

SCHOOL RISK ASSESSMENT – COVID-19

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



PART A. ASSESSMENT DETAILS:

Area/task/activity: Full School opening arrangements during COVID-19 restrictions from 1 September 2020

Location of activity:

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| Team/School name: Address & Contact details: | St Mary's CE Primary School Haslingden Old Rd Rawtenstall BB4 8RZ | Name of Person(s) undertaking Assessment: | Mr N Gurman |
| | | Signature(s): | N Gurman |
| Line Manager/ Headteacher (Name/Title): | Mr Neil Gurman Headteacher | Date of Assessment: | 10/09/2020 |
| Signature: | N Gurman | Planned Review Date: | As and when necessary – minimum of once a month. |
| How communicated to staff: | Email, meeting and paper copies in staffroom available. | Date communicated to staff: | 10/09/20 |

Please read this risk assessment in conjunction with St Mary's CE Primary School re-opening plan for September 2020.

PART B. HAZARD IDENTIFICATION AND CONTROL MEASURES:

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| Changes to official COVID-19 guidance and advice | Staff, pupils, visitors, contractors, parents | Potential spread of infectious disease | <ul style="list-style-type: none"> • School regularly refers to official advice from the DfE, PHE, HS&Q and HR; <ul style="list-style-type: none"> ○ Coronavirus (Covid-19): guidance for schools and other educational settings ○ LCC Schools HR guidance ○ LCC Health & Safety COVID-19 web page |

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| | | | <ul style="list-style-type: none"> Headteacher or other senior person keeps up to date with official COVID-19 Guidance and informs employees/school arrangements as required. |
| Vulnerable & extremely vulnerable staff or pupils with pre-existing health conditions | Staff, pupils, household members | Becoming seriously ill from the effects of coronavirus, potential to be life threatening | <ul style="list-style-type: none"> 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); 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; 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 |

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| | | | <p>with the member of staff and will be reviewed on a regular basis or in the event of any significant changes;</p> <ul style="list-style-type: none"> • People who live with those who are clinically extremely vulnerable or clinically vulnerable attend the workplace as normal; • 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 ; • Some people with particular characteristics may be at comparatively increased risk from coronavirus (COVID-19), as set out in the COVID-19: review of disparities in risks and outcomes report. If people with significant risk factors express concerns an individual risk assessment will be completed to assess the risks to that individual and identify ways to reduce them to an acceptable level; • 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). • St Mary’s Primary School have 2 pregnant staff who will be working remotely and away from the pupils up until their maternity leave – as a result of this school have employed a further supply teacher to work 0.6 a week to minimise any potential risks to these staff members. |
| Staff, pupils & household members displaying signs of COVID-19 | Staff, pupils, visitors, contractors, household members | Potential spread of infectious disease | <ul style="list-style-type: none"> • Staff, parents and pupils are made aware of the virus symptoms; • Staff, other adults and pupils are instructed not to come into school if they or members of their household have coronavirus (COVID-19) symptoms, in-line with the guidance for households with possible coronavirus |

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| | | | <p>infection;</p> <ul style="list-style-type: none"> • Staff or pupils showing COVID-19 symptoms are sent home, reminded to self-isolate for 7 days and instructed to arrange a test to see if they have COVID-19; • Staff and parents are advised that other members of their household (including any siblings) should self-isolate for 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 |

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| | | | <p>carried out to see whether it is sufficient to move them to an area which is at least 2 metres away from others;</p> <ul style="list-style-type: none"> • If an individual (adult or child) showing COVID-19 symptoms, needs to use the bathroom while waiting to go home, they will use a separate bathroom if possible. The bathroom will then be cleaned and disinfected before being used by anyone else; • The area around the person with symptoms will be cleaned with normal household disinfectant after they have left to reduce the risk of passing the infection on to other people as per the COVID-19: cleaning of non-healthcare settings guidance; • When caring for someone with symptoms of coronavirus (COVID-19) a face mask should be worn if a distance of 2 metres cannot be maintained. If direct contact is necessary, then gloves, an apron and a face mask should be worn; • If a risk assessment determines that there is a risk of splashing to the eyes, e.g. from coughing, spitting, or vomiting, then eye protection will also be worn by the supervising adult. |
| Staff, pupils & household members test positive for COVID-19 | Staff, pupils, visitors, contractors, household members | Potential spread of infectious disease | <ul style="list-style-type: none"> • If someone tests positive, they are instructed to follow the ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’ self-isolating for at least 7 days from the onset of their symptoms and will only be allowed to return to school when they do not have symptoms including; a high temperature, cough or loss of sense of smell/taste. They will be advised that other members of their household must continue self-isolating for the full 14 days; • The School will contact the local health protection team as soon as they have been notified of a positive result. (This team may also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace); |

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| | | | <ul style="list-style-type: none"> • The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate; • Based on the advice from the health protection team, school will send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means: <ul style="list-style-type: none"> — direct close contact - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin); — proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual; — travelling in a small vehicle, i.e. a car, with an infected person; • School will keep a record of pupils and staff in each year group and any close contact that takes places between children and staff in different groups. School will not share the names or details of people with coronavirus (COVID-19) unless essential to protect others; • Household members of those contacts who are sent home do not need to self-isolate themselves unless the pupil or staff member who is self-isolating subsequently develops symptoms; • If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 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 |

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| | | | <p>remainder of the 14-day isolation period as they could still develop the coronavirus (COVID-19) within the remaining days;</p> <ul style="list-style-type: none"> • If the test result is positive, they are instructed to inform school immediately, and must isolate for at least 7 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period); • They are advised that their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms. |
| Outbreak of Covid-19 within school | Staff, pupils, visitors, contractors, household members | 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 and provision of information & instruction on safe ways of working. | Staff, pupils, visitors, contractors, parents | Spread of infectious disease | <ul style="list-style-type: none"> • Guidance and training is provided for staff to ensure they understand, and can enforce, the new routines and support pupils in understanding them and are familiar with revised physical arrangements; • Senior leaders within school ensure staff are consulted when considering local arrangements and there is ongoing engagement with staff (including through trade unions and employee representative groups) to monitor and understand any unforeseen impacts of changes to working environments; • Senior Leadership team 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 |

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| | | | adequate information, instruction and training on local health, safety and COVID secure arrangements and their key roles and responsibilities; <ul style="list-style-type: none"> • Signage, posters and other instructions are displayed to support implementation of COVID secure measures; • Up to date information and guidance on how to manage the risks associated with COVID -19 are available on the Health & Safety Website. |
| Spread of Covid-19 during travel to and from school on dedicated transport | Staff, pupils, household members, members of the public | Potential spread of infectious disease Pupils stranded or missing | <ul style="list-style-type: none"> • The school has arrangements for advising parents and carers that pupils must not board home to school transport if they, or a member of their household, has symptoms of coronavirus (Covid-19); • If a pupil develops symptoms whilst at school, the school will contact the parent or carer who should make arrangements for the child or young person's journey home; • 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; • 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 |

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| | | | <p>transport and maintain social distancing if practicable;</p> <ul style="list-style-type: none"> • Ventilation within the vehicle is maximised by opening windows and ceiling vents to allow fresh air to circulate; • Where possible social distancing within vehicles will be maintained; • 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; <ul style="list-style-type: none"> • 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; <p><i>For more information see Government Guidance: Transport to school and other places of education: Autumn Term 2020</i></p> |
| Spread of Covid-19 during travel to and from school on public transport | Staff, pupils, household members, members of the public | Potential spread of infectious disease Pupils stranded or missing | <ul style="list-style-type: none"> • Strategies have been implemented to reduce the use of public transport by pupils to get to and from school particularly at peak times including; <ul style="list-style-type: none"> — Increasing the number of dedicated school buses; — Introducing staggered start and finish times to enable travel to take place out of peak times; — 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 |

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| | | | <p>monitored to ensure sufficient facilities are in place to meet demand;</p> <p>— The school have implemented a system of 'walking buses' to support families to be able to walk their children to school.</p> <ul style="list-style-type: none"> • 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. |
| <p>Spread of Covid-19 when arriving at school</p> | <p>Staff, pupils, household members, members of the public</p> | <p>Potential spread of infectious disease Pupils stranded or missing</p> | <ul style="list-style-type: none"> • Parents/carers are requested not to enter school unless absolutely necessary and by appointment only. When it is necessary for parent/carer to enter the school building they will be instructed to follow handwashing and social distancing guidelines; • Arrangements are in place for parents/carers to drop off and collect children at specified times. Pupils will be dropped off and collected from their year group external doors. • Parents have been advised that only one parent should accompany their child onto the premises if necessary and follow the one way route; • All staff and pupils wash their hands thoroughly with warm, running water and hand soap for at least 20 seconds on arrival at school; a sanitisation station will be located at the entrance to each classroom door at school each day. • Pupils will wash their hands at regular periods throughout the day in their |

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| | | | year groups. These will be staggered to avoid congestion on the corridors. |
| Transmission of Covid-19 through insufficient personal hygiene | Staff, pupils, visitors, contractors, household members | Potential spread of infectious disease | <ul style="list-style-type: none"> • Good hand hygiene and the need to wash hands more frequently is promoted around school; • Staff, pupils and visitors are instructed to wash hands when they arrive at school, when they return from breaks, when they change rooms, before and after eating, after using the bathroom, after touching shared resources or after touching their face, blowing their nose, sneezing, coughing; • Hand washing facilities are readily available. Where hand washing facilities are not readily available, hand sanitiser 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; • Pupils are encouraged to avoid touching their faces whenever possible particularly with unwashed hands; • The Catch it, Bin it, Kill it guidance is promoted to catch coughs and sneezes in tissues and throw them in the bin immediately (hands to be washed immediately after disposal); • Pupils are reminded how to catch coughs and sneezes if a tissue is not readily available i.e. in the crook of the elbow rather than in the hands; • Posters are displayed on good hand washing technique and government guidelines on good respiratory hygiene; • Young pupils 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. |

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| <p>Spread of COVID-19 virus via germs on surfaces and furniture within the building</p> | <p>Staff, pupils, visitors, contractors, household members</p> | <p>Potential spread of infectious disease</p> | <ul style="list-style-type: none"> • An enhanced cleaning schedule is followed which includes; <ul style="list-style-type: none"> — More frequent cleaning of rooms/shared areas that are used by different groups; — Sanitising of tables in the dining area between different year groups having their lunch; children will have their lunches in year groups located in either 'Area 1' or Area 2'. These are located in the large school hall and separated by large perspex screens. — More frequent cleaning of touched objects such as railings/bannisters, door and window handles, taps, desk/table tops, play equipment, toys, sports equipment, teaching & learning aids, computer equipment, telephones and bathroom facilities; — thorough cleaning of all occupied areas at the end of the day; — • When cleaning, the usual products i.e. detergents will be used as these are effective at getting rid of the virus on surfaces; • Staff have been instructed on cleaning and sanitising requirements including the use of chemicals and cleaning materials and instructions on the use of PPE; • COSHH risk assessments are in place and followed for cleaning products and have been shared with staff as necessary; • A documented cleaning checklist is in place to ensure the enhanced cleaning schedule is followed and maintained; • As the ability to social distance in early years setting is limited, additional meticulous attention is given to the cleaning regime; • 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 |

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| | | | <p>shared;</p> <ul style="list-style-type: none"> • Classroom based resources, such as books and games are used and shared within the year group; these are cleaned regularly, along with all frequently touched surfaces; • Resources that are shared between classes , such as sports, art and science equipment are cleaned frequently and meticulously. • Each year group will be allocated a set of play equipment that is not shared across year groups. These are wiped down and cleaned after each use. • Pupils are only allowed to bring essentials into school each day including school bag, lunch boxes, hats, coats, books, stationery and mobile phones; • Pupils and teachers are permitted to take books and other shared resources home that contribute to the pupil's education and development. Unnecessary sharing including the sharing of items that do not contribute to a pupil's education or development is not permitted; • Shared resources are cleaned frequently and meticulously and before being shared and taken home or; • Shared resources are rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) before being shared and taken home; • Waste bins are emptied at least daily or more often as necessary and the contents disposed of safely; • School follows the procedures set out in the Government guidance Cleaning in Non-Health Care Settings following a confirmed or suspected case of COVID-19 on site; |

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| | | | <ul style="list-style-type: none"> • Contaminated or suspected contaminated waste will be double bagged, labelled and stored for 72 hours before being disposed of with general waste; • Where it is not possible to store waste for 72 hours, arrangements will be made for collection by the school's specialist clinical waste contractor; • Waste cleaning materials are disposed of in the usual way unless it is confirmed or suspected that they are contaminated as a result of a member of staff or pupil displaying symptoms; |
| Transmission of Covid-19 through airborne particles due to interaction with a large number of other pupils | Staff, pupils, visitors, contractors, household members | Potential spread of infectious disease | <ul style="list-style-type: none"> • The school has applied the Government's principles of keeping year groups separate. Pupils have been placed in 'class bubbles' and interaction between other classes minimised as far as is reasonably practicable; <p>Staff members in early years settings stay within a single group (bubble) on a day to basis as far as possible;</p> <ul style="list-style-type: none"> • Classrooms are not shared with other class groups; • Measures have been put in place to limit interaction, between groups as much as possible; <p>Breaks are lunches 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> |

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| | | | <ul style="list-style-type: none"> • Children in different groups are encouraged not to play together/socialise at break times. Breaks are staggered to restricted the number of children playing at one time and groups are supervised and kept apart as far as possible; • Classroom selection and timetabling have been carefully managed to reduce movement around the building and to prevent mixing of different groups of pupils; • Where possible rooms are accessed directly from outside; • Pupils in different groups are encouraged not to mix together at break times and groups are supervised and kept apart as far as possible; • Lunch breaks are staggered allowing for time for cleaning of surfaces in dining areas between groups; • Year groups in the dining area will be kept apart as much as possible; they will be allocated at Area 1 and Area 2 and separated by large perspex screens. • As far as practicable groups will be kept apart with only brief transitory contact where this is unavoidable; • Large gatherings such as assemblies or collective worship with more than one group is prohibited; • 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; |

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| | | | <ul style="list-style-type: none"> • Specialist curriculum risk assessments will be put in place for indoor & outdoor P.E taking into account specific guidance on physical education; • Please refer to these on the school website under September Opening. |
| Transmission of Covid-19 through airborne particles due to close proximity to others | | | <ul style="list-style-type: none"> • Staff to maintain a 2 metre distance from each other at all times; • Primary school staff maintain a 2 metre distance from pupils as far as is reasonable and when circumstances allow; • Primary school staff avoid close face to face contact and minimise time spent within 1 metre distance of anyone; • All staff and pupils are expected to adhere to the current social distancing guidelines as far as is reasonably practicable; • 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; |

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| | | | <ul style="list-style-type: none"> • Where mechanical ventilation is present, re-circulatory systems have been adjusted to full fresh air. Where this is not possible mechanical ventilation systems have been switched off; • 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; |
| Transmission of Covid-19 through airborne particles due to singing, chanting, playing wind or brass instruments or shouting. | Staff, pupils, visitors, contractors, household members | Potential spread of infectious disease | <ul style="list-style-type: none"> • Specialist curriculum risk assessments will be put in place for music dance and drama, taking into account specific government guidance on the performing arts and COVID-19; • Please refer to Lancashire Music Service risk assessment. • Singing, and playing wind and brass instruments will not take place in larger groups such as school choirs and ensembles, or school assemblies; |

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| | | | <ul style="list-style-type: none"> • During music lessons or clubs involving singing, shouting or the playing of wind and brass instruments group sizes will be restricted to 15; • A 2 metre social distance will be maintained and pupils will be positioned back to back or side by side; • Instruments will not be shared where at all possible, where this is not possible frequent cleaning of instruments between use will take place; • When practical, singing and wind/brass instruments will be played outside. If this is not possible windows will be opened to encourage good ventilation. • 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; • 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; • If microphones are shared guidance on handling equipment will be followed; • 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; • 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; |

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| | | | <ul style="list-style-type: none"> • |
| Transmission of Covid-19 staff work areas | Staff, pupils, visitors, contractors, household members | Potential spread of infectious disease | <ul style="list-style-type: none"> • Where practical and the role allows, staff are supported to work from home; • The occupancy of the school office and PPE rooms is restricted to ensure social distancing rules can be observed; • The school office layout has been rearranged to facilitate side by side working rather than face to face; • Dividing screens have been placed in-between work areas where necessary; • Shared work areas are avoided. Where this is not possible work areas are thoroughly sanitised before and after use by different people; • Sanitising wipes are available to enable shared desks and equipment to be cleaned before and after use, staff are reminded of this requirement regularly; • Measures have been put in place to protect office staff when dealing with contractors, parents and visitors. |
| Transmission of Covid-19 staff rest areas | Staff, pupils, visitors, contractors, household members | Potential spread of infectious disease | <ul style="list-style-type: none"> • 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; • 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; |

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| | | | <ul style="list-style-type: none"> • 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. |
| 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) and; — consideration of social distancing in 2 person manual handling activities/lifts. |
| Need for Personal | Staff, pupils, visitors, | Potential spread of | <ul style="list-style-type: none"> • Staff are aware of the need to use the appropriate PPE when completing |

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| Protective Equipment (PPE) | contractors, household members | infectious disease | <p>specific tasks e.g. cleaning or supporting an individual with coronavirus symptoms;</p> <ul style="list-style-type: none"> • PPE is sourced through normal school procurement routes; • Disposable gloves are worn during normal cleaning regimes. Disposable gloves and impermeable aprons must be worn when cleaning areas that have been occupied by someone displaying symptoms of COVID-19; • When caring for someone with symptoms of COVID-19 a face mask should be worn if a distance of 2 metres cannot be maintained and if contact is necessary, gloves, an apron and a face mask should be worn. • If a risk assessment determines that there is a risk of splashing to the eyes, e.g. from coughing, spitting, or vomiting, eye protection will also be worn by the supervising adult. • Staff and pupils are instructed on the need to wear a face covering by law on public transport and have been given guidance on wearing and making face coverings; • Staff are provided with information and instruction on the use and disposal of PPE including face masks; • Further guidance is available on safe working in education, childcare and children's social care . |
| Dealing with emergency situations including accidents, security and evacuation during the COVID-19 pandemic | All building occupants | Untreated injuries, potential spread of infectious disease | <ul style="list-style-type: none"> • In an emergency, e.g. an accident or fire, people do not have to stay 2m apart if it would be unsafe but should do so where this is possible; • First Aiders are aware of and follow the Government guidance for first responders; • The First Aid Needs Assessment has been reviewed and amended to take account of current occupancy, numbers of first aiders required and additional PPE needed during the COVID-19 pandemic including provision of disposal gloves, disposal plastic aprons, fluid repellent surgical face |

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| | | | <p>masks and visors as required;</p> <ul style="list-style-type: none"> • 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. |
| Reduced premises inspections, tests, servicing and maintenance | All building occupants | Accidents or incidents resulting from poorly maintained premises & plant | <ul style="list-style-type: none"> • Premises management inspections, testing and servicing of plant, equipment, etc. have been brought up to date for all parts of the building from September 2020 onwards; • Records of all testing and checks are stored and available to all interested parties. |

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| <p>Transmission of Covid-19 through airborne particles from customers, visitors and contractors accessing the building</p> | <p>Staff, pupils, visitors, contractors, household members</p> | <p>Potential spread of infectious disease</p> | <ul style="list-style-type: none"> • Visitors to site including contractors, parents and visitors are limited to essential persons only and wherever possible by appointment only; • Supply teachers, peripatetic teachers and/or other temporary staff are permitted and can move between schools; • They will be instructed to ensure they minimise contact and maintain as much distance as possible from other staff. • Specialists, therapists, clinicians and other support staff for pupils with SEND will provide interventions as usual; • 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 is via the Inventory system which is wiped down after use. 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 |

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| | | | <p>downloaded from the PAM system. Alternatively, the executive summary to be provided as a laminate which must be wiped clean with disinfectant wipes after use;</p> <ul style="list-style-type: none"> • Contractors will wear appropriate PPE as determined by their employer, however they may be asked to wear additional PPE (provided by the school) upon arrival e.g. gloves, mask, coveralls, shoe covers, etc. where this is considered necessary. Contractors will comply with any additional PPE or hygiene requirements made by the school prior to entry; • Contractors will be asked to keep the time spent on site to a minimum and will make all efforts to only attend site to carry out work during periods of reduced occupation; • Alternative routes around or through the premises will be used as instructed by the school e.g. the school may usher the contractor through a fire escape door to access an adjacent room, rather than walking them through the school to reach their destination; • The number of site deliveries has been reduced where possible; • 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. • 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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| Homeworking with DSE | Staff and members of their household | Development or worsening of existing musculoskeletal injuries or health conditions | <ul style="list-style-type: none"> Homeworking will usually involve the use of Display Screen Equipment (DSE) in the form of mobile laptops, tablets, phones, etc.; Staff working from home have undertaken DSE e-learning and are aware of how to set-up their workstation and equipment at home so as not to cause additional health risks; Staff have access to H&S information and support to assist homeworking arrangements such as: H&S COVID-19 web page (section on 'How to support employees working from home'); Remote H&S support is available via the Duty Officer by Tel: 01772 538877 or email HS&Q Team at: health.safety@lancashire.gov.uk ; In circumstances where staff are homeworking for more than one month at a time, a Homeworker Checklist & Risk Assessment (see link to above web page) will be completed to identify any issues or concerns. The finding will be discussed with the line manager at school and further action taken where necessary. |
| Stress and Anxiety | Staff | Increased levels of stress/anxiety and lower than normal levels of wellbeing | <ul style="list-style-type: none"> Senior personnel monitor working arrangements and offer support and advice where necessary; Staff are able to contact colleagues or managers for advice and support, or just for reassurance, during the normal working day; A process is available for individuals to report concerns over breaches of school safe working policy/guidelines so that intervention can occur; Where a member of staff returning to the workplace has raised concerns about their safety or wellbeing due to the risk of COVID-19, where necessary their line manager will complete a risk assessment addressing COVID-19 concerns for an employee to help identify key concerns and any further adjustments required to support them at work; |

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