

## GENERAL SCHOOLS RISK ASSESSMENT

**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:** School opening arrangements during COVID-19 restrictions from 2 September

**Location of activity:**

<b>Team/School name: Address &amp; Contact details:</b>	St Mary's Catholic Primary School & Nursery	<b>Name of Person(s) undertaking Assessment:</b>	Patrick Smyth
		<b>Signature(s):</b>	P Smyth
<b>Line Manager/ Headteacher (Name/Title):</b>	Patrick Smyth	<b>Date of Assessment:</b>	26.05.20 Reviewed 11.06.20, 24.06.20, 07.07.20 Updated 20.08.20 for Sept opening – reviewed regularly afterward Updated in line with Nov 5 lockdown 06.11.20
<b>Signature:</b>	P Smyth	<b>Planned Review Date:</b>	Fortnightly
<b>How communicated to staff:</b>	Email 24.08.20 and staff training 26.08.20 Email staff/ govrs 13.11.20	<b>Date communicated to staff/ governors:</b>	SLT 24.08.20 Govs 25.08.20 Staff 26.08.20 Parents 27.08.20 Website 13.11.20 Email Staff/ Governors 13.11.20

**The “system of control” which should be at the heart of how the school operates is in two parts and is as follows:**

#### Prevention:

- 1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school;
- 2) where recommended, use of face coverings in school.
- 3) clean hands thoroughly more often than usual;
- 4) ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach;
- 5) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach;
- 6) minimise contact between individuals and maintain social distancing wherever possible by putting in place measures that suit the individual school's particular circumstances;

7) where necessary, wear appropriate personal protective equipment (PPE) in specific circumstances as identified below  
8) always keeping occupied spaces well ventilated  
**POINTS 1 TO 5 and number 8 MUST BE IN PLACE IN ALL SCHOOLS ALL OF THE TIME. POINT 6 must be properly considered and measures put in place that suit school's individual circumstances. Point 7 applies in specific circumstances**  
**Response to any infection:**  
8) engage with the NHS Test and Trace process  
9) manage confirmed cases of coronavirus (COVID-19) amongst the school community  
10) contain any outbreak by following local health protection team advice  
**NUMBERS 8 TO 10 MUST BE FOLLOWED IN EVERY CASE WHERE THEY ARE RELEVANT.**

**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)	RAG
<b>1.Changes to official COVID19 guidance and advice</b>	Staff, pupils, visitors, contractors, parents	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>School regularly refers to official advice from the DfE, PHE, HS&amp;Q and HR; <ul style="list-style-type: none"> <li><a href="#">Coronavirus (Covid-19): guidance for schools and other educational settings</a></li> <li><a href="#">LCC Schools HR guidance</a></li> <li><a href="#">LCC Health &amp; Safety COVID-19 web page</a></li> </ul> </li> <li>Headteacher or other senior person keeps up to date with <a href="#">official COVID-19 Guidance</a> and informs employees/school arrangements as required.</li> </ul>	

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<b>2. Vulnerable &amp; extremely vulnerable staff or pupils with pre-existing health conditions</b>	Staff, pupils,	Becoming seriously ill from the effects of coronavirus, potential to be life threatening	<ul style="list-style-type: none"> <li>a) 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;</li> <li>b) Pupils 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 school from 1 August 2020 (when the rest of their class returns);</li> <li>c) 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;</li> <li>d) Some pupils no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school. The school works closely with parents of children who are extremely vulnerable to support a return to school, carrying out an individual risk assessment as necessary;</li> <li>e) School applies the measures set out in the government <a href="#">Guidance for full opening: schools</a> as far as is reasonably practicable to reduce the risk to all staff including those who are extremely clinically vulnerable and clinically vulnerable;</li> <li>f) Staff members who are in the most at risk categories are reminded to take particular care. Where an employee expresses concerns, <a href="#">an individual risk assessment</a> 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;</li> <li>g) 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 <a href="#">new &amp; expectant mother risk assessment</a> and <a href="#">individual Covid-19 concerns risk assessment</a> will be completed for all pregnant staff ;</li> </ul>	

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			<ul style="list-style-type: none"> <li>h) People who live with those who are clinically extremely vulnerable or clinically vulnerable attend the workplace as normal;</li> <li>i) Some people with particular characteristics may be at comparatively increased risk from coronavirus (COVID-19), as set out in the <a href="#">COVID-19: review of disparities in risks and outcomes report</a>. If people with significant risk factors express concerns <a href="#">an individual risk assessment</a> will be completed to assess the risks to that individual and identify ways to reduce them to an acceptable level;</li> <li>j) People who live with those who have comparatively increased risk from coronavirus (COVID-19) attend the workplace as normal;</li> <li>k) (Advice for those who are extremely clinically vulnerable can be found in the <a href="#">guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19</a>).</li> </ul>	

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<b>3. Contact with individuals who are unwell - ensure that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school;</b>	Staff, pupils, visitors, contractors, parents	Potential spread of infectious disease,	<ul style="list-style-type: none"> <li>a) Staff, parents and pupils are made aware of the <a href="#">virus symptoms</a>;</li> <li>b) Staff, other adults and pupils are instructed not to come into school if they or members of their household have <a href="#">coronavirus (COVID-19) symptoms</a>, in-line with the <a href="#">guidance for households with possible coronavirus infection</a>;</li> <li>c) Staff or pupils showing COVID-19 symptoms are sent home, reminded to self-isolate for 10 days and instructed to <a href="#">arrange a test</a> to see if they have COVID-19;</li> <li>d) Staff and parents are advised that other members of their household (including any siblings) should self-isolate for 14 days from date of onset of symptoms;</li> <li>e) 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;</li> <li>f) If someone tests negative, if they feel well and have been without a fever for 48 hours, 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;</li> <li>g) 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;</li> <li>h) If a pupil displays symptoms they will not be permitted to remain in school. Child should be taken to the KS2 outdoor Quiet Area (which is sealed off) where there is PPE. <b>Supervising adult must don and doff PPE as appropriate if they cannot keep a 2 m distance or if they do not feel comfortable without.</b> They must follow the <a href="#">donning and doffing</a> guidance. More information on PPE use can be found <a href="#">here</a>. If contact with the</li> </ul>	

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			<p>pupil displaying symptoms is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult.</p> <ul style="list-style-type: none"> <li>i) Where possible, a TA should take the child rather than class teacher or other available member of staff e.g. HT or office staff to minimise disruption to learning of the rest of the class. Supervising adult to communicate with office via <i>Walkie Talkies</i> (WTs). Parent to be contacted to send child home. Child taken to entrance via outside of school when they are collected.</li> <li>j) In unlikely event KS2 Quiet Area cannot be used the pupil will be placed in the Quiet Room with window opened for ventilation, whilst being mindful of individual pupils' needs;</li> <li>k) 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;</li> <li>l) If an individual (adult or child) showing COVID-19 symptoms, needs to use the toilet while waiting to go home, they will use the Gents/ Disabled toilet if possible. The bathroom will then be cleaned and disinfected before being used by anyone else.</li> <li>m) 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 <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a>;</li> <li>n) 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;</li> <li>o) If a pupil becomes unwell with symptoms of coronavirus and needs direct personal care before they can return home, a fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained.</li> </ul>	

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			<p>p) 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.</p> <p>q) If it is a member of staff and they can drive themselves home, they should do so <b>immediately</b>;</p> <p>r) Where an <b>adult</b> needs to be collected, they should be taken preferably to outside the front entrance with a chair provided or if not possible (i.e. adverse weather) to the Quiet Room room where they can be isolated with the door closed and a window open for ventilation.</p> <p>s) If dynamic risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, by a person displaying symptoms then eye protection should also be worn.</p> <p>t) All PPE worn by the supervising adult should be removed as per the <a href="#">donning and doffing</a> guidance. This, along with disposable cleaning cloths and tissues, should be put it in a plastic rubbish bag and tied it when full. Place the plastic bag in a second bin bag and tie it. Put it in a suitable and secure place marked for storage for 72 hours, safely and securely kept away from children. Do not put the waste in communal waste areas until the waste has been stored for at least 72 hours. Kept in bin shed behind brown bins. Supervising adult to inform school office staff who will inform cleaning staff.</p> <p>u) See donning and doffing of PPE guidance – staff training video – details shared with staff after training session 01.06.20</p> <p>v) The names of staff that have looked after/had contact with the symptomatic child to be recorded.</p> <p>w) In an emergency, call 999 if the person is seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.</p>	

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			<ul style="list-style-type: none"> <li>x) The isolation area, toilets and anywhere else the symptomatic person has been should be cleaned after they have left following <a href="#">PHE guidance</a>;</li> <li>y) If class needs cleaning remove the rest of the children and staff to a different part of the school while cleaning takes place e.g. outdoors or school hall. (repeated later in RA).</li> <li>z) The symptomatic pupil or adult should be <a href="#">tested for Covid-19</a>.</li> <li>aa) Staff who have assisted someone who has taken ill with COVID-19 symptoms 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;</li> <li>bb) There is a sick bucket (double bagged) available in each class and there is also a sick bucket in KS2 Quiet area.</li> </ul>	
<b>4. Staff, pupils &amp; household members test positive for COVID-19</b>	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>a) 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 infection has gone. They will be advised that other members of their household must continue self-isolating for the full 14 days;</li> <li>b) For each single confirmed COVID-19 case the school will establish key details e.g.:               <ul style="list-style-type: none"> <li>a. Onset date of the illness, date on which they were tested and their dates of attendance at school;</li> <li>b. Their year group / bubble / class;</li> <li>c. If they were in school whilst infectious (see below);</li> </ul> </li> </ul>	Staff, pupils & household members test positive for CO



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			<p>d. Number of close contacts (see below);</p> <p>c) The above information will be submitted to the Local Authority using the secure on-line LCC click sheet: <a href="https://lancashire-self.achieveservice.com/service/Report of Confirmed Covid19 Cases in School">https://lancashire-self.achieveservice.com/service/Report of Confirmed Covid19 Cases in School</a></p> <p>d) Where the staff member or pupil has been in school during the infectious period for COVID-19 i.e. 2 days 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; <b>if the staff member / pupil has not been in school the 2 days before the onset of their symptoms the school do not need to take any further action;</b></p> <p>e) 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 14 days since they were last in close contact with that person when they were infectious. Close contact means:</p> <ul style="list-style-type: none"> <li>a. 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);</li> <li>b. proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual;</li> <li>c. travelling in a small vehicle, i.e. a car, with an infected person;</li> </ul> <p>f) 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;</p> <p>g) School will keep a record of pupils and staff in each group (bubble) and any close contact that takes place between children and staff in different groups. School will not share the</p>	VID-19

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			<p>names or details of people with coronavirus (COVID-19) unless essential to protect others;</p> <p>h) 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;</p> <p>i) If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-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;</p> <p>j) If the test is negative they are instructed to remain in isolation for the remainder of the 14-day isolation period as they could still develop the coronavirus (COVID-19) within the remaining days;</p> <p>k) If the test result is positive, they are instructed to inform school immediately, and must isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period);</p> <p>l) They are advised that their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms.</p> <p>m) School must ensure it understands the NHS Test and Trace process ( see below)</p> <p>n) School staff understand how to contact local PHE team: Contact</p> <p>o) Cumbria and Lancashire HPT, PHE North West, Lancashire County Council</p> <p>p) Pitt Street Reception, County Hall Preston PR1 8XB. Email clhpt@phe.gov.uk; PHE.clhpt@nhs.net Telephone 0344 225 0562 Out of hours 0151 434 4819</p> <p>q) Publicise this widely across school</p>	

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<b>5. Outbreak of Covid-19 within school</b>	Staff, pupils, visitors, contractors, household members	Spread of infectious disease	<ul style="list-style-type: none"> <li>a) The school will work closely with the local health protection team if there are two or more confirmed cases within 14 days, or there is an overall rise in sickness absence where coronavirus (COVID-19) is suspected. The local health protection team will advise if additional action is required;</li> <li>b) School is aware that in consultation with the local Director of Public Health, where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person's class, followed by their year group, then the whole school if necessary, in line with routine public health outbreak control practice.</li> </ul>	
<b>6. Transmission of Covid-19 due to lack of consultation on safe working practices and provision of information &amp; instruction on safe ways of working.</b>	Staff, pupils, visitors, contractors, parents	Spread of infectious disease	<ul style="list-style-type: none"> <li>a) 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;</li> <li>b) 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;</li> <li>c) Senior personnel, are available to offer support and advice and to monitor the current working arrangements on a daily basis;</li> <li>d) 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;</li> <li>e) As supply teachers, peripatetic teachers and/or other temporary staff can move between schools, ensure they understand that they must minimise contact and maintain as much distance as possible from other staff. This includes specialists, therapists, clinicians and other support staff for pupils with SEND who should provide interventions as usual, following Covid-19 hygiene procedures established in school; school to liaise with supply staff and agencies</li> </ul>	

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			<ul style="list-style-type: none"> <li>f) Signage, posters and other instructions are displayed to support implementation of COVID secure measures;</li> <li>g) Up to date information and guidance on how to manage the risks associated with COVID -19 are available on the Health &amp; Safety Website.</li> </ul>	
<b>7. Spread of Covid-19 during travel to and from school on dedicated transport</b>  <b>E.g. if and when school uses transport to attend swimming sessions</b>	Staff, pupils, household members, members of the public	Potential spread of infectious disease Pupils stranded or missing	<ul style="list-style-type: none"> <li>a) 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;</li> <li>b) Pupils are instructed to use hand sanitiser upon boarding and disembarking transport;</li> <li>c) 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;</li> <li>d) A system is in place to manage queuing, boarding and disembarking from transport to prevent unnecessary close contact with others;</li> <li>e) As far as is possible pupils are required to sit in their bubbles on dedicated transport and maintain social distancing if practicable;</li> <li>f) Ventilation within the vehicle is maximised by opening windows and ceiling vents to allow fresh air to circulate;</li> <li>g) Additional dedicated school transport services have been put in place to reduce the number of pupils needing to use public transport;</li> <li>h) School have been assured that transport providers, as far as possible, follow hygiene rules and try to keep distance from passengers;</li> <li>i) 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;</li> </ul>	

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			<p>j) This is because children and young people with symptoms of coronavirus (COVID-19) must not board home to school transport. However, they are required to wear a face covering where possible to do so;</p> <p><i>For more information see <a href="#">Government Guidance: Transport to school and other places of education: Autumn Term 2020</a></i></p>	
<b>8. Spread of Covid-19 during travel to and from school on public transport</b>	Staff, pupils, household members, members of the public	Potential spread of infectious disease Pupils stranded or missing	<p>a) Strategies have been implemented to reduce the use of public transport by pupils to get to and from school particularly at peak times including;</p> <p>b) Introducing staggered start and finish times to enable travel to take place out of peak times;</p> <p>c) Staff and pupils are encouraged to walk or cycle to school where possible;</p> <p>d) Facilities are in place to store bikes securely. This will be continually monitored to ensure sufficient facilities are in place to meet demand;</p> <p>e) Where this is not possible, use of private transport or a dedicated school bus is recommended;</p> <p>f) 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;</p> <p>g) Families who use public transport have been referred to <a href="#">safer travel guidance for passengers</a> which includes guidance on how to wear a face covering.</p> <p>h) Face coverings must be worn by Y6 pupils over the age of 11 and staff who come to school by public transport;</p>	

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<b>9. Spread of Covid-19 when arriving at school</b>	Staff, pupils, household members, members of the public	Potential spread of infectious disease Pupils stranded or missing	<ul style="list-style-type: none"> <li>a) 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;</li> <li>b) Arrangements are in place for parents/carers to drop off and collect children at specified times, without physically entering the premises. Parents have been advised that only one parent should accompany their child to the school entrance;</li> <li>c) All staff and pupils wash their hands thoroughly with warm, running water and hand soap for at least 20 seconds on arrival at school;</li> <li>d) Arrangements are in place for parents/carers to drop off and collect children at specified/staggered times (without reducing the amount of teaching time), without physically entering the premises</li> <li>e) One way system at drop off and pick up.</li> <li>f) Keep parents/carers informed of new routines and remind them not to gather in groups or enter the school grounds without an appointment;</li> <li>g) Maintain/adjust drop-off/pick-up protocols as necessary and inform parents/carers;</li> <li>h) Parents have been advised that only one parent should accompany their child to the school entrance;</li> <li>i) Where a parent has children in two or more bubbles which have different drop-off/ pick up times they should drop off earliest and pick up at latest times and they can walk around the school using the footpath adjacent to the offices.</li> <li>j) All staff and pupils must wash their hands on arrival at school;</li> </ul>	
<b>10 Transmission of virus due to insufficient hand hygiene</b>	Staff, pupils, visitors, contractors, parents	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>a) Good hand hygiene and the need to wash hands more frequently is promoted around school; School must ensure that pupils, staff and visitors clean their hands regularly, including when they arrive at school (hand sanitiser for those who come in front entrance), particularly before eating and drinking, administering first aid, before and after playtime/breaks, after using shared resources and after using the toilet <b>or after touching their face, blowing their nose, sneezing, coughing;</b> as a minimum; Pupils/ staff to routinely wash hands on the hour every hour at the most. Teachers/ TAs to monitor.</li> </ul>	

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			<p>b) 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;</p> <p>c) Where necessary pupils are supervised and monitored to ensure safe and appropriate hand hygiene;</p> <p>d) Pupils are encouraged to avoid touching their faces whenever possible particularly with unwashed hands;</p> <p>e) 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);</p> <p>f) 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;</p> <p>g) School must ensure there are sufficient stocks of tissues in place for pupils and staff to use;</p> <p>h) School nurse team advise staff to use visor advice given 24.08.20 only when close work is required. Provide staff members with visors order x 40</p> <p>i) Ensure young children and those with complex needs receive support and are supported in good respiratory hygiene.</p> <p>j) Some pupils with complex needs will struggle to maintain as good respiratory hygiene as their peers, for example those who spit uncontrollably or use saliva as a sensory stimulant. This should be considered in risk assessments in order to support these pupils and the staff working with them, and is not a reason to deny these pupils face to face education.</p> <p>k) Posters are displayed on good hand washing technique and government guidelines on good hygiene/social distancing in order to build regular hand washing into the culture of the school;</p> <p>l) Hands must be washed thoroughly for 20 seconds with running water and soap and then dried thoroughly. See "six steps to hand-washing" poster in KS2 lesson and NHS video. Staff to help small children and those with complex needs to wash their hands thoroughly</p>	

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			<p>m) Teachers methodically teach the handwashing/ hand sanitising rules to children on first day 02.09.20 and regularly thereafter.</p> <p>n) Young pupils and pupils with complex needs are supported to follow the catch it, bin it, kill it guidance;</p> <p>o) Tissues are readily available around school including in all classrooms and sufficient numbers of bins are in place for the disposal of tissues.</p> <p>p) 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.</p> <p>q) General procedure in school. Additional hand basins/ sink units. 3 x ceramic hand basins in corridor outside KS2 boys' toilets. On outside of building by IT room. August 2020. Break time Box – to include wipes etc. to avoid children going into building during breaks. Need to prepare</p> <p>r) Avoid using KS2 toilets for hand washing! Use classroom/ corridor facilities first – to avoid congestion in toilets.</p> <p>s) EYFS and KS1 classes have access to sinks in own classes and toilets.</p> <ul style="list-style-type: none"> <li>o Y5 class – class sink</li> <li>o Y6 class – sink in corridor by maths cupboard</li> <li>o Y3 to use sinks in corridor outside KS2 boys' toilets</li> <li>o Y4 to use sink in corridor outside KS2 girls' toilets</li> </ul> <p>t) Ensure access to skin friendly soap, warm water, paper towels and hand sanitiser (and skin friendly sanitiser wipes if appropriate) in all classrooms and social areas;</p> <p>u) Ensure hand sanitiser stations are located away from light switches (fire risk).</p> <p>v) Ensure use of hand sanitiser is supervised where necessary to avoid risk of ingestion;</p> <p>w) Ensure bins emptied regularly throughout the day (all staff).</p> <p>x) Staff/ visitors to wash hands in all shared areas e.g. kitchen/ Quad/ toilets</p> <p>y) Staff/ visitors to use hand sanitiser in other locations e.g. by photocopiers.</p>	



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			<p>z) All staff briefed and to be revisited in Sept – Hand sanitisers, paper towels, bins and posters located around school.</p> <p>aa) Handwashing timetable for each class in KS2 SLT to organise/ can class teachers organise themselves – one gets up washes comes back next one goes.</p>	
<b>11. Spread of COVID-19 virus via germs on surfaces and furniture within the building</b>	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	<p>a) An enhanced cleaning schedule is followed which includes; Refer to revised guidance for cleaning non-healthcare settings to advise on general cleaning required in addition to the current advice on <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a>.</p> <ul style="list-style-type: none"> <li>o More frequent cleaning of rooms/shared areas that are used by different groups;</li> <li>o Sanitising of tables in the dining area between different groups (bubbles) having their lunch;</li> <li>o More frequent cleaning of frequently touched objects such as, door and window handles, taps, desk/table tops, play equipment, toys, sports equipment, teaching &amp; learning aids, computer equipment, telephones and toilet facilities;</li> <li>o thorough cleaning of all occupied areas at the end of the day;</li> </ul> <p>b) 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;</p> <p>c) Staff have been instructed on cleaning and sanitising requirements including the use of chemicals and cleaning materials and instructions on the use of PPE;</p> <p>d) PPE is provided for staff to wear during cleaning activities and must be worn as instructed e.g. gloves etc.;</p>	

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			<ul style="list-style-type: none"> <li>e) COSHH risk assessments are in place and followed for cleaning products and have been shared with staff as necessary;</li> <li>f) A documented cleaning checklist is in place to ensure the enhanced cleaning schedule is followed and maintained;</li> <li>g) Appropriately trained and designated staff clean frequently touched surfaces before the start of each school day using the school's standard cleaning products. These surfaces include- door handles, hand rails, chairs, desks, IT equipment, toys, play equipment, mobile phones, toilet doors, flush handles, taps, bin lids, dining tables, etc.</li> <li>h) All other staff mirror this cleaning regime (including personal mobile phones and tablets) throughout the day during transition times e.g. break, lunch, while pupils are outside, changing from one type of activity to another;</li> <li>i) high-touch surfaces continually identified by all staff for priority disinfection including door and window handles, light switches, shared items, kitchen and food preparation areas, counter tops, bathroom surfaces, toilets and taps, touchscreen personal devices, personal computer keyboards, and work surfaces including group areas</li> <li>j) To facilitate social distancing and to limit the amount of touchable surfaces, unnecessary items have been removed from classrooms and other learning environments and placed in storage where they do not pose increased trips or fire risks. Where necessary additional storage facilities will be provided;</li> <li>k) Soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) have been removed and placed in storage; - consider whether such items can be put in 72 hour quarantine boxes if necessary to use?</li> <li>l) Good housekeeping is maintained at all times;</li> <li>m) 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;</li> </ul>	

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			<ul style="list-style-type: none"> <li>n) 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;</li> <li>o) 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;</li> <li>p) Continue to limit the amount of equipment pupils bring into school each day, to essentials such as lunch boxes, hats, coats and books ( and mobile phones - only for Y6 and only if walking home alone), all of which can be brought in in a bag if necessary I think we continue to discourage bringing in of bags other than book bags. Do they need bags?</li> <li>q) Pupils and teachers can take books and other shared resources home but only where necessary. Feedback and marking implication Staff and pupils should clean hands before and after using these resources, and they should be cleaned quarantined as in g) above on return to school; Need boxes</li> <li>r) 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;</li> <li>s) Pupils are only allowed to bring essentials into school each day including lunch boxes, hats, coats, books, and mobile phones (Y6);</li> <li>t) 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;</li> <li>u) Shared resources are cleaned frequently and meticulously and before being shared and taken home or;</li> <li>v) 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;</li> </ul>	

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			<ul style="list-style-type: none"> <li>w) Waste bins are emptied at least daily or more often as necessary and the contents disposed of safely;</li> <li>x) School follows the procedures set out in the Government guidance <a href="#">Cleaning in Non-Health Care Settings</a> following a confirmed or suspected case of COVID-19 on site;</li> <li>y) Contaminated or suspected contaminated waste will be double bagged, labelled and stored for 72 hours before being disposed of with general waste;</li> <li>z) 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;</li> <li>aa) 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;</li> <li>bb) Staff have been instructed to store personal items and clothing in areas not widely accessible during the working day e.g. in lockers.</li> <li>cc) Bins used to dispose of cleaning materials such as sanitising wipes and paper towels should be lidded. The rubbish should be double bagged before disposal with each bag being sealed separately. Cleaning materials ordered and issued by school business manager, it is responsibility of all staff to inform when they need more but before they run out; please!</li> <li>dd) Allocate hand-sanitising stations around school including in classrooms and communal areas where appropriate. Teach pupils the correct way to use hand sanitiser 02.09.20. see 4d above also See poster here. print out and post around school</li> <li>ee) School uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal. We may wish to consider what support we are able to offer to families who struggle to clean uniform regularly;</li> <li>ff) We will consider how pupil non-compliance is managed, taking a mindful and considerate approach in relation to parents who may be experiencing financial pressures.</li> </ul>	

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			<p>gg) If used, outdoor equipment is cleaned between groups of pupils using it. Multiple groups are not permitted to use outdoor equipment simultaneously;</p> <p>hh) If resources do not allow for the cleaning of outdoor equipment between different groups using it then it will be made off limits until cleaning can be carried out; KS2 outdoor equipment taped up and off limits until further notice. EYFS and KS1 is confined to particular groups</p> <p>ii) Carpets around school are cleaned weekly.</p> <p>jj) Have doors across building propped back to minimise handling. Close at the end of the school day and in the event of the fire alarm sounding. <b>CHECK WITH LCC FIRE SAFETY OFFICER WHICH DOORS CAN BE LEFT OPEN</b> arrange a visit PS</p> <p>kk) A strict colour coding system of cleaning equipment is in place to reduce the risk of cross contamination; Red toilet/ Blue general/ Green/ Yellow sick - but in first instance use disposable blue paper cleaning towels.</p> <p>ll) Staff toilets. Staff wipe down toilet door handles, flush handles, taps after use</p> <p>mm) Use Quad as staff room. Use hall as temporary classroom if a particular room is out action e.g. vomit. Staff use Quad.</p> <p>nn) TAs to clean on hour every hour in their classrooms and area directly outside -toilet door handles, taps, flusher levers etc in toilets and taps in sinks in corridor areas in- document - use recording sheets – JW/JN . Y5 and Y6 TAs responsible for upper KS2 end of school including KS2 boys toilets. Y3 and Y4 TAs responsible for lower KS2 end of school including store cupboards, IT room door handles and KS2 girls toilets.</p> <p>oo) EYFS/ KS1 TAs to wipe down door handles on inside and outside of doors on the hour every hour across EYFS and KS1</p> <p>pp) Office responsible for wiping down door handles/ light switches/ photocopiers in office/ entrance area on hour every hour</p>	

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			<p>qq) document the cleaning regime to make clear the requirements, as a check that it is being followed and as a method of reassurance for staff &amp; parents</p> <p>rr) Discuss with cleaning contractors or staff about additional cleaning requirements and agree additional hours to allow for this as necessary –</p> <p>ss) Discuss cleaning supply requirements with cleaning contractor and/or supplier. Ensure suitable quantities of cleaning supplies are ordered ahead of time. Staff have been instructed on cleaning and sanitising requirements including the use of chemicals and cleaning materials and instructions on the use of PPE;</p> <p>tt) Minimise sharing of resources between classes. Where deemed necessary e.g. IT equipment ensure wiped down before use and wipe down after use and returned to storage areas e.g. in IT room.</p> <p>uu) No shared resources are taken home and no exchange of take-home resources between children and staff - unless thoroughly cleaned or quarantined for 72 hours.</p> <p>vv) prevent the sharing of stationery (pens &amp; pencils) and other equipment where possible. Children must be actively encouraged not to put items in their mouths such as the end of a pen etc.</p> <p>ww) Due to arrangement and accommodation of groups, there should be no shared areas apart from toilet areas.</p> <p>xx) Each member of staff will have access to decanted spray bottles and disposable blue towel available but THESE MUST BE KEPT OUT OF REACH OF CHILDREN at height.</p> <p>yy) TA must wipe down after each group's use and record: IT equipment, Tyre play, Play equipment e.g. balls and nets. EYFS KS1 – Play house, Big bikes, Nursery area 2.</p> <p>zz) Staff on entry use keypads. Please use bar code on ID card as wiping is degrading touch screen! School will supply you with bar code if lost. Bottle and cloth on hand for wipe down after each use. wipe down on hour every hour.</p>	

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			<p>aaa) PPE is provided for staff to wear during cleaning activities and must be worn as instructed - use gloves</p> <p>bbb) Following a suspected case of COVID-19 on site familiarise yourself with the Government Guidance 'Cleaning in Non-Health Care Settings'.</p> <p>ccc) <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></p> <p>ddd) Copies given to cleaning staff. In absence of cleaning staff – any member of staff who is willing to clean areas in appropriate PPE – ideally facilitator TAs. All staff to read guidance training.</p>	
<b>12. Transmission of Covid-19 through airborne particles due to interaction with a large number of other pupils</b>	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	<p><b>Minimising contacts and mixing between people reduces transmission of coronavirus (COVID-19).</b> School must do everything possible to minimise contacts and mixing <b>while delivering a broad and balanced curriculum.</b></p> <p>Principle: reduce the number of contacts between children and staff. How? <b>1</b> through keeping <b>groups separate</b> (in 'bubbles'), and <b>2</b> through <b>maintaining distance</b> between individuals. It is likely that for <b>younger children</b>, the emphasis will be on <b>separating groups</b>, and for <b>older children</b> it will be on <b>distancing</b>. For children old enough, they should also be supported to maintain distance and not touch staff where possible.</p> <p>a) 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;</p> <p>b) Pupils have been placed in 'class bubbles' and interaction between other classes minimised as far as is reasonably practicable;</p> <p>c) Small, mixed-year phonics groups can operate as long as groups are consistent –Pupils will remain in the same class groups at all times each day, and different groups will not</p>	

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			<p>mix during the day, or on subsequent days unless it is for the purposes of specialist teaching e.g. phonics or wraparound care e.g. BC and ASC</p> <p>d) Staff can operate across classes. With older children, they should stay at the front of the class and 2m distant where possible.</p> <p>e) DfE COVID-19 guidance in Protective Measures document implementing social distancing in educational settings is implemented and reviewed regularly;</p> <p>f) Classrooms are not shared with other class groups;</p> <p>g) The same teacher(s) and other staff will be assigned to each group and, as far as possible, these will stay the same during the day and on subsequent days;</p> <p>h) The teacher and pupils within an individual group will use the same classroom or area of a setting throughout the day; see maps/ wet weather</p> <p>i) Measures have been put in place to limit interaction, between groups (bubbles) as much as possible;</p> <p>j) Start and finish times are staggered to keep groups apart as they arrive and leave school; see below (shared with staff and parents September and again November).</p> <p>k) 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;</p> <p>l) 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;</p> <p>m) Classroom selection and timetabling have been carefully managed to reduce movement around the building and to prevent mixing of different groups of pupils;</p> <p>n) Where possible rooms are accessed directly from outside;</p> <p>o) A one-way circulation route along corridors is in operation (KS2 dividing line) ; for infants (pupils) to incorporate hall in one way system.</p>	



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			<p>p) Lunch breaks are staggered allowing for time for cleaning of surfaces in dining areas between groups;</p> <p>q) Different groups in the dining area will be kept apart as much as possible: two groups of 30 in at one time each group faces away from the other.</p> <p>r) Pupils who bring packed lunches to school leave them in classrooms.</p> <p>s) Nursery/ Reception/ Year 1/ Y2 children to take their meals in the hall</p> <p>t) Year 3 to Y6 will take their meals in their classrooms.</p> <p>u) As far as practicable groups will be kept apart with only brief transitory contact where this is unavoidable;</p> <p>v) Large gatherings such as assemblies or collective worship with more than one group is prohibited;</p> <p>w) Pupils are kept in consistent groups during P.E and outdoor sports are prioritised where possible – except in the case of adverse weather conditions extreme cold/ wind and/ or very wet weather;</p> <p>x) PE/ Physical activity in school</p> <p>y) Pupils should be kept in their consistent groups (year groups);</p> <p>z) Children attend school in PE kit – outdoor PE kit (normal PE kit black/ blue shorts and white T shirt) trainers with warm top sweatshirt and jogging bottoms on cooler days. – APE and YST both advise this.</p> <p>aa) Sports equipment should be thoroughly cleaned between each use by different bubbles especially important in KS2 PPA lessons – CSSP ;</p> <p>bb) Contact sports to be avoided e.g. football, netball;</p>	

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			<p>cc) Prioritise the outdoors for PE; use outdoor areas in first instance. If forced to use hall due to heavy rain, minimise strenuous activity and reduce number of children involved in activity at any one time – see Association for Physical Education advice.  <a href="https://www.afpe.org.uk/physical-education/wp-content/uploads/COVID-19-Interpreting-the-Government-Guidance-in-a-PESSPA-Context-FINAL.pdf">https://www.afpe.org.uk/physical-education/wp-content/uploads/COVID-19-Interpreting-the-Government-Guidance-in-a-PESSPA-Context-FINAL.pdf</a> and Youth Sport Trust  <a href="https://www.youthsporttrust.org/coronavirus-support-schools">https://www.youthsporttrust.org/coronavirus-support-schools</a></p> <p>dd) Pay scrupulous attention to cleaning and hygiene due to the way people breathe during exercise; cleaning staff will clean hall thoroughly each day –</p> <p>ee) School will work with external coaches, clubs and organisations for curricular and extra-curricular activities where we are satisfied that this is safe to do so following the protective measures in place in school;</p> <p>ff) We can also refer to guidance on the phased return of sport and recreation and guidance from Sport England for grass root sport;</p> <p>gg) When indoor sport is unavoidable a large indoor space is used maximising distancing between pupils and scrupulous attention is given to cleaning and hygiene; PE teacher and cleaners will clean equipment and room between groups using.</p> <p>hh) Access to the KS2 toilets will be controlled to limit the number of pupils who use them at one time in order to manage social distancing; ROTA for KS2 – in event of emergency rota can be disregarded.</p> <p>ii) Let children know that must check in with TA/ Welfare staff before using toilet (where possible) and especially at busy times e.g. lunch</p> <p>jj) Split EYFS toilets in two using changing unit blocks one half from the other – half for YN and half for YR. TAs to manage queuing by toilets and sinks</p> <p>kk) Class TAs to monitor toilet use to prevent toilets becoming crowded by limiting the number of children who use the toilet facilities at one time.</p> <p>ll) As far as practicable, groups will be kept apart with only brief transitory contact if this is unavoidable;</p>	

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			<p>mm) Pupils will be encouraged to socially distance themselves from staff and other pupils and to stay within their year groups;</p> <p>nn) Outside: If groups move from one area to another and need to pass through an area occupied by another group- bubble leaders to communicate with each other – ideally group moving from one place to another move in a single file line approx. 1m+ apart while other group stands aside. Children will need training in this on day 1</p> <p>oo) When possible, groups will work outdoors as this can limit transmission and more easily allow for social distancing between children and staff;</p> <p>pp) Staff to limit movement to areas where they must to go to e.g. avoid visiting other classroom areas not linked to own. Those staff that have to visit different locations must wash hands or gel before entering new bubble areas.</p> <p>qq) Staff should stay on site during the working day to limit contact with others outside of the workplace. When this is not possible, social distancing rules must be observed.</p> <p>rr) Encourage staff to bring their own food and consider suitably segregated storage either in a fridge or other storage facility. Rearrange seating and tables to maintain spacing and reduce face-to-face interactions.</p> <p>ss) Personal items and clothing should be stored in personal storage spaces, for example, lockers.</p>	
<b>13. Transmission of Covid-19 through airborne particles due to close proximity to others</b>			<p>a) Staff to maintain a 2 metre distance from each other at all times;</p> <p>b) Primary school staff maintain a 2 metre distance from pupils as far as is reasonable and when circumstances allow;</p> <p>c) Staff should avoid close face to face contact and minimise time spent within 1 metre of anyone;</p>	

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			<ul style="list-style-type: none"> <li>d) This will not be possible when working pupils who have complex needs or who need close contact care. These pupils' educational and care support should be provided as normal; individual pupil risk assessments will identify measures to reduce risk.</li> <li>e) Where pupils are old enough, they should be supported to maintain distance and not touch staff and their peers where possible through reminders from staff and appropriate signage;</li> <li>f) Adapt classrooms to facilitate more distancing by removing unnecessary furniture;</li> <li>g) Optimise respiratory hygiene by having pupils facing forwards rather than face to face or side on. Check any guidance of this for EYFS</li> <li>h) Room layouts and table settings in class and dining area have been adjusted to allow for social distancing.</li> <li>i) As social distancing is not possible in areas outside of classrooms between members of staff or visitors, for example in corridors, staff and visitors are required to wear face coverings ;</li> <li>j) 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.</li> <li>k) School acknowledges that some staff may wish to consider cloth face coverings as a wellbeing consideration as part of their risk assessment. Therefore, if teaching can take place with this individual measure in place and the colleague provides their own face coverings then this would seem reasonable – though a visor is preferable for teaching to allow children with hearing impairment to access learning and to communicate with other members of staff who may have hearing impairment. Colleagues would need to ensure they have completed training of donning and doffing of face coverings. Disposal of any cloth face coverings would also need to be done in the appropriate way. It would also be advised that we remind the individual that this would not replace the regularity required for hand hygiene measures and routines</li> </ul>	

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			<ul style="list-style-type: none"> <li>l) 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 <a href="#">government guidance on face coverings</a>;</li> <li>m) 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;</li> <li>n) 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 <a href="#">guidance on cleaning for non-healthcare settings</a>;</li> <li>o) All staff and pupils are expected to adhere to the current social distancing guidelines as far as is reasonably practicable;</li> <li>p) 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;</li> <li>q) 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;</li> <li>r) Classrooms have been adapted to support social distancing where possible including;</li> <li>s) seating pupils side by side and facing forwards, rather than face to face or side on;</li> <li>t) moving unnecessary furniture out of classrooms to make more space;</li> <li>u) Where practical desks have been assigned to individuals or to the smallest number of pupils possible.</li> <li><b>v) Meetings</b></li> <li>w) To reduce transmission due to face to face meetings and maintain social distancing</li> </ul>	

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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)	RAG
			<ul style="list-style-type: none"> <li>x) Remote working tools should be used when possible to avoid face to face meetings. Use of Zoom,</li> <li>y) Only absolutely necessary participants should attend meetings and should maintain 2 metre separation throughout</li> <li>z) Do not share pens and other objects during the meeting and provide hand sanitiser in the meeting room.</li> <li>aa) When possible to do so hold meetings outdoors or in a well-ventilated room.</li> <li>bb) For areas where regular meetings take place, use floor signage to help people maintain social distancing.</li> <li>cc) Communication between groups – 16 x WTs working well</li> <li>dd) 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;</li> <li>ee) This can be achieved by a variety of measures including: <ul style="list-style-type: none"> <li>a. natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space). Opening internal doors can also assist with creating a throughput of air</li> <li>b. natural ventilation – if necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so)</li> </ul> </li> </ul>	

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			<p>ff) To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures should also be used as appropriate (<i>Staff in rooms use professional judgement on the above but must ensure good ventilation. HT to monitor and advise</i>).</p> <ul style="list-style-type: none"> <li>a. opening high level windows in preference to low level to reduce draughts</li> <li>b. increasing the ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused)</li> <li>c. providing flexibility to allow additional, suitable indoor clothing. For more information see School uniform</li> <li>d. rearranging furniture where possible to avoid direct drafts</li> <li>e. Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces.</li> </ul>	
<b>14. Transmission of Covid-19 through airborne particles due to singing, chanting, playing wind or brass instruments or shouting.</b>	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	<p><b>Practical Music Lessons - where you or others are singing, chanting, playing wind or brass instruments or shouting. This applies even if individuals are at a distance</b></p> <ul style="list-style-type: none"> <li>a) Playing instruments and singing in groups should take place outdoors wherever possible. If indoors, <b>limit the numbers in relation to the space – our classrooms 15 (suggested number)</b></li> <li>b) Keep rooms well ventilated;</li> <li>c) Position pupils back to back or side to side;</li> <li>d) Avoid sharing instruments; If instruments and equipment have to be shared, disinfect regularly (including any packing cases, handles, props, chairs, microphones and music stands) and always between users, following government guidance on cleaning and handling equipment available at <a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/factories-plants-and-warehouses#factories-5-5">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/factories-plants-and-warehouses#factories-5-5</a></li> <li>e) Instruments should be cleaned by the pupils playing them, where possible.</li> </ul>	

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			<p>f) 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> <p>g) Particular care will be taken in music, dance and drama lessons to observe social distancing including limiting group sizes and preventing the physical correction by teachers and contact between pupils in dance and drama;</p> <p>h) Background or accompanying music will be reduced to a level so that teachers or other performers do not have to raise their voices unduly. Where possible, microphones will be used;</p> <p>i) If microphones are shared guidance on <a href="#">handling equipment</a> will be followed;</p> <p>j) 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>k) Instruments will not be shared where at all possible, where this is not possible frequent cleaning of instruments between use will take place;</p> <p>l) When practical, singing and wind/brass instruments will be played outside. If this is not possible a room will be used with as much space as possible including rooms with high ceiling to enable dilution of aerosol transmission;</p> <ul style="list-style-type: none"> <li>• <i>Further detailed guidance is available on <a href="#">working safely during coronavirus (Covid-19): performing arts</a></i></li> </ul>	



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<b>15. Transmission of Covid-19 staff work areas</b>	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>a) Where practical and the role allows, staff are supported to work from home;</li> <li>b) The occupancy of the school office and PPE rooms is restricted to ensure social distancing rules can be observed;</li> <li>c) The school office layout has been rearranged to facilitate side by side working rather than face to face when required – or discussions can take place via Zoom.</li> <li>d) Shared work areas are avoided. Where this is not possible work areas are thoroughly sanitised before and after use by different people;</li> <li>e) Sanitising wipes are available to enable shared desks and equipment to be cleaned before and after use, staff are reminded of this requirement regularly;</li> <li>f) Measures have been put in place to protect office staff when dealing with contractors, parents and visitors.               <ul style="list-style-type: none"> <li>i. Use the screen at the school admin reception for such meetings.</li> <li>ii. Parents/carers will not enter the school unless absolutely necessary (see above), where this is unavoidable they will be instructed to follow handwashing and social distancing guidelines;</li> </ul> </li> </ul>	
<b>16. Transmission of Covid-19 staff rest areas</b>	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>a) Lunch breaks for staff are staggered to limit the occupancy of the staff room and additional space for breaks will be created by using other parts of the school if available (original staff room);</li> <li>b) The number of staff allowed in the staff room (Quad) at any one time is restricted by the number of tables made available to enable social distancing to be maintained;</li> <li>c) Staff room furniture has been reconfigured to maintain social distancing and reduce face to face contact.</li> <li>d) Signage and floor markings support staff to maintain 2 metre distance;</li> </ul>	

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			e) Staff are encouraged to bring their own food to work. Staff are encouraged not to purchase food off site to prevent possible transmission of the COVID-19 virus through contact with other people and/or contaminated surfaces.	
<b>17. Transmission of Covid-19 through airborne particles due to face-face meetings</b>	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>a) Meetings to be held via remote working tools wherever possible (Zoom or MS Teams);</li> <li>b) 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;</li> <li>c) Hand sanitiser is provided in designated meeting rooms where handwashing facilities are not immediately available;</li> <li>d) Disinfectant wipes are available in designated meeting rooms to enable staff to wipe down shared equipment before and after use;</li> <li>e) Meetings are held outdoors or in a well-ventilated designated rooms;</li> <li>f) Floor markings are used in designated meetings rooms to help participants to maintain appropriate social distancing.</li> </ul>	
<b>18. Manual Handling</b>	Staff	Musculoskeletal injuries	<ul style="list-style-type: none"> <li>a) A dynamic risk assessment is carried out when moving furniture &amp; resources which takes into account; <ul style="list-style-type: none"> <li>i. the task being undertaken;</li> <li>ii. the capabilities of individual carrying out the task;</li> <li>iii. the load being lifted or moved;</li> <li>iv. the surroundings (environment) and;</li> </ul> </li> </ul>	

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			b) consideration of social distancing in 2 person manual handling activities/lifts.	
<b>19. Need for Personal Protective Equipment (PPE)</b>	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>a) 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;</li> <li>b) PPE is sourced through normal school procurement routes;</li> <li>c) 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;</li> <li>d) 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.</li> <li>e) 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.</li> <li>f) 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;</li> <li>g) Staff are provided with information and instruction on the use and disposal of PPE including face masks;</li> <li>h) <b>All staff</b> should know how to safely put on and take off PPE, please see PHE links to <a href="#">donning and doffing of PPE</a>.</li> <li>i) Further guidance is available on <a href="#">safe working in education, childcare and children's social care</a>.</li> </ul>	

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<b>20. Dealing with emergency situations including accidents, security and evacuation during the COVID-19 pandemic</b>	All building occupants	Untreated injuries, potential spread of infectious disease	<ul style="list-style-type: none"> <li>a) 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;</li> <li>b) First Aiders are aware of and follow the <a href="#">Government guidance for first responders</a>;</li> <li>c) 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;</li> <li>d) 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;</li> <li>e) 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;</li> <li>f) 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;</li> <li>g) 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;</li> <li>h) Staff are made aware of the current fire and lock-down procedures, including amendments to normal working practices due to the current limited resources and building use, etc.;</li> <li>i) For evacuation procedure classes can line up together in space provided, all facing forward - but keep a distance between groups – use playground markings to assist. Practise in first two weeks back in September.</li> <li>j) Daily checks are made to ensure all required fire doors are not blocked, or wedged open unnecessarily and kept unlocked and are available in the event of an emergency;</li> </ul>	

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			<p>k) Surplus furniture and resources have been stored away safely so as not to cause a fire hazard, block fire exits or obscure fire extinguishers or fire signage; keep reviewing storage of these</p> <p>l) In the event of a fire alarm – normal procedures - PS/JW/CH to act as Fire Wardens, take out the register and emergency grab bag</p> <p>m) In the event of a lock-down drill – normal procedures. In event of genuine lockdown PS/JW to call/liaise with the Police. PS/JW to direct staff/ pupils to a 'safe area' depending upon the type of security threat/lock-down.</p> <p>n) In an emergency there is no requirement to adhere to the 2 metre social distancing rule if it would be unsafe to do so i.e. it would hinder evacuation;</p> <p>o) School has requested support from LCC H&amp;S to help assess fire risks e.g. cwe can prop certain internal doors open</p> <p>p) The school must take into account fire risks when considering storage options for furniture &amp; resources. Items should not be stored in higher risk areas such as the boiler room.</p> <p>q) Ensure that stored items are not blocking fire exits, access to fire extinguishers or limiting access to utility cut off points.</p> <p>r) PS/ ASJ/ JW to carry out site survey and regularly check.</p> <p>• <i>Further guidance on first aid is available on <a href="#">Health &amp; Safety Executive website</a>;</i></p>	
<b>21. Reduced premises inspections, tests, servicing and maintenance</b>	All building occupants	Accidents or incidents resulting from poorly maintained premises & plant	<p>a) 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;</p> <p>b) Records of all testing and checks are stored and available to all interested parties.</p> <p>c) Electric hand dryers can be used, but it is preferable to use hand towels to minimise transmission of virus. Therefore hand dryers in KS2 boys and girls toilets turned off.</p> <p>d) Ensure all statutory safety checks are carried out; e.g. water temperature/ fire alarms</p>	

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			<ul style="list-style-type: none"> <li>e) Where buildings have been closed or have had reduced occupancy, follow the guidance on Legionella risks during the coronavirus outbreak;</li> <li>f) Ensure all classroom windows that can be opened are able to be opened safely.</li> <li>g) Regarding air conditioning system in IT Room , we will follow advice in the Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak and seek advice.</li> <li>h) Refer to guidance on managing school premises during the Coronavirus (Covid-19) outbreak.</li> </ul>	
<b>22. Transmission of Covid-19 through airborne particles from customers, visitors and contractors accessing the building</b>	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>a) Visitors to site including contractors, parents and visitors are limited to essential persons only and wherever possible by appointment only;</li> <li>b) Supply teachers, peripatetic teachers and/or other temporary staff are permitted and can move between schools;</li> <li>c) 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,</li> <li>d) They will be instructed to ensure they minimise contact and maintain as much distance as possible from other staff;</li> <li>e) Specialists, therapists, clinicians and other support staff for pupils with SEND will provide interventions as usual;</li> <li>f) Prepare pupils with SEND (EHCP or on SEN support) individually to the changes in routine using social stories if appropriate;</li> <li>g) Individual SEND risk assessments updated as necessary;</li> </ul>	

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			<ul style="list-style-type: none"> <li>h) 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;</li> <li>i) Visitor/Contractor site rules &amp; procedures have been revised to include additional controls to mitigate the risk of transmission of COVID-19;</li> <li>j) Reception staff responsibilities have been established in relation to COVID-19 and the communication of procedures required by contractors and visitors to site;</li> <li>k) Office staff are aware of and explain additional hygiene and social distancing rules required by contractors and visitors on arrival;</li> <li>l) Signing in/out arrangements for visitors have been modified to prevent the handling of pens and paper by multiple people;</li> <li>m) A record of all visitors is kept in the event this may be required for track and trace purposes;</li> <li>n) A procedure is in place to sanitise touchscreen sign-in systems each time they are used;</li> <li>o) Contractors must obtain permission before attending site;</li> <li>p) 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;</li> <li>q) 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;</li> <li>r) 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;</li> </ul>	

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			<p>s) 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;</p> <p>t) The number of site deliveries has been reduced where possible;</p> <p>u) A procedure is in place to wipe down deliveries with sanitiser on entering the school premises where possible;</p> <p>v) 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.</p>	
<b>23 Educational Visits: taking pupils on off-site visits increasing risk of exposure to virus</b>	Staff, pupils, parents	Potential spread of infectious disease	<p>a) Day visits can now resume with an appropriate risk assessment and in line with the protective measures in place in school and the Covid-secure control measures at the destination;</p> <p>b) Staff should conduct pre-visits to help with risk assessment as per current guidance;</p> <p>c) School should be aware of wider advice on visiting indoor and outdoor venues. Contact EVC P Smyth for support in planning visit during the Covid-19 outbreak;</p> <p>d) Pupils and staff should stay within the same consistent groupings they are in in school;</p> <p>e) All levels of visits should be submitted for approval to the EVC, P Smyth, within the timescale set out in Requirements for Off-Site Visits and Adventurous Activities (see guidance section on Evolve);</p> <p>f) All visits must have a contingency for dealing with a child or member of staff who starts to display symptoms of Covid-19 on a visit;</p> <p>There is as yet no start date for when residential visits in the UK can resume.</p>	



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24. Breakfast and After School Club – as support is offered across all year groups, there is greater risk of transmission as it is more difficult to keep year groups separate and maintain distance between pupils.			<p>ADVICE <i>Both the approaches of separating groups and maintaining distance are not ‘all-or-nothing’ options, and will still bring benefits even if implemented partially. Although we are keeping children in their class groups for the majority of the classroom time we are allowing mixing into wider groups for Breakfast and After School Clubs. Siblings may also be in different groups. Endeavouring to keep these groups at <b>least partially separate</b> and minimising <b>contacts between children</b> will still offer public health benefits as it reduces the network of possible direct transmission.</i></p> <p>a) Aim to keep children in <b>year groups</b> where possible within setting but for organisational purposes arrange children into four smaller groups YN/ YR, Y1/Y2, Y3/Y4 and Y5/Y6.</p> <p>b) Maintain at least two metres distance between <b>these groups</b> and encourage distancing between year groups within the small groups.</p> <p>c) BC / ASC use Quad area and hall.</p> <p>d) Maintain same standard of hand and respiratory hygiene as in rest of school day.</p> <p>e) Children to access the toilets they use during the school day.</p> <p>f) B/C and ASC use hall staff can use Quad to prepare food etc for BC and ASC</p> <p>g) Advise parents to limit the number of different wraparound providers they access, as far as possible;</p> <p><i>DfE Guidance</i></p> <ul style="list-style-type: none"> <li>If it is not possible or practical to maintain the same bubbles being used during the school day (for example, if the number of bubbles in place during the school day prove impractical to adopt within the wraparound provision) <b>then providers should maintain small, consistent groups.</b></li> </ul>	

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			<ul style="list-style-type: none"> <li>Schools should consider resuming any breakfast and after-school provision, where possible, from the start of the autumn term. We recognise that schools may need to respond flexibly and build this up over time. Such provision will help ensure pupils have opportunities to re-engage with their peers and with the school, ensure vulnerable children have a healthy breakfast and are ready to focus on their lessons, provide enrichment activities, and also support working parents.</li> <li>g) We recognise that this will be logistically challenging for schools, particularly for clubs that would normally offer support across year groups, where parents are using multiple providers, or where childminders are picking up/dropping off pupils. Schools should carefully consider how they can make such provision work alongside their wider protective measures, including keeping children within their year groups or bubbles where possible. If it is not possible to maintain bubbles being used during the school day then schools should use small, consistent groups.</li> </ul>	
<b>25. Extra-curricular Provision: as support is offered across all year groups, there is greater risk of transmission as it is more difficult to keep year groups separate and maintain distance</b>	Staff, pupils, parents	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>a) Extra-curricular activities to be organised for individual year groups to limit mixing of groups.</li> <li>b) No contact sports until further notice.</li> <li>c) No choir until further notice.</li> </ul> <p>Year group sports extra curric clubs can take place on their PE days e.g. lunchtime cross country club.</p>	

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between pupils.				
<b>26. Behaviour Expectations: Poor behaviour in adhering to school rules and procedures</b>	Staff, pupils,	Potential spread of infectious disease, stress, injury or harm from accidents+/- incidents	<ul style="list-style-type: none"> <li>a) Behaviour policy is in line with new school rules/procedures;</li> <li>b) Set out clearly at the earliest opportunity the consequences for deliberately breaking the rules to reduce the transmission of Covid-19; Teachers incorporate importance of adhering to new rules and procedures at the very start of term.</li> <li>c) Work with staff, pupils and parents to ensure that behaviour expectations are clearly understood, and consistently supported, taking account of individual needs;</li> </ul>	
<b>27. Education suffers as a result of absence from school due to self-isolation, class or school closures</b>	Pupils	Long term damage to pupils' education, development and life chances	<ul style="list-style-type: none"> <li>a) For individuals or groups of self-isolating pupils, remote education plans will be put in place. For further details, see <a href="#">here</a>; E.g., continued use of SeeSaw and Class Dojo</li> <li>b) A contingency plan is in place should PHE Health protection Team or the LA advise school to close to all but vulnerable children and the children of key workers to reduce transmission rates; Using existing MT plans and sequences of lessons, making use of existing resources e.g. SeeSaw, Class Dojo, White Rose maths, Oak Academy video lessons Zoom. Making daily contact with all pupils where possible (see guidance)</li> <li>c) Remote education support is ready to be put in place immediately in the event of a local lockdown (see link in a) above)</li> <li>d) Following pupils returning to school in the autumn term, laptops and tablets will be distributed directly to schools affected by a local coronavirus (COVID-19) outbreak. These will be available for disadvantaged pupils in years 3 to 11 and clinically extremely vulnerable children from all year groups unable to attend school. These devices will be owned by the school.</li> </ul>	

PART B. HAZARD IDENTIFICATION AND CONTROL MEASURES:				
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<b>28. Impact of reduced staffing levels on H&amp;S roles and responsibilities and arrangements</b>	Staff, pupils, visitors, contractors, parents	Potential spread of infectious disease, stress, injury or harm from accidents+/- incidents	<ul style="list-style-type: none"> <li>a) All staff have clear roles and responsibilities which are within their capabilities and are aware of how to raise any concerns;</li> <li>b) The Headteacher/ Deputy headteacher, or other nominated senior personnel, is available to offer support and advice and to monitor the current working arrangements each day.</li> </ul>	
<b>29. Impact of reduced staffing levels on pupil activities and work tasks</b>	Staff, pupils, contractors, visitors	Potential infectious disease, Injury or harm from accidents,	<ul style="list-style-type: none"> <li>a) Staffing levels are reviewed in line with current DfE guidance and where necessary advice is taken from LCC Schools' Advisory Service;</li> <li>b) Current risk assessments are referenced for pupil activities and work tasks <b>if required</b>. Where necessary these have been updated to reflect any new risks and control measures due to COVID-19.</li> <li>c) A dynamic risk assessment is completed to consider the impact on safety where there are reduced staffing levels and to clarify what, if any, changes to existing control measures are required. The outcome from this exercise will identify whether an activity or task can be carried out safely or if an alternative is required; all staff are able to do this – is this activity safe? Can I minimise risk of infection?</li> <li>d) The Headteacher/ Chair of Governors, or other senior personnel, will keep in regular contact with staff to monitor the working arrangements and provide support and advice where necessary.</li> <li>e) Teaching assistants may also be deployed to lead groups or cover lessons, under the direction and supervision of a qualified, or nominated, teacher.</li> <li>f) Supply teachers can cover staff absence but we will aim to retain same supply staff where possible. Coaches and peripatetic teachers can take classes</li> <li>g) When it is necessary to use supply staff and to welcome visitors to the school such as peripatetic teachers e.g. music, specialist SEND teachers, those individuals will be expected</li> </ul>	

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			to comply with the school's arrangements for managing and minimising risk, including taking particular care to maintain distance from other staff and pupils.  h) In case of sudden absence teachers – <b>self-isolating staff who are well can still work from home</b> - should share weekly planning with class TA and be ready to make available to whoever needs to cover the class.	
<b>30. Ineffective communication</b>	Staff, pupils, visitors, contractors, parents, members of the public	Potential spread of infectious disease	a) To ensure people understand COVID 19 related safety procedures. b) Consider what guidance and training is required 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. This includes information and instruction on the use and disposal of PPE c) Posters and Videos are made available e.g showing <a href="#">how to don and doff PPE</a> d) Provide clear, consistent and regular communication to improve understanding and consistency of new ways of working. This will be ongoing and will need reviewing – in newsletters to parents/ governors and staff and to form part of whole staff weekly briefing. e) Engage with staff through existing communication routes to explain and agree any changes in working arrangements. Via staff email/ Zoom staff meetings/ briefings f) Develop procedure for part closure/ closure of school at short notice if for example staff levels fall to an extent where safety cannot be assured. <ul style="list-style-type: none"> <li>○ HT/ DHT to consult with PHE</li> <li>○ Seek approval from Chair of Governors</li> <li>○ Inform parents via GroupCall</li> <li>○ Inform staff via email/ groupcall</li> <li>○ Inform LA and Archdiocese.</li> </ul>	

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<b>31. Homeworking with DSE</b>	Staff and members of their household	Development or worsening of existing musculoskeletal injuries or health conditions	<ul style="list-style-type: none"> <li>Homeworking will usually involve the use of Display Screen Equipment (DSE) in the form of mobile laptops, Yogas, tablets, phones, etc.;</li> <li>Staff working from home have undertaken DSE e-learning and are aware of how to set-up their workstation and equipment at home so as not to cause additional health risks;</li> <li>Staff have access to H&amp;S information and support to assist homeworking arrangements such as:</li> <li><a href="#">H&amp;S COVID-19 web page</a> (section on 'How to support employees working from home');</li> <li>Remote H&amp;S support is available via the Duty Officer by Tel: 01772 538877 or email HS&amp;Q Team at: <a href="mailto:health.safety@lancashire.gov.uk">health.safety@lancashire.gov.uk</a> ;</li> <li>i) In circumstances where staff are homeworking for more than one month at a time, a Homeworker Checklist &amp; 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.</li> </ul>	
<b>32. Stress and Anxiety</b>	Staff	Increased levels of stress/anxiety and lower than normal levels of wellbeing	<ul style="list-style-type: none"> <li>a. Senior personnel monitor working arrangements and offer support and advice where necessary;</li> <li>b. Staff are able to contact colleagues or managers for advice and support, or just for reassurance, during the normal working day;</li> <li>c. A process is available for individuals to report concerns over breaches of school safe working policy/guidelines so that intervention can occur;</li> <li>d. 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 <a href="#">risk assessment addressing COVID-19 concerns for an employee</a> to help identify key concerns and any further adjustments required to support them at work;</li> <li>e. Staff are made aware of sources of information that will assist staff wellbeing such as: <ul style="list-style-type: none"> <li>i. <a href="#">Employee Wellbeing</a></li> </ul> </li> </ul>	

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			<ul style="list-style-type: none"> <li>ii. <a href="#">MIND web site</a></li> <li>iii. <a href="#">H&amp;S COVID-19 web page</a></li> <li>iv. <a href="http://www.keylinkcounsellors.co.uk">www.keylinkcounsellors.co.uk</a> free counselling service</li> <li>f. The Department for Education is providing additional support for both pupil and staff wellbeing in the current situation. Information about the <a href="#">extra mental health support for pupils and teachers</a> is available;</li> <li>g. The <a href="#">Education Support Partnership</a> provides a free helpline for school staff and targeted support for mental health and wellbeing.</li> </ul>	

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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 areas/tasks/activities under assessment in ...**St Mary's Catholic Primary School and Nursery school)**

Signed: Patrick Smyth Name: Patrick Smyth Risk Assessor: Patrick Smyth



<b>PART C: ACTION PLAN Further action / controls required</b>						
<b>Hazard</b>	<b>Action required</b>	<b>Person(s) to undertake action?</b>	<b>Pri orit y</b>	<b>Projec ted time scale</b>	<b>Notes / comments</b>	<b>Date compl eted</b>