

SCHOOL RISK ASSESSMENT – COVID-19

NOTE: Due to the constantly changing situation, dynamic risk assessments must be carried out. The general risk assessment below MUST be amended to reflect each school's specific controls on an ongoing basis.



PART A. ASSESSMENT DETAILS:			
Area/task/activity: Full School opening arrangements during COVID-19 restrictions from 1 September 2020			
Location of activity:			
Team/School name: Address & Contact details:	Samlesbury CE Primary School Potters Lane Samlesbury Preston PR5 0UE	Name of Person(s) undertaking Assessment:	Lucy Sutton
		Signature(s):	<i>Lucy Sutton</i>
Line Manager/ Headteacher (Name/Title):	Lucy Sutton	Date of Assessment:	13 th January 2021
Signature:	<i>Lucy Sutton</i>	Planned Review Date:	30 th January 2021
How communicated to staff:	Email/staff meeting/copy in staff kitchen	Date communicated to staff:	13 th 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 refers to official advice from the DfE, PHE, HS&Q and HR; <ul style="list-style-type: none"> ○ Coronavirus (Covid-19): guidance for schools and other educational settings ○ LCC Schools HR guidance ○ LCC Health & Safety COVID-19 web page

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			<ul style="list-style-type: none"> Headteacher or other senior person keeps up to date with official COVID-19 Guidance and informs employees/school arrangements as required.
Vulnerable & extremely vulnerable staff or pupils with pre-existing health conditions	Staff, pupils, household members	Becoming seriously ill from the effects of coronavirus, potential to be life threatening	<ul style="list-style-type: none"> We have no adults who were considered to be clinically extremely vulnerable and received a letter advising them to shield are/were advised by the Government that they can/could return to work from 1 August 2020 as long as they maintain social distancing 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; Pregnant women are categorised as ‘clinically vulnerable’ as a precautionary measure. As per the Management of Health and Safety at Work Regulations 1999 (MHSW) a new & expectant mother risk assessment and individual Covid-19 concerns risk assessment will be completed for all pregnant staff ; We have no pupils who are considered to be clinically extremely vulnerable. If infection rates rise in local areas, individuals (or family members) from that area, and that area only, will be advised to shield during the period where rates remain high and therefore may be temporarily absent is we have a person in school who does require shielding; We have no pupils who are under the care of a specialist health professional who may need to discuss their care with their health professional before returning to school because of risks related to COVID-19 but if this changes the school will work closely with parents of children

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			<p>who have health concerns to support a return to school, carrying out an individual risk assessment as necessary;</p> <ul style="list-style-type: none"> • School applies the measures set out in the government Guidance for full opening: schools as far as is reasonably practicable to reduce the risk to all staff including those who are extremely clinically vulnerable and clinically vulnerable; • Staff members who are in the most at risk categories are reminded to take particular care. Where an employee expresses concerns, 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; • 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; • People who live with those who are clinically extremely vulnerable or clinically vulnerable attend the workplace as normal; • 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. • 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;

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			<ul style="list-style-type: none"> • People who live with those who have comparatively increased risk from coronavirus (COVID-19) attend the workplace as normal;
Staff, pupils & household members displaying signs of COVID-19	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	<ul style="list-style-type: none"> • Staff, parents and pupils are made aware of the virus symptoms; • Staff, other adults and pupils are instructed not to come into school if they or members of their household have coronavirus (COVID-19) symptoms, in-line with the guidance for households with possible coronavirus infection; • Staff or pupils showing COVID-19 symptoms are sent home, reminded 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 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, if they feel well and no longer have any symptoms similar to those identified for coronavirus (COVID-19), they can stop self-isolating. They may still have another virus, such as a cold or flu, therefore it is still advisable to avoid contact with others until they recover. However other members of their household 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 or are advised to do so by NHS Test and Trace 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

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			<p>placed in a separate room until they can be collected, whilst being mindful of the individual pupils' needs;</p> <ul style="list-style-type: none"> • Ideally, a window will be opened in the room for increased ventilation; • If it is not possible to isolate the pupil e.g. if it causes them undue distress or they need to remain under adult observation, an assessment will be carried out to see whether it is sufficient to move them to an area which is at least 2 metres away from others; • If an individual (adult or child) showing COVID-19 symptoms, needs to use the bathroom while waiting to go home, they will use a separate bathroom if possible. The bathroom will then be cleaned and disinfected before being used by anyone else; • The area around the person with symptoms will be cleaned with normal household bleach after they have left to reduce the risk of passing the infection on to other people as per the COVID-19: cleaning of non-healthcare settings guidance; • When caring for someone with symptoms of coronavirus (COVID-19) a face mask should be worn if a distance of 2 metres cannot be maintained. If direct contact is necessary, then gloves, an apron and a face mask should be worn; • If a risk assessment determines that there is a risk of splashing to the eyes, e.g. from coughing, spitting, or vomiting, then eye protection will also be worn by the supervising adult.
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 7 days from the onset of their symptoms and will only be allowed to return to school when they do not have symptoms including; a high temperature, cough or loss of sense of smell/taste. They will be advised that other members of their household must continue self-isolating for the full 10 days;

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			<ul style="list-style-type: none"> • The School will contact the local health protection team as soon as they have been notified of a positive result. (This team may also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace); • The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate; • Based on the advice from the health protection team, 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 keep a record of pupils and staff in each group (bubble) and any close contact that takes places between children and staff in different groups. School will not share the names or details of people with coronavirus (COVID-19) unless essential to protect others; • Household members of those contacts who are sent home do not need to self-isolate themselves unless the pupil or staff member who is self-isolating subsequently develops symptoms; • If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 10-day isolation period they are instructed to follow the ‘stay at home: guidance for households with

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			<p>possible or confirmed coronavirus (COVID-19) infection and instructed to get a test;</p> <ul style="list-style-type: none"> • If the test is negative they are instructed to remain in isolation for the remainder of the 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 7 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. • 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
Spread of Covid-19 during travel to and from school on dedicated transport	Staff, pupils, household members, members of the public	Potential spread of infectious disease Pupils stranded or missing	<ul style="list-style-type: none"> • The 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; • The pupil on our dedicated school services do not mix with the general public on those journeys as there is only one pupil in the taxi provision ; • 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; • The pupil uses hand sanitiser on exit from school before getting into the taxi

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			<ul style="list-style-type: none"> • 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; • 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; <p><i>For more information see Government Guidance: Transport to school and other places of education: Autumn Term 2020</i></p>
Transmission of Covid-19 due to lack of consultation on safe working practices and provision of information & instruction on safe ways of working.	Staff, pupils, visitors, contractors, parents	Spread of infectious disease	<ul style="list-style-type: none"> • Guidance and training is provided for staff to ensure they understand, and can enforce, the new routines and support pupils in understanding them and are familiar with revised physical arrangements; • Senior leaders within school ensure staff are consulted when considering local arrangements and there is ongoing engagement with staff (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;

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			<ul style="list-style-type: none"> • 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.
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 when they arrive at school, when they return from breaks, when they change rooms, before and after eating, after using the bathroom, after touching shared resources 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 is provided by staff at regular intervals so that everyone in the bubble has access to and uses hand sanitiser as well as handwashing. • 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 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;

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			<ul style="list-style-type: none"> • 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. • For any staff member who wears a disposable mask in school they have to take it home with them and dispose of it there. If required a medical yellow bag will be provided for this waste. All staff are reminded that if a mask is touched then hands must be washed.
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 bathroom 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.; • COSHH risk assessments are in place and followed for cleaning products and have been shared with staff as necessary;

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			<ul style="list-style-type: none"> • A documented cleaning checklist is in place to ensure the enhanced cleaning schedule is followed and maintained; • As the ability to social distance in early years setting is limited, additional meticulous attention is given to the cleaning regime; • In early years settings the use of soft toys and toys with intricate parts or that are otherwise hard to clean are not in use; • For individual and very frequently used equipment, such as pencils and pens, staff and pupils are instructed to have their own items that are not shared; pupils in KS2 all have their own pencil cases which contain items for their personal use only. • 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; • 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 should only bring essentials into school each day including school bag, lunch boxes, hats, coats, books, stationery and mobile phones; • Pupils and teachers are permitted to take books and other shared resources home that contribute to the pupil's education and development. Unnecessary sharing including the sharing of items that do not contribute to a pupil's education or development is not permitted; • Shared resources are cleaned frequently and meticulously and before being shared and taken home or;

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			<ul style="list-style-type: none"> • Shared resources are rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) before being shared and taken home; • 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. • A separate risk assessment is in place for messy play e.g. sand, mud and water in early years settings which considers the DfE guidance; Actions for early years and childcare providers during the coronavirus outbreak; • OUTSIDE – outdoor fixed play equipment will be disinfected if a different bubble is using it within 72 hour period. Outside play equipment will be allocated to a bubble and will not normally be shared during a week.
Transmission of Covid-19 through airborne particles due to interaction with a large number of other pupils	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	<ul style="list-style-type: none"> • The school has applied the Government's principles of keeping groups separate (bubbles), keeping bubble sizes as small as is reasonably practicable and maintaining social distancing based on the age and ability of the pupils and the feasibility of measures when offering a broad curriculum. Due to the lockdown from 5th January 2020 school will only be

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			<p>offering places to vulnerable, key/critical worker children. The Full Governing Board has met and set a limit on the number of children within a classroom dependent on the size of the room so that reasonable precautions to keeping a safe distance can be managed in balance with providing places for those children who fit the criteria. This is based on the previous lock down guidelines of 2m between children. Infant class max should be 11, Y3/4 max should be 10 and Y 5/6 max is 10.</p> <ul style="list-style-type: none"> • Following an assessment of the school circumstances and the practical logistics pupils have been placed in 'class bubbles' and interaction between other classes minimised as far as is reasonably practicable to enable the school to offer a full curriculum. KS2 will have lunch at the same time and reflective worship in the hall one day a week but are kept to their class bubbles within in this space with a distance apart. • Interaction between other years groups is minimised as far as is reasonably practicable; • School has taken steps to minimise social contact and mixing as far as is practicable. We have a three bubble approach as much as is practicable, with the two classes in KS2 but due to the close proximity it is not possible to maintain a strict bubble all the time. Each class has its own toilet cloakroom to reduce contact as much as possible rather than having a boys and girls toilets. • Classrooms are not shared with other class groups; • Measures have been put in place to limit interaction, between groups (bubbles) as much as possible; separate entrances for each class, different times for infant and KS2 lunch and separate cloakrooms but each class • Start and finish times are staggered to keep groups apart as they arrive and leave school;

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			<ul style="list-style-type: none"> • Start and finish times and breaks are staggered to ensure that corridors or circulation routes have a limited number of pupils using them at any time and to reduce mixing between groups; • Children in different groups are encouraged not to play together/socialise at break times. The play areas are zoned so that juniors and infants do not play together. Groups are supervised and kept apart as far as possible; • Timetabling has been carefully managed to reduce movement around the building and to prevent mixing of different groups of pupils; • Where possible rooms are accessed directly from outside; • Lunch breaks are staggered allowing for time for cleaning of surfaces in dining areas between groups; during the lockdown from 5.1.21 it is possible to separate all the bubbles in the hall so that lunch can be eaten at the same time. Windows are fully open and all welfare staff will wear gloves/masks and aprons during the welfare duties. • Different groups in the dining area will be kept apart as much as possible; the school cook will wear a face shield and children will keep their distance from the servery until they are picking up their lunch • As far as practicable groups will be kept apart with only brief transitory contact where this is unavoidable; • Large gatherings such as assemblies or collective worship with more than one group is prohibited; only infant or KS2 group • Pupils are kept in consistent groups during P.E and outdoor sports are prioritised where possible; • When indoor sport is unavoidable a large indoor space is used maximising distancing between pupils and scrupulous attention is given to cleaning and hygiene; • Currently we are not using external facilities but if we do e.g. for swimming lessons then this risk assessment would be added too and would be in

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			<p>line with government guidance for the use of, and travel to and from, those facilities;</p> <ul style="list-style-type: none"> • Early years settings who only care for children under the age of 5 are not required to keep children in small, consistent groups. Therefore the setting's normal group sizes have been resumed. The setting continues to minimise mixing between different groups of children; • Staff members in early years settings stay within a single group as far as possible e.g. on a day to day or weekly basis, in order to limit contacts;
Transmission of Covid-19 through airborne particles due to close proximity to others			<ul style="list-style-type: none"> • Staff to maintain a 2 metre distance from each other at all times as much as is practicable. Staff who come in from outside will no longer come into school while the lock down is in place. Remote teaching will take place instead or internal staff will take their place. • Primary school staff maintain a 2 metre distance from pupils as far as is reasonable depending on the age of the pupils and up to date government guidance, and when circumstances allow; • Primary school staff avoid close face to face contact and minimise time spent within 1 metre distance of anyone; • All staff and pupils are expected to adhere to the current social distancing guidelines as far as is reasonably practicable; parents are encouraged, as per government guidance to keep their children at home even if key workers to reduce numbers of children in school to help reduce rates of transmission. • 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; • Children in different groups are encouraged not to play together/socialise at break times. Breaks are staggered to restrict the number of children playing at one time and groups are supervised and kept apart as far as possible;

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			<ul style="list-style-type: none"> • Where staff or pupils cannot maintain social distancing due to space restrictions the risk is reduced by keeping pupils in smaller, class-sized group bubbles; • Classrooms have been adapted to support social distancing where possible including; <ul style="list-style-type: none"> ○ seating pupils side by side and facing forwards, rather than face to face or side on; ○ moving unnecessary furniture out of classrooms to make more space; • Where practical, desks have been assigned to individuals or to the smallest number of pupils possible. Where desk sharing cannot be avoided desks are wiped down between changes of pupils; • As much as possible, fresh air is increased within buildings by opening windows and doors frequently to encourage ventilation, taking account of any potential security or fire safety issues; • Pupils will be collected from the car park and walked down to school with staff in the morning and parents will collect from the church gate at the end of the day. Cones will be used to provide a pedestrian only space at these times. Staff will not let children go to parents until the parent is within or close to the zone so they are safe from traffic in the car park. • Reception parents will walk their children down to school for the first two weeks but will be asked to maintain social distancing at these times. • At breakfast club and afterschool club children will be separated onto Infant and KS2 tables and will not mix. Food and Play items will be kept separate for each group at BC and ASC will disinfect spray all items used that day. • In primary schools where social distancing is not possible in areas outside of classrooms between members of staff or visitors, for example in staffrooms, it is up to the staff member or visitor whether they would like to wear a mask or not. If they do then they will be asked to sanitise hands

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			<p>correctly and dispose of their face mask safely. Visitors will be asked to take their mask with them.</p> <p>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;</p> <p>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;</p> <p>Bins are provided throughout the school for the disposal of disposable face masks. The contents of bins is disposed of as normal domestic waste unless the wearer has symptoms of COVID-19 in which case they will be disposed of in line with the guidance on cleaning for non-healthcare settings;</p>
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; music lessons which include class singing and playing wind instruments can take place in the hall as long as the children are 2ms apart and the windows are open due to the high ceilings and air exchange possible (30.12.2020) This has been put on hold now with the lockdown from 5.1.2021. • Specialist curriculum risk assessments will be put in place for music dance and drama, taking into account specific government guidance on the performing arts and COVID-19, and guidance on the suggested principles of safer singing; <p>Singing, and playing wind and brass instruments will not take place in larger groups such as school choirs and ensembles, or school assemblies unless significant space, natural airflow (at least 10l/s/person for all present, including audiences) and strict social distancing and other mitigating factors are maintained;</p>

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			<p>Particular care will be taken in music, dance and drama lessons to observe social distancing including limiting group sizes, maintaining consistent bubbles and preventing the physical correction by teachers and contact between pupils in dance and drama;</p> <p>These activities will only take place in larger well-ventilated spaces, or outdoors whilst maintaining a distance of at least 2 metres apart in all directions;</p> <p>Pupils will be positioned back-to-back or side-to-side when playing or singing (rather than face-to-face) whenever possible. Wind and brass players will be positioned so that the air from their instrument does not blow into another player;</p> <p>Performance or rehearsal is for limited periods of time;</p> <p>Background or accompanying music will be reduced to a level so that teachers or other performers do not have to raise their voices unduly. Singing will be at a reduced level of loudness, using microphones for amplification if available;</p> <p>If microphones are shared guidance on handling equipment will be followed;</p> <p>Instruments will not be shared where at all possible, where this is not possible frequent cleaning of instruments between use will take place;</p> <ul style="list-style-type: none"> • Schools and Early Year's settings in tier 3 or higher will not host performances with an audience and will use alternative methods such as live streaming and recording, subject to the usual safeguarding considerations and parental permissions;
Transmission of COVID-19 during physical education	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	<ul style="list-style-type: none"> • Only team sports listed on the return to recreational team sport framework will be played. Competition between different schools will not take place, in line with the wider restrictions on grassroots sport; • Pupils are kept in consistent groups during P.E and outdoor sports are prioritised where possible;

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			<ul style="list-style-type: none"> 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 during Wraparound Provision	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	<ul style="list-style-type: none"> As far as is possible, children are kept in a group with other children from the same bubble they are in during the school day or; It is impractical to keep children in their school day bubbles and will therefore be kept in the same small consistent groups each time as far as possible; Resources are meticulously cleaned before being shared with a different bubble or; Resources shared between bubbles are left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles; The external provider of the schools wraparound provision have consulted with the school on suitable COVID-19 control measures to ensure they are compatible with the schools and are documented in the external providers risk assessment; <i>For more information on wraparound provision see LCCs guidance & checklist on Extended Services in Schools.</i>
Transmission of COVID-19 during Educational Visits	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	<ul style="list-style-type: none"> Schools can currently participate in non-overnight domestic educational visits; A full and thorough risk assessment will be undertaken prior to all educational visits to ensure they can be done safely taking into account COVID-19 controls, national and local government

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			guidelines. The risk assessment will be approved depending on the visit type, either by the school or LCCs Educational Visits Team via Evolve prior to the visit taking place.
Transmission of Covid-19 staff work areas	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	<ul style="list-style-type: none"> • 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; • The school office layout has been rearranged to facilitate side by side working rather than face to face but in the new offices where a 2m distance isn't possible then only one member of staff will be allowed in there at a time. The office door as a stable door – the bottom half can be bolted so that social distancing can be maintained but full functionality of the room • Shared work areas are avoided. Where this is not possible work areas are thoroughly sanitised before and after use by different people; • Sanitising wipes/cleaning materials 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/glass screens will be part of the new reception area. <p>The school cook will wear a visor during lunchtime as will the lunchtime supervisor. TAs who need to wear a visor will do so if their role requires it. PPE is always available to staff in the staff kitchen.</p>
Transmission of Covid-19 staff rest areas	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	<ul style="list-style-type: none"> • Staff do not share a staff room and staff will maintain social distancing as much as possible over the lunch break. The occupancy of the staff kitchen is limited to maintain social distancing; other spaces in school are used for staff to eat lunch or some go outside for their break;

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			<ul style="list-style-type: none"> • Pupils are reminded of appropriate social distancing both within and outside of the classroom and the difference between adults and children. • Staff are encouraged to bring their own food to work to reduce possible transmission of the COVID-19 virus through contact with other people and/or contaminated surfaces or a school lunch can be purchased which has been prepared on site.
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"> • The school has followed the LCC Design & Construction guidance on the use of ventilation and air conditioning, the supplementary note for Winter 2020/21 and has sought specialist advice and assistance on ventilation measures from the Building Services Engineer or Building Consultant; • As much as possible, fresh air is increased within buildings by opening windows and doors frequently to encourage ventilation, taking account of any potential security, fire safety issues or inclement weather; • During 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; <p>Where possible, windows will be kept partially open at times of occupation.</p>
Transmission of Covid-19 through airborne particles due to face-face meetings	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	<ul style="list-style-type: none"> • Meetings to be held via remote working tools wherever possible; • Only when absolutely necessary will a face to face meeting take place. This will be with the minimum number of participants, whilst observing social distancing rules either in an outdoor space or well ventilated area indoors; • Hand sanitiser is provided in designated meeting rooms where handwashing facilities are not immediately available; • Disinfectant wipes are available in designated meeting rooms to enable staff to wipe down shared equipment before and after use; • Meetings are held outdoors or in a well-ventilated designated rooms;

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Manual Handling	Staff	Musculoskeletal injuries	<ul style="list-style-type: none"> • A dynamic risk assessment is carried out when moving furniture & resources which takes into account; <ul style="list-style-type: none"> ○ the task being undertaken; ○ the capabilities of individual carrying out the task; ○ the load being lifted or moved; ○ the surroundings (environment) and; ○ consideration of social distancing in 2 person manual handling activities/lifts.
Need for Personal Protective Equipment (PPE)	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	<ul style="list-style-type: none"> • Staff are aware of the need to use the appropriate PPE when completing specific tasks e.g. cleaning or supporting an individual with coronavirus symptoms; • PPE is sourced through normal school procurement routes; • Disposable gloves are worn during normal cleaning regimes. Disposable gloves and impermeable aprons must be worn when cleaning areas that have been occupied by someone displaying symptoms of COVID-19; • 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 .

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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; • 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; • For instances where first aid qualifications are due for renewal and may expire during the current crisis i.e. due for renewal on or after 16 March 2020, the HSE had granted a 3 month extension. School will endeavour to provide training ASAP but is aware that if this is not possible a further extension may be granted to no later than 30 September 2020 subject to evidence to support the reason why it has not been possible to arrange training.

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Transmission of Covid-19 in early years settings from visiting prospective or current parents & carers	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	<ul style="list-style-type: none"> • Visits from parents and carers to the early years setting is restricted to visits that are necessary only and remote contact is utilised when possible; • Virtual tours are carried out for prospective parents and carers where possible; • If parents are keen to visit in person, these visits if possible will be carried out after hours. If the visit takes place during working hours it will be restricted to outdoor play areas only; • Parents and carers entering the setting to help settle their child will stay for a limited amount of time, if possible for no more than an hour; <p>Parents & carers will be required to wear a face covering in line with locally agreed arrangements, regularly sanitise their hands including on entering and leaving the setting and maintain strict social distancing from staff, other visitors and children other than those in their care at all times.</p>
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; • Supply teachers, peripatetic teachers and/or other temporary staff are permitted and can move between schools; • They will be instructed to ensure they minimise contact and maintain as much distance as possible from other staff. • Specialists, therapists, clinicians and other support staff for pupils with SEND will provide interventions as usual;

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			<ul style="list-style-type: none"> • All visitors will follow the Government's guidance and the school's strict hygiene and social distancing rules e.g. hand washing/sanitisation upon entry; • Visitor/Contractor site rules & procedures have been revised to include additional controls to mitigate the risk of transmission of COVID-19; • Reception staff responsibilities have been established in relation to COVID-19 and the communication of procedures required by contractors and visitors to site; • To minimise the number of different temporary staff entering the school premises, wherever possible the school will use longer assignments with supply teachers and agree a minimum number of hours across the academic year. This will apply to supply teachers and peripatetic teachers as well as sports coaches, and those engaged to deliver before and after school clubs; • 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 of all visitors is kept in the event this may be required for track and trace purposes; • Contractors must obtain permission before attending site; • 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 school) upon arrival e.g. gloves, mask, coveralls, shoe covers, etc. where

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			<p>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, Yogas, tablets, phones, etc.; • Staff working from home should have undertaken DSE e-learning and are aware of how to set-up their workstation and equipment at home so as not to cause additional health risks; • Staff have access to H&S information and support to assist homeworking arrangements such as: • H&S COVID-19 web page (section on 'How to support employees working from home'); • Remote H&S support is available via the Duty Officer by Tel: 01772 538877 or email HS&Q Team at: health.safety@lancashire.gov.uk ; • In circumstances where staff are homeworking for more than one month at a time, a Homeworker Checklist & Risk Assessment (see link to above

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			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 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 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 Samlesbury Church of England Primary School
Signed: *Lucy Sutton* Name: Lucy Sutton Risk Assessor: Lucy Sutton

PART C: ACTION PLAN Further action / controls required						
Hazard	Action required	Person(s) to undertake action?	Priority	Projected time scale	Notes / comments	Date completed
Car park – safety of pupils	Review plan of how children are picked up and dropped off	LS and all staff	High	By 7/9/20	RA amended	8/9/20
Large number of pupils are in school due to widening scope of key/critical worker definition	Full Governing Body Extraordinary meeting called 7.1.21 to discuss how to prioritise places in school and limit numbers in classrooms during the lock down period	LS and Governing Board	High	7.1.21	FGB agree to limit numbers of pupils in classes Note: after more information from DfE and county limit to class numbers is max of a half – this has been amended down for two of our classes due to the physical size of the rooms. Parents to be informed of this decision by the HT	11.1.21

SCHOOLS - ADDENDUM TO COVID-19 GENERAL RISK ASSESSMENT

Due to the frequency of changes to Government guidance in relation to Coronavirus, both nationally and locally, any changes to the general risk assessment for schools will be noted in this addendum document.

The [school opening arrangements during COVID-19 restrictions general risk assessment](#) available on the HS&Q web site reflects the changes noted in the table below. Each time this document is changed the issue number will be updated and any **new** amendments to the content will be **highlighted in yellow** so that schools can see exactly what has altered in the revised version.

Schools **do not** need to produce a new risk assessment after each change to government guidance or each time HS&Q publish an updated version of the general risk assessment on the web site.

However, schools **do** need to stay informed of the changes noted in the table below and review the content of their existing risk assessment to identify whether any changes are required. If so, the existing risk assessment can be updated by copying and pasting the relevant sections highlighted in yellow in the generic document linked to above.

Schools must remember to inform staff, and anyone else who may be affected, about changes to their risk assessment.

Risk Assessment Issue No	Government guidance that has changed/published	Date changed	Brief overview of changes
1	N/A	13/07/20	New risk assessment issued to accommodate the full opening of schools from September 2020. This version replaced previous risk assessment documents for Primary and Secondary Schools.
2	Extension of self-isolation period	30/07/20	Extension of self-isolation period from 7 to 10 days for those who have symptoms or a positive test result.
3	Face coverings in education	26/08/20	From 1 September new advice applies to the use of face coverings by staff and pupils in some schools, and to learners in further education. This guidance is for schools and other education institutions that teach people in years 7 and above in England. There is separate guidance for early years and childcare providers and schools with children in year 6 and below .
	DfE guidance for full opening of schools	28/08/20	Arrangements to minimise the number of different temporary staff entering school including supply teachers and peripatetic teachers as well as sports coaches and those engaged to deliver before and after school clubs.
	COVID-19 contain framework: a guide for local decision-makers	28/08/20	The government has issued detailed guidance for schools on contingency planning for areas with local lockdowns in place. Schools will need to update, or attach an addendum to, their risk assessment to reflect changes in their arrangements to control the risk of transmission of COVID-19 due to local restrictions.

4	DfE guidance for full opening of schools	17/09/20	Wearing face coverings in schools: Due to local restrictions being introduced in Lancashire the discretion given to schools in relation to staff and pupils in Year 7 or above wearing a face covering outside the classroom where social distancing cannot easily be maintained, such as corridors and communal areas, has been removed. Face coverings should be worn in these circumstances with the exception of anyone with a medical exemption.
	Public Health England (Lancashire) COVID-19 Template Resource Pack for Schools (provided to schools via the Schools Bulletin service)	17/09/20	Managing a confirmed case of COVID-19: A new procedure has been implemented for schools to manage single confirmed cases locally, including a secure on-line reporting system to the Local Authority. Arrangements for managing a possible outbreak of COVID-19: schools need to refer to the PHE resource pack on how to manage positive cases and who to contact for help.
5	Department of Health & Social Care and Public Health England Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19	26/11/20	Wording updated to reflect current Gov't guidance for employees in the clinically extremely vulnerable category.
	DfE Guidance for full opening of schools	26/11/20	Headteacher can make the decision to refuse a pupil from attending school if, in their reasonable judgement it is deemed a necessary action to protect other pupils and staff from possible infection with coronavirus (COVID-19).
	LCCs Guidance & checklist on Extended Services in Schools.	26/11/20	New row added to accommodate guidance on wraparound provision.
	CLEAPSS – dangers in use of alcohol based hand sanitiser or wipes in lessons	26/11/20	A paragraph has been added to highlight the dangers of using alcohol based hand sanitiser or wipes in lessons involving naked flames.

	Guidance on physical education	26/11/20	Separate row added to accommodate transmission of COVID-19 during physical education.
	LCC guidance on educational visits	26/11/20	New row added to accommodate guidance on educational visits.
	Health Protection Board	26/11/20	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.
	Public Health England Guidance on the suggested principles of safer singing	26/11/20	Additional controls identified for safely singing.
	Health and Safety Executive Guidance of First Aid Training	26/11/20	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.
6	Reduction in self-isolation period UK Chief Medical Officer -statement on the reduction of the self-isolation period	16/12/20	Self-isolation period for contacts has been reduced from 14 days to 10 days.
	Shielding Guidance on shielding and protecting people who are clinically extremely vulnerable from Covid-19		Updated advice on protecting the clinically extremely vulnerable, based on the tiers of local restrictions. The advice sets out the additional things people at the highest risk from COVID-19 are advised to do to keep themselves safe for each tier. More targeted advice to 'formally shield' may be issued in some of the worst affected areas and only for a limited period of time.
	School COVID-19 outbreak PHE North West Schools Resource Pack		Section on Outbreaks in school has been removed. Hyperlink added for PHE North West Schools Resource Pack which schools should follow.

	<p>Face coverings on dedicated transport Transport to school and other places of education: 2020 to 2021 academic year</p>		<p>Pupils 11 years old and above <u>must</u> wear face coverings on dedicated transport.</p>
	<p>Early Years Guidance Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak</p>		<p>In situations where social distancing between adults in settings is not possible (for example, when moving around in corridors and communal areas), settings have the discretion to recommend the use of face coverings for adults on site, for both staff and visitors.</p> <p>Early years settings who only care for children under the age of 5 are no longer required to keep children in small, consistent groups. Therefore the setting's normal group sizes can be resumed.</p> <p>Additional measures identified on managing circumstances around parents visiting early year's settings.</p>
	<p>LCC guidance on ventilation & air conditioning Use of Ventilation and Air Conditioning during the Coronavirus Pandemic – Winter supplementary guidance</p>		<p>Additional recommendations and guidance on ventilation during the winter period.</p>
	<p>Ventilation during indoor sport Guidance for full opening: Schools</p>		<p>Measures for suitable ventilation during indoor sport/P.E.</p>
	<p>Live performances to an audience Guidance for full opening: Schools Guidance for the Christmas period</p>		<p>Schools in local restriction tier 3 areas are not permitted to host performances with a live audience.</p>

	<u>COVID-19 National Testing Programme: Schools & Colleges</u>	23/12/20	A link has been added to signpost schools & colleges to the Government guidance on how to begin rapid coronavirus testing of staff, pupils or students in secondary schools and colleges from January 2021 in order to identify asymptomatic cases. Further supporting guidance and training materials are expected to be published in the near future.
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