PCR test are negative then the subject can return to school immediately.

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"> • If the results of the PCR test are positive then the subject must isolate for 10 days. • The school will then perform their own track and trace to identify close contacts. Those in close contact will also be told to isolate for 10 days at home. Serial testing has been postponed due to updated government advice. • During lockdown 3, the school has been risk assessed for capacity and is capped at 30 pupils per year group bubble (30 per year group x 5 year groups = 150 pupils). Additional KS4 pupils will be permitted on site as and when required and approved by SLT. For example to complete GCSE coursework or prepare for GCSE vocational exams.
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; School requires documentation from health professionals for all medical issues linked to COVID-19 absence for staff and pupils.</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. • All meetings with all visitors to school will take place in the school meeting room behind reception. Covid-19 social distancing and hygiene measures will be in place. • All visitors who need access to the school site to complete works and maintenance will be tested before they have access to the site. • The Headteacher will take steps to discuss the concerns of parents of pupils with possible risk factors and provide reassurance of the measures they are putting in place to reduce the risk in school. • Staff members who are in these categories are reminded to take particular care; • Where an employee expresses concerns or is identified as being in the clinically vulnerable categories, An individual risk assessment will be completed to assess the risks to that individual and identify ways to reduce these risks to an acceptable level including where possible the need for any reasonable adjustments such as temporarily working from home or temporary deployment to a role where it is possible to maintain social distancing. This will be done in consultation with the member of staff and will be reviewed as appropriate on a regular basis or in the event of any significant changes; • Pregnant women are categorised as ‘clinically vulnerable’ as a precautionary measure. As per the Management of Health and Safety at Work Regulations 1999 (MHSW) a new & expectant mother risk

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>assessment and individual Covid-19 concerns risk assessment will be completed for all pregnant staff;</p> <ul style="list-style-type: none"> • People who live with those who are clinically extremely vulnerable or clinically vulnerable attend the workplace as normal; • Some people with particular characteristics may be at comparatively increased risk from coronavirus (COVID-19), as set out in the COVID-19: review of disparities in risks and outcomes report. If people with significant risk factors express concerns an individual risk assessment will be completed to assess the risks to that individual and identify ways to reduce them to an acceptable level;
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 on a regular basis using a variety of communication. A COVID-19 centre has been created on the school website to improve communication with all stakeholders and manage COVID fatigue. • 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; Staff are to inform the HT direct and immediately. Parents are to contact school or the out of hours COVID-19 mobile, held by a DHT. • Staff, other adults or pupils showing COVID-19 symptoms are sent home, to self-isolate for 10 days and instructed to arrange a test to see if they have COVID-19; • Staff and parents are advised that other members of their household (including any siblings) should 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

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>Trace;</p> <ul style="list-style-type: none"> • Staff and parents have been instructed to inform school immediately of the results of a test so that an assessment can be made of the potential impact on school; • If someone with symptoms tests negative and have not been told by the Test & Trace Team to self-isolate, if they feel well and have been without a fever for 48 hours can stop self-isolating; • Staff who have assisted someone who has taken ill with COVID-19 symptoms and any pupils who have been in close contact with them, will wash their hands with warm, running water and soap for a minimum of 20 seconds. They do not need to go home unless they display the symptoms themselves, the symptomatic person subsequently tests positive or are advised to do so by NHS Test and Trace, the school or Local Health Protection Team; • If a pupil displays symptoms their parent/carer will be required to take them home. Where this is not immediately possible, the pupil will be placed in a separate room until they can be collected, whilst being mindful of the individual pupil's needs; • Ideally, a window will be opened in the room for increased ventilation; • If it is not possible to isolate the pupil e.g. if it causes them undue distress or they need to remain under adult observation, an assessment will be carried out to see whether it is sufficient to move them to an area which is at least 2 metres away from others; • If an individual (adult or child) showing COVID-19 symptoms, needs to use the toilet while waiting to go home, they will use the disabled toilet. The toilet will then be cleaned and disinfected before being used by anyone else; • The area around the person with symptoms will be cleaned 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>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;</p> <ul style="list-style-type: none"> • 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.
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 day if they are asymptomatic and will only be allowed to return to school when they have been without 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. • They will be advised that other members of their household must continue self-isolating for the full 10 days; • Where the staff member or pupil has been in school during the infectious period for COVID-19 i.e. 48 hours before the onset of their symptoms, the school will undertake a rapid risk assessment to identify the bubble to which the pupil or staff member is allocated and/or any other staff or pupils who have been in close 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

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>do not need to take any further action;</p> <ul style="list-style-type: none"> • Based on the outcome from the rapid risk assessment the 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 when they were infectious. Close contact means: <ul style="list-style-type: none"> ○ direct close contact - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin); ○ proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual; ○ travelling in a small vehicle, i.e. a car, with an infected person; • School will follow the guidance in the latest PHE (Lancashire) Schools Resource Pack (circulated to schools via the Schools Bulletin) which provides advice on managing positive cases and who to contact for help; • School will keep a record of staff and pupils in each year 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;

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"> • 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 days from when the symptomatic person first had symptoms. • In the event that a parent or carer insists on a child attending school, the Headteacher will take the decision to refuse the child if in their reasonable judgement it is necessary to protect their pupils and staff from possible infection with coronavirus (COVID-19). Any such decision will be carefully 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 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

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)
			implementation of COVID secure measures; <ul style="list-style-type: none"> Up to date information and guidance on how to manage the risks associated with COVID -19 are available on the Health & Safety Website.
Spread of Covid-19 during travel to and from school on dedicated transport	Staff, pupils, household members, members of the public	Potential spread of infectious disease Pupils stranded or missing	<ul style="list-style-type: none"> School transport has been cancelled for all routes during Lockdown 3.0. Pupils using public transport to travel to school must comply with all Covid-19 regulations. Some of the bullet points below may be irrelevant. Please double check. The following points do not apply while school transport has been cancelled during Lockdown 3. The school has arrangements for advising parents and carers that pupils must not board home to school transport if they, or a member of their household, has symptoms of coronavirus (Covid-19); If a pupil develops symptoms whilst at school, the school will contact the parent or carer who should make arrangements for the child or young person's journey home; Pupils are instructed to use hand sanitiser upon boarding and/or disembarking transport; Drivers and passenger assistants use alcohol hand rub or sanitiser at intervals throughout the journey, and after performing tasks such as helping a pupil into the vehicle or handling a pupil's belongings. Assurances have been given by transport providers that transport is cleaned regularly and that high touch points are sanitised prior to a school pick up/drop off; A system is in place to manage queuing, boarding and disembarking from transport to prevent unnecessary close contact with others; Ventilation within the vehicle is maximised by opening windows and ceiling vents to allow fresh air to circulate; Pupils aged 11 and above must wear a face covering when travelling on

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>public transport. This does not apply to those who are exempt from wearing a face covering.</p> <ul style="list-style-type: none"> • School have been assured that transport providers, as far as possible, follow hygiene rules and try to keep distance from passengers; • School have been assured that drivers have been instructed that they must not undertake duties for school if they or a member of their household are displaying any symptoms of coronavirus; • A separate risk assessment and working arrangements agreed with the Health Protection Board are in place which include the wearing of medical standard PPE by passenger assistants and driver attendants (where appropriate) and training on their correct use and safe disposal; <p>Guidance & support from the School Transport team available on the Schools Portal;</p> <p><i>For more information see Government Guidance: Transport to school and other places of education: 2020 to 2021 academic year</i></p>
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"> ○ Staff and pupils are encouraged to walk or cycle to school where possible; ○ Facilities are in place to store bikes securely. This will be continually monitored to ensure sufficient facilities are in place to meet demand; • Where this is not possible, use of private transport or a dedicated school bus is recommended; • If public transport has to be used, staff, parents and pupils are advised to follow social distancing rules and to wear a face covering when on public transport; • Families who use public transport have been referred to safer travel

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)
			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/sanitisation and social distancing guidelines; • To further reduce the risk of transmission and reduce the impact of a positive case, pupils are organised in 5 year groups (30 max) in 5 separate classrooms with allocated toilets, entry / exit points and dining room zone areas. • 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; • 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; • Those removing face coverings are required to wash or sanitise their hands before and immediately after removing it; • A bin is in place for non-reusable face coverings on arrival at the school grounds; • The contents of the bin will be disposed of as normal domestic waste unless the wearer has symptoms of Covid-19 in which case it will be

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>disposed of in line with the guidance on cleaning for non-healthcare 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 or use hand sanitiser and will go directly to their bubble zone; Staff will check their temperature on arrival and if above 37.2 degrees they will not enter the building and will contact the headteacher; Other visitors to school and staff who are not undertaking a weekly testing schedule, will be tested before they enter the building.
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/sanitise when they arrive at school, when they return from breaks, when they change rooms, before and after eating, after using the toilet, after touching shared resources or after touching their face, blowing their nose, sneezing, coughing; Hand washing facilities are readily available. Where hand washing facilities are not readily available, hand sanitiser stations have been positioned to allow pupils and staff to clean their hands regularly; Where necessary pupils are supervised and monitored to ensure safe and appropriate hand hygiene; 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

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>washed/sanitised immediately after disposal);</p> <ul style="list-style-type: none"> • Pupils are reminded how to catch coughs and sneezes if a tissue is not readily available i.e. in the crook of the elbow rather than in the hands; • Posters are displayed on good hand washing technique and government guidelines on good respiratory hygiene; • Young pupils and pupils with complex needs are supported to follow the catch it, bin it, kill it guidance; • Tissues are readily available around school including in all classrooms and sufficient numbers of bins are in place for the disposal of tissues.
Spread of COVID-19 virus via germs on surfaces and furniture within the building	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	<ul style="list-style-type: none"> • An enhanced cleaning schedule is followed which includes; <ul style="list-style-type: none"> ○ More frequent cleaning of rooms/shared areas that are used by different groups; ○ Sanitising of tables in the dining area between different 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 toilet facilities; ○ thorough cleaning of all occupied areas at the end of the day; • When cleaning, the usual products i.e. detergents and bleach will be used as these are effective at getting rid of the virus on surfaces; • Staff have been instructed on cleaning and sanitising requirements including the use of chemicals and cleaning materials and instructions on the use of PPE; • PPE is provided for staff to wear during cleaning activities and must be worn as instructed e.g. gloves etc.;

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"> • COSHH risk assessments are in place and followed for cleaning products and have been shared with staff as necessary; • A documented cleaning checklist is in place to ensure the enhanced cleaning schedule is followed and maintained; • For individual and very frequently used equipment, such as pencils and pens, staff and pupils are instructed to have their own items that are not shared; • 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; • If needed 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; • Pupils are only allowed to bring essentials into school each day including school bag, lunch boxes, hats, coats, books and stationery; • Pupils and teachers are permitted to take books and other shared resources home that contribute to the pupils' education and development. Unnecessary sharing including the sharing of items that do not contribute to a pupil's education or development is not permitted; • Shared resources are cleaned frequently and meticulously and before being shared and taken home; • If needed 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

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>being shared and taken home;</p> <ul style="list-style-type: none"> • 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; • 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.
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"> • Updated government guidance for Lockdown 3.0 does not require schools to keep pupils in separate year groups isolated from each other. However we believe it is sensible we continue to do this and we have chosen to keep year groups separate (bubbles), keeping bubble sizes as small as is reasonably practicable (30 max). Pupils continue to have separate rooms, toilets, zones in the 12 star Diner. It also helps staff support pupils with online learning offering a broad and balanced curriculum in line with the NC and school curriculum plans. • Following an assessment of the school circumstances and the practical logistics, pupils have been placed in 'year group' bubbles to enable the school to offer a full curriculum. Interaction between other years groups is minimised as far as is reasonably practicable;

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"> • Settings offering alternative provision take steps to minimise social contact and mixing as far as is practicable; • Classrooms are not shared with other year groups as far as is reasonably practicable; • Measures have been put in place to limit interaction, between year groups (bubbles) as much as possible; • Start and finish times are no longer staggered during Lockdown 3.0 Currently we have a KS3 and KS4 entry / exit arriving between 8.30 – 8.40am each day. We feel this is more reflective of the significantly reduced numbers of pupils on site from 4 January 2021. • Separate zones and toilets within school have been allocated to each year group; • To ensure that corridors or circulation routes have a limited number of pupils using them at any time and to reduce mixing between year groups, staff bring pupils down separately and have different routes; • Classroom selection and timetabling have been carefully managed to reduce movement around the building and to prevent mixing of different year groups; • Where possible, rooms are accessed directly from outside; • Pupils in different year groups do not mix together at break times and groups are supervised and kept apart as far as possible; • All surfaces are cleaned before and after every break and lunch. • Different year groups in the dining areas will be kept apart as much as possible; • As far as practicable year groups will be kept apart with only brief transitory contact where this is unavoidable;

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"> • Large gatherings such as assemblies or collective worship are prohibited; • 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 indoor & outdoor P.E taking into account specific guidance on physical education
Transmission of Covid-19 through airborne particles due to close proximity to others			<ul style="list-style-type: none"> • Pupils/staff must wear facemasks/visors in 'communal spaces' and they need to ensure they have a bag to house this. This does not apply to those who are exempt from wearing a face covering. • Secondary school staff take active steps to maintain a 2 metre distance from their pupils where possible, including staying at the front of the class, limiting face to face contact and minimising the time spent within 1 metre distance of anyone; • Staff to maintain a 2 metre distance from each other at all times, where staff feel social distancing cannot easily be maintained in other areas staff must wear a face mask/visor. • All staff and pupils are expected to adhere to the current social distancing guidelines even when wearing a mask/visor as far as is reasonably practicable; • 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;

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"> • 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; • A 2 metre social distance will be maintained at all times by staff with other staff and / or essential visitors. Pupils are not expected to maintain social distancing from each other, but if possible pupils will be positioned back to back or side by side, or 2m if and where possible in classrooms. • Pupils will be supervised by kitchen staff at break and lunch. Pupils will come up one year group at a time to get their lunch and sit in separate zones as best as possible. • As much as possible, fresh air is increased within buildings by opening windows and doors frequently to encourage ventilation, taking account of any potential security or fire safety issues; • Where mechanical ventilation is present, re-circulatory systems have been adjusted to full fresh air. Where this is not possible mechanical ventilation systems have been switched off;
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; • Instruments will not be shared where at all possible, where this is not possible frequent cleaning of instruments between use will take place; • When practical, singing and wind/brass instruments will be played outside. If this is not possible windows will be opened to encourage good ventilation.
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 PPE rooms is restricted to ensure social distancing rules can be observed;

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"> • The school office layout has been rearranged to facilitate side by side working rather than face to face; • 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. Perspex screens have been installed in open reception areas.
Transmission of Covid-19 staff rest areas	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	<ul style="list-style-type: none"> • The occupancy of the staff room has been reduced and additional spacing for break and lunch has been created so the area is COVID safe, for staff working on site in school. • The number of staff allowed in the staff room at any one time is restricted to enable social distancing to be maintained; • Staff room furniture has been reconfigured to maintain social distancing and reduce face to face contact. • Signage and floor markings support staff to maintain 2 metre distance; • Staff are encouraged to bring their own food to work. Staff are encouraged not to purchase food off site and bring it on 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"> • Meetings to be held via remote working tools wherever possible; • Only when absolutely necessary will a face-to-face meeting take place. This will be with the minimum number of participants, whilst observing social distancing rules either in an outdoor space or well-ventilated area

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)
			indoors; <ul style="list-style-type: none"> • Hand sanitiser is provided in designated meeting rooms where handwashing facilities are not immediately available; • Disinfectant wipes are available in designated meeting rooms to enable staff to wipe down shared equipment before and after use; • Meetings are held outdoors or in well-ventilated designated rooms;
Manual Handling	Staff	Musculoskeletal injuries	<ul style="list-style-type: none"> • A dynamic risk assessment is carried out when moving furniture & resources which takes into account; <ul style="list-style-type: none"> ○ the task being undertaken; ○ the capabilities of individual carrying out the task; ○ the load being lifted or moved; ○ the surroundings (environment) and; ○ consideration of social distancing in 2 person manual handling activities/lifts.
Need for Personal Protective Equipment (PPE)	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	<ul style="list-style-type: none"> • Staff are aware of the need to use the appropriate PPE when completing specific tasks e.g. testing, 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

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>eyes, e.g. from coughing, spitting, or vomiting, eye protection will also be worn by the supervising adult.</p> <ul style="list-style-type: none"> • 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 situations including accidents, security and evacuation during the COVID-19 pandemic	All building occupants	Untreated injuries, potential spread of infectious disease	<ul style="list-style-type: none"> • In an emergency, e.g. an accident or fire, people do not have to stay 2m apart if it would be unsafe but should do so where this is possible; • First Aiders are aware of and follow the Government guidance for first responders; • 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;

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"> • Staff involved in the provision of assistance to others in an emergency including first aid are instructed to pay particular attention to sanitation measures immediately afterwards including washing hands for 20 seconds under warm, running water or using hand sanitiser; • FAW or EFAW certificates that expired after 16 March 2020 can remain valid until 31 October 2020 or 6 months from date of expiry, whichever is later. All requalification training for these certificates should be completed by 31 March 2021.
Reduced premises inspections, tests, servicing and maintenance	All building occupants	Accidents or incidents resulting from poorly maintained premises & plant	<ul style="list-style-type: none"> • Premises management inspections, testing and servicing of plant, equipment, etc. have been brought up to date for all parts of the building from September 2020 onwards; • Records of all testing and checks are stored and available to all interested parties.
Transmission of Covid-19 through airborne particles from customers, visitors and contractors accessing the building	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	<ul style="list-style-type: none"> • Visitors to site including contractors, parents and visitors are limited to essential persons only and wherever possible by appointment only; If necessary the HT will make the final decision on what constitutes an essential visit. • School recruitment including visits to school of potential candidates and candidates selected for interview will take place on site with COVID-19 restrictions in place at all times. • Where visits can happen outside of school hours, they will; • Supply teachers, peripatetic teachers and/or other temporary staff are not permitted on site without the HT's approval • If allowed onsite, 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 but using online platforms where

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>possible and only on site face to face, if essential.</p> <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 – testing, to mitigate the risk of transmission of COVID-19; • Reception staff responsibilities have been established in relation to COVID-19 and the communication of procedures required by contractors and visitors to site; • Office staff are aware of and explain testing, additional hygiene and social distancing rules required by contractors and visitors on arrival; • Signing in/out arrangements for visitors have been modified to prevent the handling of pens and paper by multiple people; • A record of all visitors is kept in the event this may be required for track and trace purposes; • A procedure is in place to sanitise touchscreen sign-in systems each time they are used; • Contractors must obtain permission before attending site and have a negative LF test; • When necessary, contractors to 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 to be provided 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

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) 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;</p> <ul style="list-style-type: none"> • Contractors will be asked to keep the time spent on site to a minimum and will make all efforts to only attend site to carry out work during periods of reduced occupation; • Alternative routes around or through the premises will be used as instructed by the school e.g. the school may usher the contractor through a fire escape door to access an adjacent room, rather than walking them through the school to reach their destination; • The number of site deliveries has been reduced where possible; • A procedure is in place to wipe down deliveries with sanitiser on entering the school premises where possible; • Staff handling deliveries will observe good hand hygiene, washing hands using warm, running water and soap for a minimum of 20 seconds or using hand sanitiser after handling new deliveries that have not been sanitised.
Homeworking with DSE	Staff and members of their household	Development or worsening of existing 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, 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

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>538877 or email HS&Q Team at: health.safety@lancashire.gov.uk ;</p> <ul style="list-style-type: none"> In circumstances where staff are homeworking for more than one month at a time, a Homeworker Checklist & Risk Assessment (see link to above web page) will be completed to identify any issues or concerns. 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; If a member of staff working remotely requests to work on site in school due to high levels of stress / anxiety or well-being, they should contact the school business manager who will limit the numbers of additional staff to a maximum of 5 additional staff at any one time. Staff are able to contact colleagues or managers for advice and support, or just for reassurance, during the normal working day; A process is available for individuals to report concerns over breaches of school safe working policy/guidelines so that intervention can occur; Where a member of staff returning to the workplace has raised concerns about their safety or wellbeing due to the risk of COVID-19, where necessary their line manager will complete a risk assessment addressing COVID-19 concerns for an employee 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 The Department for Education is providing additional support for both pupil and staff wellbeing in the current situation. Information about the extra

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>mental health support for pupils and teachers is available;</p> <ul style="list-style-type: none"> The Education Support Partnership provides a free helpline for school staff and targeted support for mental health and wellbeing. The school have established a staff health and well being group that are tasked with creative ideas to promote health and wellbeing. This group, led by HWD, have continued to meet half termly from September 2020 and continue to make a valuable contribution to staff well-being at MC, (minutes and recommendations are available).

I certify that the risk assessment above fully applies to the area/task/activity under assessment in Mount Carmel RC High School, Wordsworth Road, Accrington, Lancashire, BB5 0LU.

Signed: Mr F X Bowers
Mr B Georgy
Mr Andrew Dabrowski

Name: Mr F X Bowers Headteacher
Name: Mr B Georgy School Business Manager
Name: Mr A Dabrowski Chair of Governors

PART C: ACTION PLAN Further action / controls required

Hazard	Action required	Person(s) to undertake action?	Priority	Projected time scale	Notes / comments	Date completed