

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: s			
Area/task/activity: School opening arrangements during COVID-19			
Location of activity: The Acorns School			
Team/School name: Address & Contact details:	The Acorns School 43 Ruff Lane Ormskirk L39 4QX	Name of Person(s) undertaking Assessment:	Ashley Martindale (SBM) Carol Rooney (H&S Officer)
		Signature(s):	<i>A Martindale</i>
Line Manager/ Headteacher (Name/Title):	J Eccleston (Headteacher)	Date of Assessment:	02/09/2020 updated 11/09/2020
Signature:	<i>J Eccleston</i>	Planned Review Date:	Ongoing
How communicated to staff:	Internal email system	Date communicated to staff:	

PART B. HAZARD IDENTIFICATION AND CONTROL MEASURES:			
List of significant hazards (something with the potential to cause harm)	Who might be harmed	Type of harm	Existing controls (actions already taken to control the risk - include procedure for the task/activity where these are specified)
Changes to official COVID19 guidance and advice	Employees, pupils, visitors, contractors, parents	Potential spread of infectious disease	<ul style="list-style-type: none"> School regularly refers to official advice from the DfE, PHE, H&S and HR; <ul style="list-style-type: none"> https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools

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			<ul style="list-style-type: none"> ○ COVID-19: guidance for educational settings to prepare for wider opening from 1st June ○ COVID-19: guidance for education settings ○ COVID-19: maintaining educational provision ○ LCC Schools HR guidance ○ LCC Health & Safety COVID-19 web page ● Extended Leadership Team keeps up to date with official COVID-19 Guidance and informs employees/school arrangements as required;
Staff or pupils attending school with symptoms of Covid – 19	Employees, pupils, visitors, contractors, parents	Potential spread of infectious disease	<ul style="list-style-type: none"> ● All employees are aware that if they, or any member of their families, are displaying any symptoms they are to self-isolate and follow the current guidance https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance. ● Employees should arrange to have a test to see if they have Covid-19 https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-develop-symptoms-of-coronavirus ● Key worker staff will communicate this to families, as well as the information being put onto the school newsletter. ● If there is a confirmed case of Covid-19, a member of SLT will contact the local health protection team.
Vulnerable & extremely vulnerable staff or pupils with pre-existing health conditions	Staff, pupils,	Becoming seriously ill from the effects of coronavirus	<ul style="list-style-type: none"> ● 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; ● 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); <ul style="list-style-type: none"> ● 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

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			<p>period where rates remain high and therefore may be temporarily absent;</p> <ul style="list-style-type: none"> • 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; • School applies the measures set out in the government Guidance for full opening: schools as far as is reasonably practicable to reduce the risk to all staff including those who are extremely clinically vulnerable and clinically vulnerable; • Staff members who are in the most at risk categories are reminded to take particular care. Where an employee expresses concerns, An individual risk assessment will be completed to assess the risks to that individual and identify ways to reduce these risk to an acceptable level including where possible the need for any reasonable adjustments such as temporarily working from home or temporary deployment to a role where it is possible to maintain social distancing. This will be done in consultation with the member of staff and will be reviewed on a regular basis or in the event of any significant changes; • Pregnant women are categorised as ‘clinically vulnerable’ as a precautionary measure. As per the Management of Health and Safety at Work Regulations 1999 (MHSW) a new & expectant mother risk assessment and individual Covid-19 concerns risk assessment will be completed for all pregnant staff ; • People who live with those who are clinically extremely vulnerable or clinically vulnerable attend the workplace as normal; • Some people with particular characteristics may be at comparatively increased risk from coronavirus (COVID-19), as set out in the COVID-19: review of disparities in risks and outcomes report. If people with significant risk factors express concerns an individual risk assessment

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			<p>will be completed to assess the risks to that individual and identify ways to reduce them to an acceptable level;</p> <ul style="list-style-type: none"> • People who live with those who have comparatively increased risk from coronavirus (COVID-19) attend the workplace as normal; • (Advice for those who are extremely clinically vulnerable can be found in the guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19).
Pregnant staff members	Staff	Becoming ill from the effects of coronavirus	<ul style="list-style-type: none"> • If a member of staff becomes pregnant, they are advised to inform SLT at the earliest opportunity for any risks to be identified and minimised. • All pregnant members of staff will be signposted to the current guidance https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing#clinically-vulnerable-people • Pregnant members of staff will have an individual risk assessment carried out.
Impact of reduced staffing levels on H&S roles and responsibilities and arrangements	Employees, pupils, visitors, contractors, parents	Potential spread of infectious disease, stress, injury or harm from accidents/incidents	<ul style="list-style-type: none"> • Employees have a daily briefing email prior to pupils arriving on site to clarify key roles & responsibilities for the day, planned activities for pupils, essential employee tasks to be undertaken, etc.; • An electronic rota and communications will be provided to staff to include the following information: <ul style="list-style-type: none"> ○ the staff on site & their key roles ○ the most Senior member of staff ○ who to report issues or concerns to ○ number of pupils, noting special needs, etc. ○ agreed times of pupil drop-off and collection ○ first aid provision e.g. named first aider or appointed person ○ fire arrangements ○ security/lock down arrangements

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			<ul style="list-style-type: none"> ○ timetable details, which rooms are to be used and which staff members are allocated to each room ○ any other relevant information ● All employees have clear roles and responsibilities which are within their capabilities and are aware of how to raise any concerns. ● All new employees and volunteers are provided with a site induction and adequate information, instruction and training on local health and safety arrangements and their key roles and responsibilities. ● A senior member of staff will be on site each day to offer support and advice to staff members. All members of SLT available via telephone and email. DSLs to be contacted if safeguarding concerns occur.
Impact of reduced staffing levels on pupil activities and work tasks	Employees, pupils, contractors, visitors	Potential infectious disease, Injury or harm from accidents,	<ul style="list-style-type: none"> ● Staffing levels are reviewed in line with current DfE guidance and where necessary advice is taken from LCC Schools Advisory Service. ● Current risk assessments are referenced for pupil activities and work tasks. Where necessary these have been updated to reflect any new risks and control measures due to COVID-19. ● 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. ● Lone working e.g. any building maintenance/cleaning by the site supervisor, will be organised by the SBM. The site supervisor will contact her by telephone upon arrival and when he leaves the building. ● The Extended Leadership Team will keep in regular contact with employees to monitor the working arrangements and provide support and advice where necessary.

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Transmission of Covid-19 during staff commute into the workplace	All employees	Contracting coronavirus	<ul style="list-style-type: none"> · Staff to follow the governments guidance on Coronavirus (COVID-19): safer travel guidance for passengers · All staff are required to wear a face covering on public transport by law which came into effect on 15 June 2020. · Facilities are in place to store bikes securely. This will be continually monitored to ensure sufficient facilities are in place to meet demand. · Staff parking arrangements will be continually reviewed. Where possible, existing parking spaces will be accessible to staff where this might not normally be available. · The needs of staff with protective characteristics will be considered when reviewing car parking arrangements.
Spread of Covid-19 during travel to and from school on dedicated transport	Pupils	Potential spread of infectious disease Pupils stranded or missing	<ul style="list-style-type: none"> • The school has arrangements for advising parents and carers that pupils must not board home to school transport if they, or a member of their household, has symptoms of coronavirus (Covid-19); • If a pupil develops symptoms whilst at school, the school will contact the parent or carer who should make arrangements for the child or young person's journey home; • Pupils on dedicated school services do not mix with the general public on those journeys and tend to be consistent. Therefore the usual social distancing measures will not apply from the Autumn term 2020 on dedicated transport; • The approach to dedicated transport has been aligned as far as possible with the principles underpinning the system of controls set out in school and where possible takes into account how pupils are grouped together at school; • Hand sanitiser is used upon boarding and/or disembarking transport; • Assurances have been given by transport providers that transport is cleaned regularly and that high touch points are sanitised prior to a school pick up/drop off;

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			<ul style="list-style-type: none"> • A system is in place to manage queuing, boarding and disembarking from transport to prevent unnecessary close contact with others; • As far as is possible pupils are required to sit in their bubbles on dedicated transport and maintain social distancing if practicable; • Ventilation within the vehicle is maximised by opening windows and ceiling vents to allow fresh air to circulate; • Pupils in years 7 and above are required to wear a face covering when travelling on dedicated school transport. This does not apply to those who are exempt from wearing a face covering; • Where possible social distancing within vehicles will be maintained; • Pupils over the age of 11, are required to wear face coverings if they are likely to come into very close contact with people outside of their group or who they do not normally meet; • Additional dedicated school transport services have been put in place to reduce the number of pupils needing to use public transport; • School have been assured that transport providers, as far as possible, follow hygiene rules and try to keep distance from passengers; • School have been assured that drivers have been instructed that they must not undertake duties for school if they or a member of their household are displaying any symptoms of coronavirus; • Passenger assistants will not normally require PPE on home to school transport, even if they are not able to maintain a distance from the children and young people on the transport. 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; • <i>For more information see Government Guidance: Transport to school and other places of education: Autumn Term 2020</i>

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Spread of Covid-19 during travel to and from school on public transport	Staff, pupils, household members, members of the public	Potential spread of infectious disease Pupils stranded or missing	<ul style="list-style-type: none"> • Staff and pupils are encouraged to walk or cycle to school where possible; • Facilities are in place to store bikes securely. This will be continually monitored to ensure sufficient facilities are in place to meet demand; • Where this is not possible, use of private transport or a dedicated school bus is recommended; • If public transport has to be used, staff, parents and pupils are advised to follow social distancing rules and to wear a face covering when on public transport; • Families who use public transport have been referred to safer travel guidance for passengers which includes guidance on how to wear a face covering.
Spread of Covid-19 when arriving and leaving school	Employees, pupils, visitors, contractors, parents, members of the public	Potential spread of infectious disease	<ul style="list-style-type: none"> • A process for arriving and leaving school has been communicated to parents and staff. • Markings have been placed on the driveway at the front of school for people waiting to enter the building. • Signage has been placed on the main door to ask people not to enter the building until invited to do so. • Employees and students will remove any face coverings upon entry to the building. Students will place them in their individual storage wallets (kept in the reception office) and staff will store them, securely, with their personal belongings. • A covered bin is in place for non-reusable face coverings on arrival at the school grounds; • Pupils have been instructed not to touch the front of their face covering during use or when removing them on arrival at school; • Those removing face coverings are required to wash or sanitise their hands immediately after removing it; • The contents of the bin will be disposed of as normal domestic waste unless the wearer has symptoms of Covid-19 in which case it will be

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			<p>disposed of in line with the guidance on cleaning for non-healthcare settings;</p> <ul style="list-style-type: none"> • Employees and students informed to wash hands upon entry to the building, a designated handwashing facility is in operation in the foyer. • Students will wait in the designated areas in the foyer to collect their coats at home times. • Students will enter the reception area, one at a time, to collect their belongings and exit the building. All storage wallets to be handed in/.out of reception via the hatch and no employee or student will enter the reception office.
Transmission of Covid-19 through insufficient personal hygiene	Staff, pupils, visitors, contractors, household member	Potential spread of infectious disease	<ul style="list-style-type: none"> • Good hand hygiene and the need to wash hands more frequently is promoted around school; • Staff, pupils and visitors are instructed to wash hands when they arrive at school, when they return from breaks, when they change rooms, before and after eating, after using the bathroom, after touching shared resources or after touching their face, blowing their nose, sneezing, coughing; • Hand washing facilities are readily available. Where hand washing facilities are not readily available, hand sanitiser stations have been positioned to allow pupils and staff to clean their hands regularly; • Where necessary pupils are supervised and monitored to ensure safe and appropriate hand hygiene; • Skin cleaning wipes have been made available for use with very young pupils or pupils with complex needs; • Pupils are encouraged to avoid touching their faces whenever possible particularly with unwashed hands; • The Catch it, Bin it, Kill it guidance is promoted to catch coughs and sneezes in tissues and throw them in the bin immediately (hands to be washed immediately after disposal);

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			<ul style="list-style-type: none"> • Pupils are reminded how to catch coughs and sneezes if a tissue is not readily available i.e. in the crook of the elbow rather than in the hands; • Posters are displayed on good hand washing technique and government guidelines on good respiratory hygiene; • Young pupils and pupils with complex needs are supported to follow the catch it, bin it, kill it guidance; • Tissues are readily available around school including in all classrooms and sufficient numbers of bins are in place for the disposal of tissues.
Spread of COVID-19 virus via germs on surfaces and furniture within the building	Employees, pupils, visitors, contractors, parents, members of the public	Potential spread of infectious disease	<ul style="list-style-type: none"> • Guidance and training are provided for staff to ensure they understand, and can enforce, the new routines and support pupils in understanding them and are familiar with revised physical arrangements, well in advance on when wider opening begins. • All staff, pupils and visitors are required to follow guidelines re washing hands thoroughly with warm running water and hand soap for at least 20 seconds upon arrival on site and/or use the hand sanitiser at the point of entry. • All staff, should maintain a 2-metre distance, staying at the front of the class, and away from their colleagues where possible. • All staff are aware that pupils should be seated side by side and facing forwards. • Classrooms have been adapted to accommodate social distancing. • A one-way system has been implemented in the main building. • The staffroom has now been altered to accommodate pupils' learning and there will be a 'refreshments room' on the first floor, staff are encouraged not to congregate in this area. • All staff and pupils to wash their hands more frequently, particularly before eating and drinking, administering first aid, before and after playtime/breaks, after using shared resources and after using the toilet.

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			<ul style="list-style-type: none"> • Posters are displayed on good hand washing technique and government guidelines on good hygiene/social distancing. • Pupils are reminded to avoid touching their faces whenever possible particularly with unwashed hands. • Everyone follows the Catch it, Bin it, Kill it guidance to catch coughs and sneezes in tissues and throw them in the bin immediately (hands to be washed immediately after disposal); • Tissues are readily available in the areas being used. • 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. • Hand sanitiser has been made available where hand washing facilities are not readily accessible. • An enhanced cleaning schedule is followed for frequently touched objects such as railings/bannisters, door and window handles, taps, desk/tabletops, sports equipment, teaching & learning aids, computer equipment, telephones, toys and bathroom facilities. • Pupils will have lunch within their classrooms, collected by their staff member, to avoid cross contamination of areas within school. • All occupied areas will be thoroughly cleaned at the start of the day. • All students will be issued with their own stationary pack, which they will collect upon arrival and return to reception when their day ends. • Classroom based resources are cleaned regularly, at the end of each lesson. • Resources that are shared between classes or bubbles, such as sports, art and science equipment will be cleaned frequently and meticulously and always between bubbles or 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.

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			<ul style="list-style-type: none"> • A documented cleaning checklist is in place to ensure the enhanced cleaning schedule is followed and maintained. • Staff have been instructed on cleaning and sanitising requirements including the use of chemicals and cleaning materials and instructions on the use of PPE. • PPE is provided for cleaning staff to wear during cleaning activities and must be worn as instructed e.g. gloves, aprons etc. • 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. • COSHH risk assessments are in place and followed for cleaning products and have been shared with staff as necessary. • Staff have been instructed to store personal items and clothing in areas not widely accessible during the working day e.g. in lockers. • 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. • Soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) have been removed and placed in storage; • Stationery and other equipment are not shared where possible by either staff or pupils. • Desk based' staff will clear down their work areas (including telephones and computer equipment) with antibacterial wipes/spray after each day in school. • Good housekeeping is maintained at all times. • Waste bins are emptied at least daily or more often as necessary and the contents disposed of safely;

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			<ul style="list-style-type: none"> • The school will follow the procedures as set out in the Government guidance Cleaning in Non-Health Care Settings following a confirmed or suspected case of COVID-19 on site. • Contaminated or suspected contaminated waste will be double bagged, labelled and stored for 72 hours before being disposed of with general waste. • Where it is not possible to store waste for 72 hours, arrangements will be made for collection by the school's specialist clinical waste contractor. • A strict colour coding system of cleaning equipment is in place to reduce the risk of cross contamination.
Spread of COViD-19 virus via air borne particles due to interaction with a large number of other pupils	Employees, pupils, visitors, contractors, parents, members of the public	Potential spread of infectious disease	<ul style="list-style-type: none"> • DfE COVID-19 guidance on for fully opening schools - https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools; • Smaller alternative provision settings have adopted a whole school bubble approach in order to best meet the needs of the pupils; • Room layouts and table settings in classes have been adjusted to allow for social distancing e.g. staff work desks have been placed at a necessary distance from those of the pupils, all students desks will face towards the front of the class, and where necessary floor tape has been used. • Secondary school staff take active steps to maintain a 2 metre distance from their pupils at all times including staying at the front of the class, limiting face to face contact and minimising the time spent within 1 metre distance of anyone • Staff to maintain a 2 metre distance from each other at all times; • Staff should avoid close face to face contact and minimise time spent within 1 metre of anyone.

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			<ul style="list-style-type: none"> • Where space allows, pupils who are old enough are supported to maintain a distance from each other and are encouraged not to touch staff and their peers where possible; • A one-way circulation route along corridors is in operation. • Pupils will have morning toast within their classrooms, collected by their staff member, to avoid cross contamination of areas within school; • Pupils will receive their lunch, collected by their staff member, 5 minutes before the end of the school day. If parents collect pupils they can take those lunches away. If pupils are using taxi transport food must be consumed prior to embarkation. Families can opt to receive a FSM voucher. • Comfort breaks for staff will be confined to the 'refreshment room' on the first floor; • Access to the toilets will be controlled to limit the number of pupils who use them at one time in order to manage social distancing. • Pupils will be encouraged to socially distance themselves from staff; • Staff will be encouraged to socially distance from pupils and other staff; • When possible, groups can work outdoors as this can limit transmission and more easily allow for social distancing between children and staff; - • Parents/carers will not enter the school unless absolutely necessary, where this is unavoidable, they will be instructed to follow handwashing and social distancing guidelines. • Arrangements are in place for parents/carers to drop off and collect children at specified times, without physically entering the premises e.g. front gate drop-off with staff meeting the pupil at the school door; • Parents have been advised that only one parent should accompany their child to the school entrance. • Meetings to be held via remote working tools wherever possible;

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			<ul style="list-style-type: none"> • 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. • Measures have been put in place to protect office staff when dealing with contractors, parents and visitors. The door to the reception office will remain closed at all times and the hatch will be used. • Wherever possible, contractors, parents and visitors should only attend by prior appointment. • The occupancy of the school office is restricted to ensure social distancing 2 metre rules can be observed, floor tape will be used to restrict where staff can enter up to; • Dividing screens have been placed in-between work areas where necessary; • Shared work areas are avoided wherever possible. Where this is not possible work areas to be thoroughly sanitized before and after use by different people. • Pupils are kept in consistent groups during P.E and outdoor sports are prioritised where possible; • When indoor sport is unavoidable a large indoor space is used maximising distancing between pupils and scrupulous attention is given to cleaning and hygiene • Where necessary external facilities are also used in line with government guidance for the use of, and travel to and from, those facilities; • Specialist curriculum risk assessments will be put in place for indoor & outdoor P.E taking into account specific guidance on physical education;
Transmission of Covid-19 through airborne particles	Employees, pupils, visitors, contractors,	Potential spread of infectious disease	<ul style="list-style-type: none"> • Secondary school staff take active steps to maintain a 2 metre distance from their pupils at all times including staying at the front of

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due to close proximity to others	parents, members of the public		<p>the class, limiting face to face contact and minimising the time spent within 1 metre distance of anyone;</p> <ul style="list-style-type: none"> • Staff to maintain a 2 metre distance from each other at all times; • If the school is in an area with enhanced COVID-19 restrictions staff and pupils in years 7 and above will be required to wear a face covering in communal areas where a minimum distance of 1 metre from others cannot be guaranteed for example when moving along corridors. This does not apply to those who are exempt from wearing a face covering • For schools not in areas with enhanced COVID-19 restrictions the decision on wearing face coverings in communal areas is the responsibility of the Headteacher and will be communicated to all staff and pupils; • In light of the mitigating measures the school is taking e.g. setting up of class bubbles, face coverings will not be required to be worn in classrooms due to the negative impact they can have on learning, teaching and communication; • Staff and pupils have been instructed to sanitise their hands before putting on and removing a face covering, not to touch the front of their face covering during use or when removing it and to place reusable face coverings in a sealable plastic bag (that the wearer has brought with them) between uses as per government guidance on face coverings; • A small contingency supply of disposable face coverings will be available for instances where staff, pupils or visitors have forgotten to bring one of theirs has become soiled during the course of the day; • Bins are provided throughout the school for the disposal of disposable face masks. The contents of bins is disposed of as normal domestic waste unless the wearer has symptoms of COVID-19 in which case they will be disposed of in line with the guidance on cleaning for non-healthcare settings;

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			<ul style="list-style-type: none"> • All staff and pupils are expected to adhere to the current social distancing guidelines as far as is reasonably practicable; • Where space allows, pupils who are old enough are supported to maintain a distance from each other and are encouraged not to touch staff and their peers where possible; • Classrooms have been adapted to support social distancing where possible including; <ul style="list-style-type: none"> ○ seating pupils side by side and facing forwards, rather than face to face or side on; ○ moving unnecessary furniture out of classrooms to make more space; • Where practical desks have been assigned to individuals or to the smallest number of pupils possible. Where desk sharing cannot be avoided desks are wiped down between changes of pupils; • As much as possible, fresh air is increased within buildings by opening windows and doors frequently to encourage ventilation, taking account of any potential security or fire safety issues; • <i>For more information please see guidance note from health and safety and design and construction on Use of Ventilation and Air Conditioning during the coronavirus outbreak;</i>
Staff, pupils & household members displaying signs of COVID-19	Employees, pupils, visitors, contractors, parents, members of the public	Potential spread of infectious disease	<ul style="list-style-type: none"> • Staff, parents and pupils are made aware of the virus symptoms; • Staff, other adults and pupils are instructed not to come into school if they or members of their household have coronavirus (COVID-19) symptoms, in-line with the guidance for households with possible coronavirus infection; • Staff or pupils showing COVID-19 symptoms are sent home, reminded to self-isolate for 10 days and instructed to arrange a test to see if they have COVID-19;

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			<ul style="list-style-type: none"> • Staff and parents are advised that other members of their household (including any siblings) should self-isolate for 14 days from date of onset of symptoms; • Staff and parents have been instructed to inform school immediately of the results of a test so that an assessment can be made of the potential impact on school; • If someone tests negative, if they feel well and no longer have any symptoms similar to those identified for coronavirus (COVID-19), they can stop self-isolating. They may still have another virus, such as a cold or flu, therefore it is still advisable to avoid contact with others until they recover. However other members of their household can stop self-isolating; • Staff who have assisted someone who has taken ill with COVID-19 symptoms and any pupils who have been in close contact with them, will wash their hands with warm, running water and soap for a minimum of 20 seconds. They do not need to go home unless they display the symptoms themselves or are advised to do so by NHS Test and Trace or Local Health Protection Team; • If a pupil displays symptoms their parent/carer will be required to take them home. Where this is not immediately possible, the pupil will be placed in a separate room until they can be collected, whilst being mindful of the individual pupils' needs; • Ideally, a window will be opened in the room for increased ventilation; • If it is not possible to isolate the pupil e.g. if it causes them undue distress or they need to remain under adult observation, an assessment will be carried out to see whether it is sufficient to move them to an area which is at least 2 metres away from others; • If an individual (adult or child) showing COVID-19 symptoms, needs to use the bathroom while waiting to go home, they will use a separate bathroom if possible. The bathroom will then be cleaned and disinfected before being used by anyone else;

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			<ul style="list-style-type: none"> • The area around the person with symptoms will be cleaned with normal household bleach after they have left to reduce the risk of passing the infection on to other people as per the COVID-19: cleaning of non-healthcare settings guidance; • When caring for someone with symptoms of coronavirus (COVID-19) a face mask should be worn if a distance of 2 metres cannot be maintained. If direct contact is necessary, then gloves, an apron and a face mask should be worn; • If a risk assessment determines that there is a risk of splashing to the eyes, e.g. from coughing, spitting, or vomiting, then eye protection will also be worn by the supervising adult • If there is a confirmed case of Covid-19, a member of SLT will contact the local health protection team
Staff, pupils & household members test positive for COVID-19	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	<ul style="list-style-type: none"> • If someone tests positive, they are instructed to follow the 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' self-isolating for at least 10 days from the onset of their symptoms and will only be allowed to return to school when they do not have symptoms including; a high temperature, cough or loss of sense of smell/taste. They will be advised that other members of their household must continue self-isolating for the full 14 days; • The School will contact the local health protection team as soon as they have been notified of a positive result either by Email: clhpt@phe.gov.uk or Tel: 0344 225 0562 (office hours) or 0151 434 4819 (out of hours); • (This team may also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace); • The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the

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			<p>period that they were infectious, and ensure they are asked to self-isolate;</p> <ul style="list-style-type: none"> • Based on the advice from the health protection team, school will send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. <ul style="list-style-type: none"> • Close contact means: <ul style="list-style-type: none"> ○ direct close contact - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin); ○ proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual; ○ travelling in a small vehicle, i.e. a car, with an infected person; • Household members of those contacts who are sent home do not need to self-isolate themselves unless the pupil or staff member who is self-isolating subsequently develops symptoms; • If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 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; • 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; • 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);

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			<ul style="list-style-type: none"> They are advised that their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms
Spread of Covid-19 if physical interventions are required	Staff, pupils	Potential spread of infectious disease	<ul style="list-style-type: none"> Where possible, there will be more than one member of staff with any class at any one time reducing the risk of physical intervention occurring. Staff are encouraged to manage any challenging situations with usual de-escalation, discussion etc in accordance with school behaviour policy, individual behaviour plans, pupil profiling documents etc. and commitment to restorative practices. If a pupil's behaviour becomes a risk to his or her safety or the safety of another individual, staff must intervene to exercise their duty of care and then follow handwashing guidance immediately after. All staff have access to the LCC guidance on physical intervention which describe situations for reference purposes https://schoolsportal.lancsngfl.ac.uk/corporate/web/viewdoc.asp?id=141900
Outbreak of Covid-19 within school	Staff, pupils, visitors, contractors,	Spread of infectious disease	<ul style="list-style-type: none"> 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; Schools 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.
Transmission of Covid-19 due to lack of consultation on safe working practices	Staff, pupils, visitors, contractors, parents	Spread of infectious disease	<ul style="list-style-type: none"> Guidance and training is provided for staff to ensure they understand, and can enforce, the new routines and support pupils in

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and provision of information & instruction on safe ways of working			<p>understanding them and are familiar with revised physical arrangements;</p> <ul style="list-style-type: none"> Senior leaders within school ensure staff are consulted when considering local arrangements and there is ongoing engagement with staff (including through trade unions and employee representative groups) to monitor and understand any unforeseen impacts of changes to working environments; Senior personnel, are available to offer support and advice and to monitor the current working arrangements on a daily basis; All new staff and volunteers are provided with a site induction and adequate information, instruction and training on local health, safety and COVID secure arrangements and their key roles and responsibilities; Signage, posters and other instructions are displayed to support implementation of COVID secure measures; Up to date information and guidance on how to manage the risks associated with COVID -19 are available on the Health & Safety Website.
Transmission of Covid-19 staff work areas	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	<ul style="list-style-type: none"> Where practical and the role allows, staff are supported to work from home; The occupancy of the school office is restricted to ensure social distancing rules can be observed; The school office layout has been rearranged to facilitate social distancing; Shared work areas are avoided. Where this is not possible work areas are thoroughly sanitised before and after use by different people; Sanitising wipes are available to enable shared desks and equipment to be cleaned before and after use, staff are reminded of this requirement regularly;

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			<ul style="list-style-type: none"> Measures have been put in place to protect office staff when dealing with contractors, parents and visitors. Perspex screens have been installed in open reception areas.
Transmission of Covid-19 staff rest areas	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	<ul style="list-style-type: none"> The number of staff allowed in the staff room at any one time is restricted to enable social distancing to be maintained; Staff room furniture has been reconfigured to maintain social distancing and reduce face to face contact. Signage and floor markings support staff to maintain 2 metre distance;
Transmission of Covid-19 through airborne particles due to face-face meetings	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	<ul style="list-style-type: none"> Meetings to be held via remote working tools wherever possible; Only when absolutely necessary will a face to face meeting take place. This will be with the minimum number of participants, whilst observing social distancing rules either in an outdoor space or well ventilated area indoors; Hand sanitiser is provided in designated meeting rooms where handwashing facilities are not immediately available; Disinfectant wipes are available in designated meeting rooms to enable staff to wipe down shared equipment before and after use; Meetings are held outdoors or in a well-ventilated designated rooms; Floor markings are used in designated meetings rooms to help participants to maintain appropriate social distancing.
Manual Handling	Staff	Musculoskeletal injuries	<ul style="list-style-type: none"> A dynamic risk assessment is carried out when moving furniture & resources which takes into account; <ul style="list-style-type: none"> the task being undertaken; the capabilities of individual carrying out the task; the load being lifted or moved; the surroundings (environment). consideration of social distancing in 2 person manual handling activities/lifts.

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Need for Personal Protective Equipment (PPE)	Employees, pupils, visitors, contractors, parents, members of the public	Potential spread of infectious disease	<ul style="list-style-type: none"> • Staff are aware of the need to use the appropriate PPE when completing specific tasks e.g. moving around school cleaning or supporting an individual with coronavirus symptoms; <ul style="list-style-type: none"> • Pupils are aware of the need to use appropriate PPE whilst moving around the school; • Pupils are provided with a secure wallet to store their face covering throughout the day; • Pupils and staff have received guidance on the safe use of PPE; • PPE is sourced through normal school procurement routes; • Disposable gloves are worn during normal cleaning regimes. Disposable gloves and impermeable aprons must be worn when cleaning areas that have been occupied by someone displaying symptoms of COVID-19; • When caring for someone with symptoms of COVID-19 a face mask should be worn if a distance of 2 metres cannot be maintained and if contact is necessary, gloves, an apron and a face mask should be worn. • If a risk assessment determines that there is a risk of splashing to the eyes, e.g. from coughing, spitting, or vomiting, eye protection will also be worn by the supervising adult. • Staff and pupils are instructed on the need to wear a face covering by law on public transport and have been given guidance on wearing and making face coverings; • Staff and pupils are provided with information and instruction on the use and disposal of PPE including face masks; <ul style="list-style-type: none"> • Further guidance is available on <u>safe working in education, childcare and children's social care</u> .
Dealing with emergency situations including accidents, security and	All building occupants	Untreated injuries, potential spread of infectious disease	<ul style="list-style-type: none"> • In an emergency, e.g. an accident or fire, people do not have to stay 2m apart if it would be unsafe but should do so where this is possible;

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evacuation during the COVID-19 pandemic			<ul style="list-style-type: none"> • First Aiders are aware of and follow the Government guidance for first responders; • The First Aid Needs Assessment has been reviewed and amended to take account of current occupancy, numbers of first aiders required and additional PPE needed during the COVID-19 pandemic including provision of disposal gloves, disposal plastic aprons, fluid repellent surgical face masks and visors as required; • Pupils who require first aid will continue to receive care in the same way; No additional PPE is needed because of COVID-19 for any pupil who does not have symptoms; • When administering first aid to an adult a face mask should be worn if a distance of 2 metres cannot be maintained. If direct contact is necessary, gloves, an apron and a face mask should be worn; • If a risk assessment determines that there is a risk of splashing to the eyes, e.g. from coughing or vomiting, eye protection will also be worn by the first aider; • Staff involved in the provision of assistance to others in an emergency including first aid are instructed to pay particular attention to sanitation measures immediately afterwards including washing hands for 20 seconds under warm, running water or using hand sanitiser; • For instances where first aid qualifications are due for renewal and may expire during the current crisis i.e. due for renewal on or after 16 March 2020, the HSE had granted a 3 month extension. School will endeavour to provide training ASAP but is aware that if this is not possible a further extension may be granted to no later than 30 September 2020 subject to evidence to support the reason why it has not been possible to arrange training. • <i>Further guidance on first aid is available on Health & Safety Executive website;</i>

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Administering first aid during COVID1-19 Pandemic	All building occupants	Untreated injuries, potential spread of infectious disease	<ul style="list-style-type: none"> • First Aiders are aware of and follow the Government guidance for first responders; • The First Aid Needs Assessment has been reviewed and amended to take account of current occupancy, numbers of first aiders required and additional PPE needed during the COVID-19 pandemic including provision of disposal gloves, disposal plastic aprons and fluid repellent surgical face masks; • First aiders will pay particular attention to sanitation measures immediately before and following the administration of first aid; washing their hands with warm running water and soap for a minimum of 20 seconds.
Engaging with the NHS Test and Trace process	Employees, pupils, visitors, contractors, parents, members of the public	Potential, undetected, spread of infectious disease	<ul style="list-style-type: none"> • Staff have been informed of the need to participate in the NHS Test and Trace process if required. • Staff have been informed of how to book a test - https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested and provide details of anyone they have been in close contact with if they have a positive test result. • Staff have been informed to self – isolate if they have been in contact with someone who develops Covid – 19 symptoms or someone who tests positive for Covid-19 - https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection • Staff know to gain as much information as possible from parents/carers if they contact school to inform us that their child is unwell, then they can be advised a necessary. • Staff will use the guidance provided to communicate this with parents/carers.
Reduced fire and lock-down arrangements	All building occupants	Burns, smoke inhalation, fire related injuries, death, injuries	<ul style="list-style-type: none"> • 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.;

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		relating to violence/aggression	<ul style="list-style-type: none"> • Daily checks are made to ensure all required fire doors are not blocked and kept unlocked and are available in the event of an emergency. • 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. • Nominated persons are identified each day/shift: In the event of a fire alarm - <ul style="list-style-type: none"> ○ to liaise with the fire officer and report any concerns e.g. areas of a building that may not have been checked. ○ to act as Fire Wardens, take out the register and emergency grab bag. • In the event of a lock-down - <ul style="list-style-type: none"> ○ to call/liaise with the Police. ○ to lead pupils to a 'safe area' depending upon the type of security threat/lock-down. <p>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>
Reduced premises inspections, tests, servicing and maintenance	All building occupants	Accidents or incidents resulting in injury, occupational disease, or a risk to health e.g. electrocution, fire, legionellosis, asbestosis	<ul style="list-style-type: none"> • Premises management inspections, testing and servicing of plant, equipment, etc. are kept up-to-date for all parts of the building that remain in use e.g.: <ul style="list-style-type: none"> ○ <u>Fire Checks</u>: weekly fire alarm checks continue to be made and recorded for occupied parts of the building. The same principle applies to emergency lighting, fire extinguishers etc. ○ <u>Asbestos inspections</u>: undertaken on any areas of the building containing asbestos which remain open. If there is no prospect of areas containing asbestos being disturbed, they will be safely left until the school fully reopens, at which point checks will be made as part of the reopening process.

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			<ul style="list-style-type: none"> ○ <u>Legionella/Water hygiene</u>: weekly flushing regimes will continue; prior to undertaking the flushing regime, the domestic hot water plant will be switched on and fully operational to ensure water is stored above 60 °C for at least 1 hour prior to commencing the weekly flushing regime to sterilize the hot water system and reduce the proliferation of legionella bacteria. ○ <u>Contractor servicing and maintenance</u>: servicing, etc., will continue wherever possible (see section on Contractors and visitors to the premises). The school's property consultant will be contacted for advice prior to reopening areas of the school where it has not been possible to keep these up-to-date. ○ <u>Testing of electrical items (PAT)</u>: PAT testing will continue where possible. If not possible, the school will put local controls in place e.g. by undertaking pre-use visual checks for signs or damage or scorching, removing any damaged or faulty equipment from use, switching off and unplugging all equipment after use etc. ● Records of all testing and checks will be kept; ● Records will also be kept of those areas that have not been checked and why e.g. due to building closure, reduced resource, etc. These areas will be fully checked before reopening.
Transmission of Covid-19 through airborne particles from customers, visitors and contractors accessing the building	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	<ul style="list-style-type: none"> ● Visitors to site including contractors, parents and visitors are limited to essential persons only and wherever possible by appointment only; ● Supply teachers, peripatetic teachers and/or other temporary staff are permitted and can move between schools; ● To minimise the number of different temporary staff entering the school premises, wherever possible the school will use longer assignments with supply teachers and agree a minimum number of hours across the academic year. This will apply to supply teachers and peripatetic teachers as well as sports coaches, and those engaged to deliver before and after school clubs;

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			<ul style="list-style-type: none"> • They will be instructed to ensure they minimise contact and maintain as much distance as possible from other staff; • Specialists, therapists, clinicians and other support staff for pupils with SEND will provide interventions as usual; • All visitors will follow the Government's guidance and the school's strict hygiene and social distancing rules e.g. hand washing/sanitisation upon entry; • Visitor/Contractor site rules & procedures have been revised to include additional controls to mitigate the risk of transmission of COVID-19; • Reception staff responsibilities have been established in relation to COVID-19 and the communication of procedures required by contractors and visitors to site; • Office staff are aware of and explain additional hygiene and social distancing rules required by contractors and visitors on arrival; • Signing in/out arrangements for visitors have been modified to prevent the handling of pens and paper by multiple people; • A record of all visitors is kept in the event this may be required for track and trace purposes; • A procedure is in place to sanitise touchscreen sign-in systems each time they are used; • Contractors must obtain permission before attending site; • When necessary, contractors to familiarise themselves with the asbestos survey for the building prior to works commencing – this can be downloaded from the PAM system. Alternatively, the executive summary to be provided as a laminate which must be wiped clean with disinfectant wipes after use; • Contractors will wear appropriate PPE as determined by their employer, however they may be asked to wear additional PPE (provided by the school) upon arrival e.g. gloves, mask, coveralls, shoe covers, etc. where this is considered necessary. Contractors will

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			<p>comply with any additional PPE or hygiene requirements made by the school prior to entry;</p> <ul style="list-style-type: none"> Contractors will be asked to keep the time spent on site to a minimum and will make all efforts to only attend site to carry out work during periods of reduced occupation; Alternative routes around or through the premises will be used as instructed by the school e.g. the school may usher the contractor through a fire escape door to access an adjacent room, rather than walking them through the school to reach their destination; The number of site deliveries has been reduced where possible; A procedure is in place to wipe down deliveries with sanitiser on entering the school premises where possible; Staff handling deliveries will observe good hand hygiene, washing hands using warm, running water and soap for a minimum of 20 seconds or using hand sanitiser after handling new deliveries that have not been sanitised
Homeworking with DSE	Employees and members of their household	Development or worsening of existing musculoskeletal injuries or health conditions	<ul style="list-style-type: none"> Staff are aware of the current Government guidance regarding self-isolation if they are in a 'high risk' category due to a health condition, or if they or any members of their household display symptoms of COVID-19. Where possible, and in line with the School's needs, staff will be asked to work from home e.g. where they are shielding or to reduce the number of persons in school at any one time. Homeworking will usually involve the use of Display Screen Equipment (DSE) in the form of mobile laptops, yoga's, tablets, phones, etc. Staff working from home have undertaken DSE eLearning and are aware of how to set-up their workstation and equipment at home so as not to cause additional health risks. Staff have access to H&S information and support to assist homeworking arrangements such as: <ul style="list-style-type: none"> H&S COVID-19 web page (section on 'How to support employees working from home')

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			<p>Remote H&S support is available via the Duty Officer by Tel: 01772 538877 or email HS&Q Team at: health.safety@lancashire.gov.uk</p> <ul style="list-style-type: none"> In circumstances where staff are homeworking for more than one month at a time, a Homeworker Checklist & Risk Assessment (see link to above web page) will be completed to identify any issues or concerns. These can then be discussed with their line manager at school and further actions taken where necessary.
Stress and Anxiety	Staff	Increased levels of stress/anxiety and lower than normal levels of wellbeing	<ul style="list-style-type: none"> The Extended Leadership Team will keep in regular contact with staff to monitor their working arrangements and offer support and advice where necessary. Staff can contact a colleague or manager for advice and support, or just for reassurance, during the normal working day. A process is available for individuals to report concerns over breaches of school safe working policy/guidelines so that intervention can occur; Where a member of staff returning to the workplace has raised concerns about their safety or wellbeing due to the risk of COVID-19, where necessary their line manager can complete a risk assessment addressing COVID-19 concerns for an employee to help identify key concerns and any further adjustments required to support them at work. The Department for Education is providing additional support for both pupil and staff wellbeing in the current situation. Information about the extra mental health support for pupils and teachers is available; - The Education Support Partnership provides a free helpline for school staff and targeted support for mental health and wellbeing. Staff are made aware of sources of information that will assist staff wellbeing such as: <ul style="list-style-type: none"> Employee Wellbeing MIND web site H&S COVID-19 web page

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			<ul style="list-style-type: none"> If any staff member has any concerns over breaches of safe working practices, they should contact any member of the Senior Leadership Team, the school Health & Safety Officer or the Chair of Governors:

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

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

Signed: *A Martindale*

Name: A Martindale

Risk Assessor:

