

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. The nature of COVID-19 means that staff will constantly be reflecting and adapting practice within the ethos of this document and related guidelines – we will endeavour to bring this document in line with these changes as often as possible.



PART A. ASSESSMENT DETAILS:

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

Location of activity: Moss Side Primary School

| | | | |
|---|---|--|--|
| Team/School name: Address & Contact details: | Moss Side Primary School Paradise Lane Leyland PR26 7ST | Name of Person(s) undertaking Assessment: | Mr A Wright |
| | | Signature(s): | A. Wright |
| Line Manager/ Headteacher (Name/Title): | HEADTEACHER MR A WRIGHT | Date of Assessment: | 16.07.2020 Review 25.08.20, 28.08.20, 01.09.20, 02.09.20, 10.09.20, 17.09.20, 19.10.20, 05.11.20, 02.12.20, 25.01.21, 24.02.21, 03.03.21, 19.04.21, 19.05.21, 09.06.21 |
| Signature: | A. Wright | Planned Review Date: | Ongoing |
| How communicated to staff: | Online meeting and email (this will be left in the shared drive) | Date communicated to staff: | 25.08.2020 |

| PART B. HAZARD IDENTIFICATION AND CONTROL MEASURES: | | | |
|---|---|--|--|
| List of significant hazards (something with the potential to cause harm) | Who might be harmed | Type of harm | Existing controls (actions already taken to control the risk - include procedure for the task/activity where these are specified) |
| Changes to official COVID-19 guidance and advice | Staff, pupils, visitors, contractors, parents | Potential spread of infectious disease | <ul style="list-style-type: none"> School regularly refers to official advice from the DfE, PHE, HS&Q and HR; <ul style="list-style-type: none"> Coronavirus (Covid-19): guidance for schools and other educational settings LCC Schools HR guidance LCC Health & Safety COVID-19 web page Headteacher or other senior person keeps up to date with official COVID-19 Guidance and informs employees/school arrangements as required. These are delivered by regular staff bulletin emails or via meetings. Arrangements are in place to comply with the Government and NHS requirements for rapid coronavirus testing of staff and pupils; Schools staff have access to the Schools Portal, where a regular COVID update is provided. The School will contact the DfE Helpline (0800 046 8687) as required for support on what action to take when responding to a positive case or possible outbreak. |
| Poor uptake of COVID-19 vaccination | Staff, pupils, household members | Becoming seriously ill from the effects of coronavirus, potential to be life threatening | <ul style="list-style-type: none"> All staff are strongly encouraged to participate in the national vaccination programme and to take up the offer of the COVID-19 vaccine when they are invited to do so; All staff and pupils who have had the COVID-19 vaccine will continue to follow all national and local COVID-19 prevention measures, including the use of face coverings in recommended circumstances, social distancing and regular hand washing; |
| 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"> Staff who are identified as clinically extremely vulnerable through a current letter from the NHS or specialist doctor are advised to follow current government guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19. The government will write to those people who are required to follow more restrictive formal shielding measures due to an increase in risk. |

| 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) |
| | | | <ul style="list-style-type: none"> • Most children originally identified as clinically extremely vulnerable no longer need to follow original shielding advice. Parents are advised to speak to their child’s Doctor to clarify whether their child should still be classed as clinically extremely vulnerable; • Children whose Doctor has recently confirmed they are clinically extremely vulnerable are advised to follow current government guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19 or the specific advice of their Doctor; • Pupils who are 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. 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, visitors and pupils including those who are extremely clinically vulnerable and clinically vulnerable; • The Headteacher will take steps to discuss the concerns of parents of pupils with possible risk factors and provide reassurance of the measures they are putting in place to reduce the risk in school. • Staff members who are in these categories are reminded to take particular care; • Where an employee expresses concerns or is identified as being in the clinically vulnerable categories an individual risk assessment will be completed to assess the risks to that individual and identify ways to reduce these risk to an acceptable level including where possible the need for any reasonable adjustments such as temporarily working from home or temporary deployment to a role where it is possible to maintain social distancing. This will be done in consultation with the member of staff and will be reviewed on a regular basis or in the event of any significant changes; |

| 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) |
| | | | <ul style="list-style-type: none"> • Pregnant women are categorised as ‘clinically vulnerable’ as a precautionary measure and are advised to follow the Government guidance Coronavirus (COVID-19): advice for pregnant employees. In accordance with 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; • Staff and pupils who live with someone who is clinically extremely vulnerable or clinically vulnerable are required attend School as normal; • It is acknowledged that some staff and pupils with particular characteristics may be at comparatively increased risk from coronavirus (COVID-19), as identified in the COVID-19: review of disparities in risks and outcomes report. If staff and pupils with significant risk factors express concerns an individual risk assessment will be completed to assess the risks to them and identify ways to reduce the risks to an acceptable level; • Staff and pupils who live with those who have comparatively increased risk from coronavirus (COVID-19) are required to attend School as normal; <ul style="list-style-type: none"> • Some people with particular characteristics may be at comparatively increased risk from coronavirus (COVID-19), as set out in the COVID-19: review of disparities in risks and outcomes report. If people with significant risk factors express concerns an individual risk assessment will be completed to assess the risks to that individual and identify ways to reduce them to an acceptable level; |
| Staff, pupils & household members who are asymptomatic | Staff, pupils, visitors, contractors, household members | Potential spread of infectious disease | <ul style="list-style-type: none"> • School is actively engaging with the asymptomatic testing programme, promoting its benefits to staff, pupils and parents/carers; • Staff and pupils who have received their COVID-19 vaccine are encouraged to continue to participate in the LFD testing programme; |

| 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) |
| | | | <ul style="list-style-type: none"> • A separate risk assessment is in place for the LFD on-site testing programme and home testing programme; • The asymptomatic testing programme does not replace the current testing policy for those with symptoms. Anyone with symptoms (even if they recently had a negative LFD test result), will be advised to self-isolate immediately according to government guidelines and book a test; • On site LFD testing is available for small number of pupils who are unable or unwilling to test themselves at home. |
| Staff, pupils & household members displaying signs of COVID-19 | Staff, pupils, visitors, contractors, household members | Potential spread of infectious disease | <ul style="list-style-type: none"> • Staff, parents/carers and pupils are made aware of the virus symptoms; • Staff, other adults and pupils are instructed not to come into school if they or members of their household have coronavirus (COVID-19) symptoms, or have tested positive in at least the last 10 days in-line with the guidance for households with possible coronavirus infection; • Staff, other adults or pupils showing COVID-19 symptoms are sent home, advised to self-isolate for 10 days and instructed to arrange a test to see if they have COVID-19; • A stock of PCR tests is kept on site for use in exceptional circumstances where it is believed there are barriers to the individual accessing a PCR test elsewhere; • Staff and parents are advised that other members of their household including any siblings of the symptomatic person must self-isolate for 10 days from date of onset of symptoms; • Staff and parents are advised that other members of their household (including any siblings) must self-isolate for 10 days from date of onset of symptoms; • Staff, parents/carers and pupils are required to provide the school with details of anyone they or their child have been in close contact with if they test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace; |

| 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) |
| | | | <ul style="list-style-type: none"> • 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 staff or pupils with COVID symptoms test negative and have not been told by the Test & Trace Team to self-isolate, they can stop self-isolating and return to school if they feel well and have been without a fever for 48 hours; • 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, the symptomatic person subsequently tests positive or are advised to do so by NHS Test and Trace or Local Health Protection Team or DfE advice line suggests to do so; • 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 this will be on the Landing and other areas sealed off/ not used; • Both windows and (if possible) door will be opened in the room for increased ventilation; • If it is not possible to isolate the pupil e.g. if it causes them undue distress or they need to remain under adult observation, an assessment will be carried out to see whether it is sufficient to move them to an area which is at least 2 metres away from others; • If an individual (adult or child) showing COVID-19 symptoms, needs to use the bathroom while waiting to go home, they will use a separate bathroom if possible. The bathroom will then be cleaned and disinfected before being used by anyone else; • The area around the person with symptoms will be cleaned and disinfected using disposable cloths or paper towels and disposable mop |

| 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) |
| | | | <p>heads 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;</p> <ul style="list-style-type: none"> • Classroom places of the individual will ideally be quickly cleaned, before the full clean at the end of the day; • 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"> • School will follow the guidance in the latest PHE (Lancashire) Schools Resource Pack (circulated to schools via the Schools Bulletin) which provides advice on managing positive cases and who to contact for help; • If someone tests positive, they are instructed to follow the 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' self-isolating for at least 10 days from the onset of their symptoms, or from their test date if they are asymptomatic. They will only be allowed to return to school when they have been without a fever for at least 48 hours. • They can return to school after 10 days even if they still have a cough or loss of sense of smell/taste as these symptoms can last for several weeks after the infection has gone; • Where the staff member or pupil has been in school during the infectious period for COVID-19, the school will undertake a rapid risk assessment to identify the bubble to which the pupil or staff member is allocated and/or any other staff or pupils who have been in close contact with them during the infectious period prior to the onset of their symptoms; if the 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) |
| | | | <p>member / pupil has not been in school during the infectious period the school do not need to take any further action;</p> <ul style="list-style-type: none"> Based on the outcome from the rapid risk assessment, school will send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 10 days since they were last in close contact with that person when they were infectious. Close contact means: <ul style="list-style-type: none"> face to face contact including being coughed on or having a face to face conversation within one metre; being within 1 metre for 1 minute or longer without face to face contact; being within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day); travelling in a small vehicle, i.e. a car, with an infected person; <p>NB. In reality, all pupils within a bubble will be deemed to have had close contact at primary level and therefore required to not attend school.</p> <ul style="list-style-type: none"> School will keep a record of pupils and staff in each group (bubble) and any close contact that takes place between children and staff in different groups. School will not share the names or details of people with coronavirus (COVID-19) unless essential to protect others; Household members of those contacts who are sent home do not need to self-isolate themselves unless the pupil or staff member who is self-isolating subsequently develops symptoms; If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 10-day isolation period they are instructed to follow the 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' and instructed to get a test; |

| 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) |
| | | | <ul style="list-style-type: none"> • If the test is negative they are instructed to remain in isolation for the remainder of the 10-day isolation period as they could still develop the coronavirus (COVID-19) within the remaining days; • If the test result is positive, they are instructed to inform school immediately, and must isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 10-day isolation period); • They are advised that their household should self-isolate for at least 10 days from when the symptomatic person first had symptoms; • In the event that a parent or guardian insists on a child attending school, the Headteacher will take the decision to refuse the child if in their reasonable judgement it is necessary to protect their pupils and staff from possible infection with coronavirus (COVID-19). Any such decision will be carefully considered in light of all the circumstances and current public health advice. |
| 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/or employee representative groups) to monitor and understand any unforeseen impacts of changes to working environments; • Senior leaders, 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; |

| 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) |
| | | | <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"> • 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; • Only one bubble would use transport if required (potentially swimming); • 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; • Staff to wear appropriate PPE such as a fluid resistant disposable face mask when supporting pupils with complex needs who require assistance to access the vehicle or fasten seatbelts; Immediately after assisting pupils staff will wash their hands thoroughly with warm running water and hand soap for at least 20 seconds. <p>Guidance & support from the School Transport team available on the Schools Portal;</p> |

| 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) |
| | | | <i>For more information see Government Guidance: Transport to school and other places of education: 2020 to 2021 academic year</i> |
| 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"> 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 during foreign travel | Staff, pupils, household members, members of the public | Potential spread of infectious disease | <ul style="list-style-type: none"> School is aware of current Government Guidance relating to foreign travel and ensures that parents are reminded that they must adhere to this including adhering to any requirement to quarantine or isolate upon return. All reasonable steps are taken to ensure that pupils who are known to have travelled abroad are not permitted to return to school until quarantine or self-isolation periods have been completed. |
| Spread of Covid-19 when arriving at school | Staff, pupils, household members, members of the public | Potential spread of infectious disease Pupils stranded or missing | <ul style="list-style-type: none"> Parents/carers are requested not to enter school unless absolutely necessary and by appointment only. When it is necessary for parent/carer to enter the school building they will be instructed to follow handwashing and social distancing guidelines, including wearing a mask. This may include face-to-face meetings for cohorts for specific reasons eg. induction sessions; Arrangements are in place for parents/carers to drop off and collect children at specified times, without physically entering the premises e.g. classroom door drop-off with staff meeting pupils inside the school door, Junior pupils at the main gate; Parents have been advised that only one parent should accompany their child to the school/ classroom entrance; Parents have been actively encouraged to wear a mask on entering the school grounds and/or at pinch points, such as the school gate; |

| 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) |
| | | | <ul style="list-style-type: none"> All staff and pupils to use sanitiser immediately on entering the school building, dispensed by a member of staff at the door or left for pupils to administer where appropriate. They then wash their hands thoroughly with warm, running water and hand soap for at least 20 seconds as soon as it is possible to safely do so at the sinks; |
| Transmission of Covid-19 through insufficient personal hygiene | Staff, pupils, visitors, contractors, household members | Potential spread of infectious disease | <ul style="list-style-type: none"> Good hand hygiene and the need to wash hands more frequently is promoted around school; Staff, pupils and visitors are instructed to wash hands or use hand sanitiser when they arrive at school, when they return from breaks, when they change rooms, before and after eating, after using the 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 bottles are freely available to allow pupils and staff to clean their hands regularly. These take the form of bottles which can be moved to convenient positions around class; Year 4, 5 and 6 pupils can bring their own hand sanitiser into school; 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 if necessary; 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 where reasonable); 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; |

| 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) |
| | | | <ul style="list-style-type: none"> • 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 | Staff, pupils, visitors, contractors, household members | Potential spread of infectious disease | <ul style="list-style-type: none"> • An enhanced cleaning schedule is followed which includes; <ul style="list-style-type: none"> — More frequent cleaning of rooms/shared areas that are used by different groups; — Sanitising of tables in the dining area between different groups (bubbles) having their lunch; — More frequent cleaning of touched objects such as railings/bannisters, door and window handles, taps, desk/table tops, play equipment, toys, sports equipment, teaching & learning aids, computer equipment, telephones and bathroom facilities; — thorough cleaning of all occupied areas at the end of the day; — use of disinfectant pump spray on a regular basis during unoccupied hours; • When cleaning, the usual products such as detergents and bleach will be used as these are effective at getting rid of the virus on surfaces; • Staff have been instructed on cleaning and sanitising requirements including the use of chemicals and cleaning materials and instructions on the use of PPE; • PPE is provided for staff to wear during cleaning activities and must be worn as instructed. Gloves are available for general cleaning purposes with disinfectant spray and paper towels. The site team should wear aprons for deeper cleaning; |

| 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) |
| | | | <ul style="list-style-type: none"> • 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; • Classroom staff will supplement this by cleaning tables during the day wherever possible, paying particular attention to this should blobs change over; • As the ability to social distance in early years and Infant settings is limited, additional meticulous attention is given to the cleaning regime; • In early years settings the use of soft toys and toys with intricate parts or that are otherwise hard to clean are not in use; • For individual and very frequently used equipment, such as pencils and pens, all staff and Junior pupils are instructed to have their own items that are not shared; • Classroom based resources, such as books and games are used and shared within the blob; these are cleaned regularly or left to decontaminate, along with all frequently touched surfaces; • Resources that are shared across blobs, such as sports, art and science equipment are cleaned frequently and meticulously between bubbles OR are rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different blobs; • A separate risk assessment is in place for messy play e.g. sand, mud and water in early years settings which considers the DfE guidance; Actions for early years and childcare providers during the coronavirus outbreak; • Pupils are only allowed to bring essentials into school each day including school bag, lunch boxes, hats, coats, books, homework. Stationery (Junior pupils) should be left at school. • Pupils and teachers are permitted to take books and other shared resources home that contribute to the pupil's education and development. |

| 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) |
| | | | <p>Unnecessary sharing including the sharing of items that do not contribute to a pupil's education or development is not permitted;</p> <ul style="list-style-type: none"> • Shared resources (such as home reading books) are cleaned frequently and meticulously and before being shared and taken home OR 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; • Outdoor play equipment is used on a rota basis only, with time in between to decontaminate; • Waste bins are emptied at least daily or more often as necessary and the contents disposed of safely; • School follows the procedures set out in the Government guidance Cleaning in Non-Health Care Settings following a confirmed or suspected case of COVID-19 on site; • Contaminated or suspected contaminated waste will be double bagged, labelled and stored for 72 hours before being disposed of with general waste; • Where it is not possible to store waste for 72 hours, arrangements will be made for collection by the school's specialist clinical waste contractor; • Waste cleaning materials are disposed of in the usual way unless it is confirmed or suspected that they are contaminated as a result of a member of staff or pupil displaying symptoms; • Staff have been instructed to store personal items and clothing in areas not widely accessible during the working day e.g. in cupboards. • Blobs (see below) will only work in areas of school not normally designated to them if cleaning can be undertaken before they enter the room. |
| Transmission of Covid-19 through airborne particles due to interaction with a | Staff, pupils, visitors, contractors, household members | Potential spread of infectious disease | <ul style="list-style-type: none"> • The school has applied the Government's principles of keeping groups separate (bubbles), keeping bubble sizes as small as is reasonably practicable. Pupils within these bubbles will be encouraged to maintain |

| 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) |
| large number of other pupils | | | <p>social distancing based on the age and ability of the pupils, but this is unlikely to be consistent due to the maturity of pupils, the physical space of school and the feasibility of measures when offering a broad curriculum;</p> <ul style="list-style-type: none"> • Pupils have been placed in 'class bubbles' and interaction between other classes minimised as far as is reasonably practicable; • Each bubble is paired with one other to form a 'blob'. These blobs will use the same working spaces/classrooms and (wherever possible) the same staff. They may share a working space at the same time as the other bubble in their blob but a distance will be maintained (such as the hall for dinner or a 'blob' assembly). • All teachers and other staff are permitted to operate across different classes and year groups to facilitate the delivery of the timetable and specialist provision. Where staff are required to move between groups, they will try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults. The number of interactions or changes will be kept to a minimum wherever possible; • Start and finish times are staggered to keep groups apart as they arrive and leave school; • Start and finish times and breaks are staggered to ensure that corridors or circulation routes have a limited number of pupils using them at any time and to reduce mixing between groups; • Children in different groups are encouraged not to play together/socialise at break times. 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; |

| 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) |
| | | | <ul style="list-style-type: none"> Corridors in the Junior building are split in half, with pupils encouraged to walk on the left; Lunch breaks are staggered allowing for time for cleaning of surfaces in dining areas between groups; Different groups in the dining area will be kept apart as much as possible; 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 blob is prohibited; |
| Transmission of COVID-19 during physical education | Staff, pupils, visitors, contractors, household members | Potential spread of infectious disease | <ul style="list-style-type: none"> Only team sports whose national governing bodies have developed guidance which has been approved by the government will be played i.e. the list available at grassroots sports guidance. Formally organised sporting activities can take place outdoors including competition between different schools with any number of people where national guidance and COVID secure measures are observed; Indoor organised sporting activities can take place including competition between different schools. The recommended occupancy and ventilation levels will be considered when making decisions on participant and spectator numbers taking into account the guidance on grassroots sports; Outdoor sport provision will be prioritised over indoor provision; Current social gathering limits and social distancing will be adhered to before and after organised sporting events; will be maintained; Training and game-play will be adapted using the governing bodies guidance to reduce the level of contact as far as reasonably possible to minimise the risk of close contact; Spectators are not permitted to attend organised sport activities on private land; |

| 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) |
| | | | <ul style="list-style-type: none"> • 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 natural ventilation flows through opening windows and doors or using air conditioning systems wherever possible, distancing between pupils and scrupulous attention is given to cleaning and hygiene; • Where necessary external facilities are also used in line with government guidance for the use of, and travel to and from, those facilities; • Specialist curriculum risk assessments will be put in place for indoor & outdoor P.E taking into account specific guidance on physical education; |
| Transmission of Covid-19 through airborne particles due to close proximity to others | | | <ul style="list-style-type: none"> • Staff (including external staff delivering sessions within school) to maintain a 2 metre distance from each other at all times; • External staff delivery prioritised for outdoors and/or hall as these provide the best ventilation opportunities; • Primary school staff maintain a 2 metre distance from pupils as far as is reasonable and when circumstances allow; • Face coverings should be required to be worn by staff and adult visitors in primary schools and early years settings, communal areas and outside of the classroom environment where social distancing is not possible between adults for example when moving around in corridors and communal areas; (Primary school children are not required to wear a face covering) cannot be guaranteed; • Following a localised outbreak, the COVID-19 Contingency Framework will be used to reintroduce the temporary wearing of face coverings by pupils and staff. The school will take immediate direction from the Director of Public Health in response to a localised breakout. In all circumstances the educational drawbacks will be balanced with the benefits of managing the risk of transmission; |

| 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) |
| | | | <ul style="list-style-type: none"> • Those who communicate with or provide support to pupils who rely on visual signals for communication are exempt from any recommendation to wear face coverings in education settings; • Face visors or shields are not permitted as an alternative to situations where face coverings must be worn as they have been deemed unlikely to be effective in reducing aerosol transmission when used without an additional face covering. • Face visors or shields can be worn by those exempt from wearing a face covering but are not an equivalent alternative in terms of source control of virus transmission. Face visors or shields will only be permitted after carrying out a risk assessment for the specific situation and will always be cleaned appropriately after use; • 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; • School has a small contingency supply of disposable face coverings for instances where staff, pupils or visitors have forgotten to bring one or if their own has become soiled/breaks during the course of the day; • Bins are provided throughout the school for the disposal of disposable face masks. The contents of bins are disposed of as normal domestic waste unless anyone disposing of items has symptoms of COVID-19 in which case they will be disposed of in line with the guidance on cleaning for non-healthcare settings; • Where space allows, pupils who are old enough are encouraged not to touch staff and their peers where possible. At playtimes this is unlikely to be maintained by pupils with their peers; |

| 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) |
| | | | <ul style="list-style-type: none"> • Where staff or pupils cannot maintain social distancing due to space restrictions and age the risk is reduced by keeping pupils in smaller, class-sized group bubbles; (See above) • Junior classrooms have been adapted to support social distancing where possible including; <ul style="list-style-type: none"> — seating pupils side by side more often, although some group tables may still be used if this allows for better access to learning and supports classroom management. — moving unnecessary furniture out of classrooms to make more space; • Infant classrooms have been reviewed and adapted to support social distancing where possible and practicable including; <ul style="list-style-type: none"> — moving unnecessary furniture (including chairs) out of classrooms to make more space; — reducing the amount of pupils sitting around group tables and/or limiting time spent at tables; — creating a variety of carpet spaces to allow pupils to spread out for activities; • Infant classrooms have been reviewed to provide more space where possible but it is felt important to retain carpet space and continuous provision, therefore tables layouts have largely remained as groups. In these classrooms, pupils sit at their desks for much less of the day. • Where practical, desks have been assigned to the smallest number of pupils possible. Where regular desk sharing cannot be avoided desks are wiped down between changes of pupils as much as possible; • Visitors are asked to wear masks if they are likely to significantly move around the building. If they are attending for a meeting, they may be asked if they would like to remove their mask should social distancing allow. • Visiting teachers (such as music team) will wear masks around school but deliver lessons without them as per the teaching part of the assessment. |

| 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) |
| | | | <ul style="list-style-type: none"> 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 have the option to wear face shields within classrooms should they feel this practicable and appropriate for them; Staff to wear a face mask before or after the school day when moving outside of their normal working space; |
| Transmission of Covid-19 through airborne particles due to inadequate ventilation | Staff, pupils, visitors, contractors, household members | Potential spread of infectious disease | <ul style="list-style-type: none"> The school has followed the LCC Design & Construction guidance on the use of ventilation and air conditioning, the supplementary note for Winter 2020/21 and has sought specialist advice and assistance on ventilation measures from the Building Services Engineer or Building Consultant; As much as possible, fresh air is increased within buildings by opening windows and doors frequently to encourage ventilation, taking account of any potential security, fire safety issues or inclement weather; During cold weather, as a minimum, windows will be fully opened 15 minutes before a room is used, and whenever a room is unoccupied in order to purge the air. Where possible, windows will be kept partially open at times of occupation. To balance the need for increased ventilation while maintaining a comfortable temperature some flexibility on suitable indoor clothing is permitted, furniture is arranged where possible to avoid direct draughts and high level windows are opened in colder weather in preference to low level to reduce draughts; |
| 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"> Particular care will be taken in music lessons with an external provider to observe social distancing including limiting group sizes and preventing the physical correction by teachers and contact between pupils in dance and drama; |

| 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) |
| | | | <ul style="list-style-type: none"> • These activities only take place in larger well-ventilated spaces, or outdoors whilst maintaining a distance of at least 2 metres apart in all directions between staff and pupils; • The external provider (LCC) will provide their own RA; • Background or accompanying music will be reduced to a level so that teachers or other performers do not have to raise their voices unduly. • Singing, 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; • Instruments will not be shared where at all possible, where this is not possible frequent cleaning of instruments between use will take place; • Performances to a live audience are not permitted; • Singing will take place with clear risk reduction measures maintained: <ul style="list-style-type: none"> ○ Pupils from the same bubble ○ Outside (or in the hall in rare circumstances) ○ A slightly distanced layout for pupils (more than in a classroom environment) ○ Pupils positioned side-to-side (and, ideally, staff) ○ Low volume – quality rather than volume ○ Sanitising hands before entering/leaving the hall ○ Where possible, using a different working space within the hall than a previous group ○ Limited time only |

| 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) |
| | | | <ul style="list-style-type: none"> The latest advice in the working safely during COVID-19 in the performing arts guidance will be followed when planning an indoor or outdoor face-to-face performance in front of a live audience. Live streaming and recording performances will continue to be considered as alternatives; <p><i>Further detailed guidance is available on working safely during coronavirus (Covid-19): performing arts</i></p> |
| Transmission of COVID-19 during Educational Visits | Staff, pupils, visitors, contractors, household members | Potential spread of infectious disease | <ul style="list-style-type: none"> Schools and Nurseries can currently participate in non-overnight domestic educational visits, including domestic residential educational visits; Domestic residential educational visits will be conducted in line with current COVID-19 guidance and regulations; Pupils will be kept within their consistent groups (bubbles) for the duration of the visit; The school will refer to LCCs Educational Visits COVID-19 Risk Assessment Guidance and Annex C of the Schools COVID-19 Operational Guidance before undertaking a full and thorough risk assessment will be undertaken prior to all educational visits to ensure they can be done safely taking into account COVID-19 controls, national and local government guidelines. The risk assessment will be approved depending on the visit type, either by the school/nursery or LCCs Educational Visits Team via Evolve prior to the visit taking place. |
| Transmission of Covid-19 staff work areas | Staff, pupils, visitors, contractors, household members | Potential spread of infectious disease | <ul style="list-style-type: none"> Where practical and the role allows, staff are supported to work from home; The occupancy of the Front Desk is restricted to ensure social distancing rules can be observed; The school office layout is arranged to facilitate side by side working rather than face to face; Shared work areas are avoided. Where this is not possible work areas are thoroughly sanitised before and after use by different people; |

| 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) |
| | | | <ul style="list-style-type: none"> Sanitising wipes and/or antibacterial spray are available to enable shared desks and equipment to be cleaned before and after use, staff are reminded of this requirement regularly; Maximum occupancy of staff toilets is one. Measures have been put in place to protect office staff when dealing with contractors, parents and visitors. The hatch is used with tables placed in front to create a buffer. |
| 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 staff room will not be used to stay in for now, but the facilities may be used. No more than 3 members of staff should enter at any one time and distancing must be maintained; 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. In most cases, staff have a rest area elsewhere in the building. They must ensure that distancing is maintained at all times and surfaces left clean. |
| 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. Staff meetings to take place in the hall to support wellbeing; Only when deemed 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 sprays are available in designated meeting rooms to enable staff to wipe down shared equipment before and after use; |

| 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) |
| | | | <ul style="list-style-type: none"> • Meetings are held outdoors or in a well-ventilated designated rooms; |
| Manual Handling | Staff | Musculoskeletal injuries | <ul style="list-style-type: none"> • A dynamic risk assessment is carried out when moving furniture & resources which takes into account; <ul style="list-style-type: none"> — the task being undertaken; — the capabilities of individual carrying out the task; — the load being lifted or moved; — the surroundings (environment) and; — consideration of social distancing in 2 person manual handling activities/lifts. |
| Need for Personal Protective Equipment (PPE) | Staff, pupils, visitors, contractors, household members | Potential spread of infectious disease | <ul style="list-style-type: none"> • Staff are aware of the need to use the appropriate PPE when completing specific tasks e.g. cleaning or supporting an individual with coronavirus symptoms; • PPE is sourced through normal school procurement routes; • Disposable gloves are available to be 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; |

| 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) |
| | | | <ul style="list-style-type: none"> • Staff are provided with information and instruction on the use and disposal of PPE including face masks which should be double bagged; • Should staff be required to complete a close face-to-face contact with a pupil in a non-emergency (such as zipping coats) they may choose to utilise PPE if they prefer. Ideally, staff should consider how to avoid such close contact. • Further guidance is available on safe working in education, childcare and children's social care . |
| Dealing with emergency situations including accidents, security and evacuation during the COVID-19 pandemic | All building occupants | Untreated injuries, potential spread of infectious disease | <ul style="list-style-type: none"> • In an emergency, e.g. an accident or fire, people do not have to stay 2m apart if it would be unsafe but should do so where this is possible; • First Aiders are aware of and follow the Government guidance for first responders; • The First Aid Needs Assessment has been reviewed and amended to take account of current occupancy, numbers of first aiders required and additional PPE needed during the COVID-19 pandemic including provision of disposal gloves, disposal plastic aprons, fluid repellent surgical face masks and visors as required; • Pupils who require first aid will continue to receive care in the same way; No additional PPE is needed because of COVID-19 for any pupil who 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 |

| 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) |
| | | | <p>measures immediately afterwards including washing hands for 20 seconds under warm, running water or using hand sanitiser;</p> <ul style="list-style-type: none"> • PFA, FAW or EFAW certificates that expired after 16 March 2020 can remain valid until 31 October 2020 or 6 months from date of expiry, whichever is later. All requalification training for these certificates should be completed by 31 March 2021 and/or future training booked. • For instances where first aid qualifications are due for renewal and may expire during the current crisis, a 12 month extension has been provided by completion of an online refresher course. The school will endeavour to complete face-to-face training within the next year. • <i>Further guidance on first aid is available on Health & Safety Executive website;</i> |
| Reduced premises inspections, tests, servicing and maintenance | All building occupants | Accidents or incidents resulting from poorly maintained premises & plant | <ul style="list-style-type: none"> • Premises management inspections, testing and servicing of plant, equipment, etc. have been brought up to date for all parts of the building from September 2020 onwards; • Records of all testing and checks are stored and available to all interested parties. |
| Transmission of Covid-19 through interaction with catering staff on site | Staff, pupils, visitors, contractors, household members | Potential spread of infectious disease | <ul style="list-style-type: none"> • School have ensured that bought in School Catering Services have their own COVID-19 risk assessment in place which considers all COVID-19 preventative measures; • Catering staff wear face coverings when unable to maintain a 2 metre distance from others within the kitchen, including during food service; • The School Catering Service minimise changes in kitchen staff within the school as far as possible; • School catering staff are encouraged to participate in the school's LFD testing programme and have been provided with information on what to do if they have a positive LFD result including how to report the result to the school; |

| 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) |
| 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; • Where visits can happen outside of school hours, they will; • 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; • 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; |

| 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) |
| | | | <ul style="list-style-type: none"> • A record will be kept of all visitors with sufficient detail to support rapid contact tracing if required by NHS Test and Trace; • Contractors must obtain permission before attending site; • When necessary, contractors to familiarise themselves with the asbestos 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 comply with any additional PPE or hygiene requirements made by the school prior to entry; • Contractors will be asked to keep the time spent on site to a minimum and will make all efforts to only attend site to carry out work during periods of reduced occupation; • Alternative routes around or through the premises will be used as instructed by the school e.g. the school may usher the contractor through a fire escape door to access an adjacent room, rather than walking them through the school to reach their destination; • The number of site deliveries has been reduced where possible; • A procedure is in place to wipe down deliveries with sanitiser on entering the school premises where possible; • Staff handling deliveries will observe good hand hygiene, washing hands using warm, running water and soap for a minimum of 20 seconds or using hand sanitiser after handling new deliveries that have not been sanitised. |
| Homeworking with DSE | Staff and members of their household | Development or worsening of | <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.; |

| 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) |
| | | existing musculoskeletal injuries or health conditions | <ul style="list-style-type: none"> • Staff working from home have undertaken (or must if they have not already done so) 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; • Staff are made aware of sources of information that will assist staff wellbeing such as: <ul style="list-style-type: none"> ○ Employee Wellbeing |

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

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

I certify that the risk assessment above fully applies to the area/task/activity under assessment in Moss Side Primary School

Signed: A.Wright

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