

SCHOOL RISK ASSESSMENT – COVID-19

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

Text highlighted in yellow relates to new amendments to the content.



PART A. ASSESSMENT DETAILS:

Area/task/activity: School Opening arrangements during COVID 19 restrictions from 5th January 2021

Location of activity: Oswaldtwistle School

Team/School name: Address & Contact details:	Oswaldtwistle School Union Rd Oswaldtwistle BB5 3DA	Name of Person(s) undertaking Assessment:	Karen Stevenson
		Signature(s):	
Line Manager/ Headteacher (Name/Title):	S McKenna (Acting Headteacher)	Date of Assessment:	06/01/2021
Signature:		Planned Review Date:	31/01/2021
How communicated to staff:	To be emailed to all staff by the Acting Headteacher advising staff to read this document carefully and acknowledge via email back to your Covid Line Manager that it has been read & understood. It will be stored electronically on teachers shared.	Date communicated to staff:	15/01/2021

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	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
COVID 19 Mass Asymptomatic testing - School	Staff, pupils	Potential spread of infectious disease	<ul style="list-style-type: none"> • Arrangements are in place to comply with the Government and NHS requirements for rapid coronavirus testing of staff and pupils from January 2021. • Staff members, pupils who have consented to participating in the mass testing programme, do not need to follow the close contact self-isolation guidelines unless the close contact is a member of their family bubble or they have tested positive to either the Lateral Flow Device (LTD) or the confirmatory Polymerase Chain Reaction (PCR) who will then have to follow the ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’ • See separate COVID 19 Risk Assessment National Testing Programme
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"> • Advice for those who are clinically extremely vulnerable through a current letter from the NHS or specialist doctor are advised to follow a 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; • Pregnant women are categorised as ‘clinically vulnerable’ as a

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			<p>precautionary measure. As per the Management of Health and Safety at Work Regulations 1999 (MHSW) a new & expectant mother risk assessment and individual Covid-19 concerns risk assessment will be completed for all pregnant staff;</p> <ul style="list-style-type: none"> • 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 risk 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; • 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/carers and pupils are made aware of the virus symptoms; • Staff, other adults and pupils are instructed not to come into school if they or members of their household have coronavirus (COVID-19) symptoms, or have tested positive in at least the last 10 days in-line with the guidance for households with possible coronavirus infection; • 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;

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			<ul style="list-style-type: none"> • 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 Trace; • Staff and parents have been instructed to inform school immediately of the results of a test so that an assessment can be made of the potential impact on school; • If someone tests negative and have not been told by the Test & Trace Team to self-isolate, if they feel well and without a fever for 48 hours they can stop 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 or are advised to do so by NHS Test and Trace, the school or Local Health Protection Team; • If a pupil displays symptoms their parent/carer will be required to take them home. Where this is not immediately possible, the pupil will be placed in a separate room until they can be collected, whilst being mindful of the individual pupils' needs; 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

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			<p>at least 2 metres away from others;</p> <ul style="list-style-type: none"> • If an individual (adult or child) showing COVID-19 symptoms, needs to use the toilet while waiting to go home, they will use a separate toilet if possible. The toilet will then be cleaned and disinfected before being used by anyone else; • The area around the person with symptoms will be cleaned with disinfectant using disposable cloths or paper towels and disposable mop heads after they have left to reduce the risk of passing on to other people as per the COVID-19: cleaning of non-healthcare settings guidance; • When caring for someone with symptoms of coronavirus (COVID-19) a face mask should be worn if a distance of 2 metres cannot be maintained. If direct contact is necessary, then gloves, an apron and a face mask should be worn; • If a risk assessment determines that there is a risk of splashing to the eyes, e.g. from coughing, spitting, or vomiting, then eye protection will also be worn by the supervising adult.
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 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 infections has gone; • They will be advised that other members of their household must

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			<p>continue self-isolating for the full 10 days;</p> <ul style="list-style-type: none"> • Where the staff member or pupil has been in school during the infectious period for COVID 19 IE 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 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;

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			<ul style="list-style-type: none"> • School will keep a record of pupils and staff in each group (bubble) and any close contact that takes place between pupils 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 they test negative they are instructed to remain in isolation for the remainder of the 10 days isolation period as they could still develop the coronavirus – (COVID-19) within the remaining days; • If the test 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 self-isolation ends before or after the original 10 days isolation period); • They are advised that their household should self-isolate for at least 10 days from the symptomatic person first has symptoms
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 are 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

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			<p>through trade unions and employee representative groups) to monitor and understand any unforeseen impacts of changes to working environments;</p> <ul style="list-style-type: none"> • Senior personnel, are available to offer support and advice and to monitor the current working arrangements on a daily basis; • All new staff and volunteers are provided with a site induction and adequate information, instruction and training on local health, safety and COVID secure arrangements and their key roles and responsibilities; • Signage, posters and other instructions are displayed to support implementation of COVID secure measures; • Up to date information and guidance on how to manage the risks associated with COVID -19 are available on the Health & Safety Website.
Spread of Covid-19 during travel to and from school on dedicated transport (taxis)	Staff, pupils, household members, members of the public	Potential spread of infectious disease Pupils stranded or missing	<ul style="list-style-type: none"> • 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 on dedicated transport (taxis) do not mix with the general public on those journeys and tend to be consistent. Therefore, the usual social distancing measures will not apply from the Autumn 2020 on dedicated transport; • The approach to dedicated transport has been aligned as far as possible with the principles underpinning the system of controls set out in school and where possible takes into account how pupils are grouped together at school;

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			<ul style="list-style-type: none"> • Drivers use alcohol hand rub or sanitiser at intervals throughout the journey; • Pupils are instructed to use hand sanitiser upon boarding and disembarking transport; • Assurances have been given by transport providers that transport is cleaned regularly and that high touch points are sanitised prior to a school pick up/drop off; • A system is in place to manage queuing, boarding and disembarking from transport to prevent unnecessary close contact with others; • As far as is possible pupils are required to sit in their transport bubble on dedicated transport and maintain social distancing if practicable; • Ventilation within the vehicle is maximised by opening windows and ceiling vents to allow fresh air to circulate; • Pupils aged 11 and above are encouraged to wear a face covering when travelling on dedicated transport (taxis). This does not apply to those who are exempt from wearing a face covering; • Additional dedicated school transport (taxis) have been put in place to reduce the number of pupils needing to use public transport; • Specific school transport providers have been made aware of current arrangements for start and finish times • 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

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			<p>household are displaying any symptoms of coronavirus;</p> <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"> ○ Increasing the number of dedicated taxis; ○ Staff and pupils are encouraged to walk or cycle to school where possible; • Where this is not possible, use of private transport is recommended; • If public transport has to be used, staff, parents and pupils are advised to follow social distancing rules and to wear a face covering when on public transport; • Families who use public transport have been referred to safer travel guidance for passengers which includes guidance on how to wear a face covering.
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 and wear a face covering; • 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

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			<p>has brought with them and stored in a safe place such as a school bag to be taken home;</p> <ul style="list-style-type: none"> • Those removing face coverings are required to wash or sanitise their hands before and immediately after removing it; • A covered yellow clinical bin is in place for non-reusable face coverings on arrival at the school grounds; • All staff and pupils wash their hands thoroughly with warm, running water and hand soap for at least 20 seconds or use hand sanitiser on arrival at school;
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 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; • Alcohol based hand sanitiser or wipes are not used in lessons or activities involving the use of naked flames e.g. in science labs or food tech classes. Hands will be washed using soap and running water and dried thoroughly;

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			<ul style="list-style-type: none"> • Pupils are encouraged to avoid touching their faces whenever possible particularly with unwashed hands; • The Catch it, Bin it, Kill it guidance is promoted to catch coughs and sneezes in tissues and throw them in the bin immediately (hands to be washed immediately after disposal); • Pupils are reminded how to catch coughs and sneezes if a tissue is not readily available i.e. in the crook of the elbow rather than in the hands; • Posters are displayed on good hand washing technique and government guidelines on good respiratory hygiene; • Young pupils 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 lidded bins with foot pedals 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; ○ Sanitising of tables in the dining area between different groups (bubbles) having their lunch; ○ Thorough clean of all occupied areas and touched objects such as railings/bannisters, light switches, door and window handles, taps, desk/table tops, play equipment, toys, sports equipment, teaching & learning aids, computer equipment (including keyboard and mouse), telephones and bathroom facilities will be carried out at the end of the day; • All areas will be thoroughly cleaned at the end of the day, once this has been carried out a "THIS ROOM HAS BEEN CLEANED POSTER" will be

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			<p>displayed on the door window advising that room has been cleaned thorough cleaning. (NO STAFF MEMBERS TO RETURN INTO THAT ROOM AFTER IT HAS BEEN THOROUGHLY CLEANED UNTIL THE FOLLOWING DAY);</p> <ul style="list-style-type: none"> • When cleaners are cleaning rooms staff to vacate the room whilst cleaning takes place. • Cleaners will sign the “CLEANING SIGN OFF SHEET” once cleaning has taken place in a room. • When cleaning, the usual products i.e. detergents will be used as these are effective at getting rid of the virus on surfaces; • Staff have been instructed on cleaning and sanitising requirements including the use of chemicals and cleaning materials and instructions on the use of PPE; • PPE is provided for staff to wear during cleaning activities and must be worn as instructed e.g. gloves etc.; • COSHH risk assessments are in place and followed for cleaning products and have been shared with staff as necessary; • A documented cleaning checklist is in place to ensure the enhanced cleaning schedule is followed and maintained; • For individual and very frequently used equipment, such as pencils and pens, staff and pupils are instructed to have their own items that are not shared; • If 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 and rotated to allow them to be unused and

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			<p>out of reach for a period of 48 hours (72 hours for plastics) before being shared again;</p> <ul style="list-style-type: none"> • Resources that are shared between bubbles, such as sports, art and science is not permitted; • Pupils are only allowed to bring essentials into school each day including school bag, lunch boxes, hats, coats, books, stationery and mobile phones; • Pupils and teachers are not permitted to take books and other shared teaching resources home; • Unnecessary sharing is not permitted; • A cleaning regime is in place for outdoor, outdoor seating, and outdoor handrails etc; • Waste bins are emptied at least daily or more often as necessary and the contents disposed of safely; • School follows the procedures set out in the Government guidance Cleaning in Non-Health Care Settings following a confirmed or suspected case of COVID-19 on site; • 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;

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			<ul style="list-style-type: none"> Staff have been instructed to store personal items and clothing in areas not widely accessible during the working day e.g. in lockers.
Transmission of Covid-19 through airborne particles due to interaction with a large number of other pupils	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	<ul style="list-style-type: none"> The school has applied the Government's principles of keeping groups separate (bubbles) and as such two KS3 bubbles (room 4 and 5), one year 10 bubble (room 3) and 1 year 11 bubble (room 1) have been created on the main Oswaldtwistle school site. NO MOVEMENT WILL BE PERMITTED BETWEEN ROOMS OR MIXING OF BUBBLES. Each bubble will have named staff allocated to it, no other staff should enter that bubble unless there is an emergency when the assigned member of SLT may enter. 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; Toilets are allocated as follows: Main site groups to use toilets near Senco Room and Heys group to use toilets by the construction room Lunchtime are staggered, and a rota in place which allows one bubble to be in canteen at any one time thus reducing social contact/interaction between bubbles; Lunch breaks are staggered for the different bubbles allowing time for cleaning of surfaces in dining area between bubbles; Large gatherings such as assemblies with more than one group is not be prohibited; At the end of the day bubbles should be dismissed one group at a time
Transmission of Covid-19 through airborne particles due to close proximity to	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	<ul style="list-style-type: none"> Secondary school staff take active steps to maintain a 2-metre distance from their pupils at all times including staying at the front of the class,

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others			<p>limiting face to face contact and minimising the time spent within 1 metre distance of anyone;</p> <ul style="list-style-type: none"> • Staff to maintain a 2-metre distance from each other at all times; • As the school is in an area with enhanced COVID 19 restrictions staff, and pupils in years 7 and above are required to wear a face covering in all communal areas at all times throughout the day. This does not apply to those who are exempt from wearing a face covering; • In light of the mitigating measures the school is taking e.g. setting up of class bubbles, face coverings will not be required to be worn in classrooms due to the negative impact they can have on learning, teaching and communication; • Staff and pupils have been instructed to sanitise their hands before putting on and removing a face covering, not to touch the front of their face covering during use or when removing it and to place reusable face coverings in a sealable plastic bag (that the wearer has brought with them) between uses as per government guidance on face coverings; • A small contingency supply of disposable face coverings will be available for instances where staff, pupils or visitors have forgotten to bring one of theirs has become soiled during the course of the day; • All staff and pupils are expected to adhere to the current social distancing guidelines as far as is reasonably practicable; • Where space allows, pupils who are old enough are supported to maintain a distance from each other and are encouraged not to touch staff and their peers where possible; • Classrooms have been adapted to support social distancing where possible including:

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			<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; ● <i>For more information please see guidance note from health and safety and design and construction on Use of Ventilation and Air Conditioning during the coronavirus outbreak;</i>
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"> ● As much as possible, fresh air is increased within buildings by opening windows and doors frequently to encourage ventilation, taking account of any potential security, fire safety issues or inclement weather; ● During winter months, 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.
Transmission of Covid-19 through airborne particles due to chanting, or shouting.	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	<ul style="list-style-type: none"> ● No shouting or chanting will be adhered to by pupils at all times, if this happens it will be addressed through the Covid 19 Behaviour Policy
Transmission of Covid-19 staff work areas	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	<ul style="list-style-type: none"> ● The occupancy of the school office is restricted to ensure social distancing rules can be observed; ● The school office layout has been rearranged to facilitate side by side working rather than face to face;

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			<ul style="list-style-type: none"> • Shared work areas are avoided. Where this is not possible work areas are thoroughly sanitised before and after use by different people; • Sanitising sprays 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 number of staff allowed in the staff room at any one time is restricted to enable 2 metre 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 and provide own crockery and cutlery and take home at the end of the day. • 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. • Lunch breaks for staff to limit occupancy of the staff room: 3 staff members maximum abiding by full social distancing guidelines could have lunch in their own room to create additional space but will need to provide own crockery and cutlery, washed after use and taken home at the end of the day. • Fridge will be made available to staff to store school milk only, not food brought from home. Kettle, fridge, milk, sink, microwaves will be cleaned regularly by individuals before use. DISHWASHER WILL NOT BE IN USE.

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Transmission of Covid-19 through airborne particles due to face-face meetings	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	<ul style="list-style-type: none"> • Meetings to be held via remote working tools; • Only when absolutely necessary will a face to face meeting take place. This will be with the minimum number of participants, whilst observing social distancing rules either in an outdoor space or well-ventilated area indoors; • Disinfectant spray is available in designated meeting rooms to enable staff to wipe down shared equipment before and after use; • Meetings are held outdoors or in a well-ventilated designated room;
Manual Handling	Staff	Musculoskeletal injuries	<ul style="list-style-type: none"> • A dynamic risk assessment is carried out when moving furniture & resources which considers; <ul style="list-style-type: none"> ○ the task being undertaken; ○ the capabilities of individual carrying out the task; ○ the load being lifted or moved; ○ the surroundings (environment) and; ○ consideration of social distancing in 2-person manual handling activities/lifts.
Need for Personal Protective Equipment (PPE)	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	<ul style="list-style-type: none"> • Staff are aware of the need to use the appropriate PPE when completing specific tasks e.g. cleaning or supporting an individual with coronavirus symptoms; • PPE is sourced through normal school procurement routes; • Disposable gloves are worn during normal cleaning regimes. • Disposable gloves and impermeable aprons must be worn when cleaning areas that have been occupied by someone displaying symptoms of

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			<p>COVID-19;</p> <ul style="list-style-type: none"> • When caring for someone with symptoms of COVID-19 a face mask should be worn if a distance of 2 metres cannot be maintained and if contact is necessary, gloves, an apron and a face mask should be worn. • If a risk assessment determines that there is a risk of splashing to the eyes, e.g. from coughing, spitting, or vomiting, eye protection will also be worn by the supervising adult. • Staff and pupils are instructed on the need to wear a face covering by law on public transport and have been given guidance on wearing and making face coverings; • Staff are provided with information and instruction on the use and disposal of PPE including face masks; • Further guidance is available on safe working in education, childcare and children’s social care .
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

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			<p>does not have symptoms;</p> <ul style="list-style-type: none"> • When administering first aid to an adult a face mask should be worn if a distance of 2 metres cannot be maintained. If direct contact is necessary, gloves, an apron and a face mask should be worn; • If a risk assessment determines that there is a risk of splashing to the eyes, e.g. from coughing or vomiting, eye protection will also be worn by the first aider; • Staff involved in the provision of assistance to others in an emergency including first aid are instructed to pay particular attention to sanitation measures immediately afterwards including washing hands for 20 seconds under warm, running water or using hand sanitiser; • FAW or EFAW certificates that expired after 16th 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. • <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	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	<ul style="list-style-type: none"> • Visitors to site including contractors, parents and visitors are limited to essential persons only and wherever possible by appointment only; • Where visits can happen outside of school hours or remotely, they will;

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)
the building			<ul style="list-style-type: none"> • Supply 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; • They will be instructed to ensure they minimise contact and maintain as much distance as possible from other staff; • All visitors will follow the Government's guidance and the school's strict hygiene and social distancing rules e.g. hand washing/sanitisation upon entry; • Visitor/Contractor site rules & procedures have been revised to include additional controls to mitigate the risk of transmission of COVID-19; • Reception staff responsibilities have been established in relation to COVID-19 and the communication of procedures required by contractors and visitors to site; • Office staff are aware of and explain additional hygiene and social distancing rules required by contractors and visitors on arrival; • Signing in/out arrangements for visitors have been modified to prevent the handling of pens and paper by multiple people; • A record will be kept of all visitors 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 to familiarise themselves with the asbestos

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			<p>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;</p> <ul style="list-style-type: none"> • Contractors will wear appropriate PPE as determined by their employer, however they may be asked to wear additional PPE (provided by the school) upon arrival e.g. gloves, mask, coveralls, shoe covers, etc. where this is considered necessary. Contractors will comply with any additional PPE or hygiene requirements made by the school prior to entry; • Contractors will be asked to keep the time spent on site to a minimum and will make all efforts to only attend site to carry out work during periods of reduced occupation; • 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	<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

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		injuries or health conditions	<p>of how-to set-up their workstation and equipment at home so as not to cause additional health risks;</p> <ul style="list-style-type: none"> • Staff have access to H&S information and support to assist homeworking arrangements such as: • H&S COVID-19 web page (section on 'How to support employees working from home'); • Remote H&S support is available via the Duty Officer by Tel: 01772 538877 or email HS&Q Team at: health.safety@lancashire.gov.uk ; • In circumstances where staff are homeworking for more than one month at a time, a Homeworker Checklist & Risk Assessment (see link to above web page) will be completed to identify any issues or concerns. The finding will be discussed with the line manager at school and further action taken where necessary.
Stress and Anxiety	Staff	Increased levels of stress/anxiety and lower than normal levels of wellbeing	<ul style="list-style-type: none"> • Senior personnel monitor working arrangements and offer support and advice where necessary; • Staff are able to contact colleagues or managers for advice and support, or just for reassurance, during the normal working day; • A process is available for individuals to report concerns over breaches of school safe working policy/guidelines so that intervention can occur; • Where a member of staff returning to the workplace has raised concerns about their safety or wellbeing due to the risk of COVID-19, where necessary their line manager will complete a risk assessment addressing COVID-19 concerns for an employee 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

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			wellbeing such as: <ul style="list-style-type: none"> ▪ Employee Wellbeing ▪ MIND web site ▪ H&S COVID-19 web page <ul style="list-style-type: none"> • The Department for Education is providing additional support for both pupil and staff wellbeing in the current situation. Information about the extra mental health support for pupils and teachers is available; • The Education Support Partnership provides a free helpline for school staff and targeted support for mental health and wellbeing.

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

I certify that the risk assessment above fully applies to the area/task/activity under assessment in ...Oswaldtwistle School

Signed: Sandra McKenna (Acting Head Teacher)

Name: Sandra McKenna

Risk Assessor: Karen Stevenson

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