

## SCHOOL RISK ASSESSMENT – COVID-19

**NOTE:** Due to the constantly changing situation this general risk assessment MUST be amended to reflect each school's specific controls on an ongoing basis, including the impact of any local lockdown measures in line with the [Government's contain framework](#).

Text highlighted in yellow relates to new amendments to the content

Green text shows details specific to our setting



### PART A. ASSESSMENT DETAILS:

**Area/task/activity:** Full School opening arrangements during COVID-19 restrictions

**Location of activity:** Appletree Nursery School

<b>Team/School name: Address &amp; Contact details:</b>	Appletree Nursery School	<b>Name of Person(s) undertaking Assessment:</b>	CB/SJT
		<b>Signature(s):</b>	
<b>Line Manager/ Headteacher (Name/Title):</b>	CB	<b>Date of Assessment:</b>	Jan 2021
<b>Signature:</b>		<b>Planned Review Date:</b>	2 weeks
<b>How communicated to staff:</b>	Emailed out	<b>Date communicated to staff:</b>	Jan 2021

### PART B. HAZARD IDENTIFICATION AND CONTROL MEASURES:

List of significant hazards (something with the potential to cause harm)	Who might be harmed	Type of harm	Existing controls (actions already taken to control the risk - include procedure for the task/activity where these are specified)
Changes to official COVID-19 guidance and advice	Staff, pupils, visitors, contractors, parents	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>• School regularly refers to official advice from the DfE, PHE, HS&amp;Q and HR;                             <ul style="list-style-type: none"> <li>○ <a href="#">Coronavirus (Covid-19): guidance for schools and other educational settings</a></li> </ul> </li> </ul>

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			<ul style="list-style-type: none"> <li>○ <a href="#">LCC Schools HR guidance</a></li> <li>○ <a href="#">LCC Health &amp; Safety COVID-19 web page</a></li> <li>● Headteacher or other senior person keeps up to date with <a href="#">official COVID-19 Guidance</a> and informs employees/school arrangements as required;</li> </ul>
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"> <li>● Staff who are identified as clinically extremely vulnerable through a current letter from the NHS or specialist doctor are advised to follow current government <a href="#">guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19</a>. The government will write to people if they are required to follow more restrictive formal shielding measures due to an increase in risk in the worst affected areas;</li> <li>● 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;</li> <li>● Children whose Doctor has recently confirmed they are clinically extremely vulnerable are advised to follow current government <a href="#">guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19</a> or the specific advice of their Doctor;</li> <li>● 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;</li> <li>● School applies the measures set out in the government <a href="#">Guidance for full opening: schools</a> as far as is reasonably practicable to reduce the risk to</li> </ul>

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			<p>all staff, <b>visitors and pupils</b> including those who are extremely clinically vulnerable and clinically vulnerable;</p> <ul style="list-style-type: none"> <li>• <b>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.</b></li> <li>• Staff members who are in these categories are reminded to take particular care;</li> <li>• Where an employee expresses concerns or is identified as being in the clinically vulnerable categories <a href="#">an individual risk assessment</a> will be completed to assess the risks to that individual and identify ways to reduce these risk to an acceptable level including where possible the need for any reasonable adjustments such as temporarily working from home or temporary deployment to a role where it is possible to maintain social distancing. This will be done in consultation with the member of staff and will be reviewed on a regular basis or in the event of any significant changes;</li> <li>• <b>RA for BAME staff is undertaken and reviewed regularly.</b></li> </ul> <p><b>Further controls:</b></p> <p><b>Staff agreement</b></p> <p><b>Parental visits only allowed in exceptional circumstances and for a maximum of half an hour</b></p> <p><b>Staff and children movement across bubbles will be kept to a minimum according to operational needs.</b></p>

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			<p>Pregnant women are categorised as ‘clinically vulnerable’ as a precautionary measure. As per the Management of Health and Safety at Work Regulations 1999 (MHSW) a <a href="#">new &amp; expectant mother risk assessment</a> and <a href="#">individual Covid-19 concerns risk assessment</a> will be completed for all pregnant staff;</p> <ul style="list-style-type: none"> <li>• People who live with those who are clinically extremely vulnerable or clinically vulnerable attend the workplace as normal;</li> <li>• Some people with particular characteristics may be at comparatively increased risk from coronavirus (COVID-19), as set out in the <a href="#">COVID-19: review of disparities in risks and outcomes report</a>. If people with significant risk factors express concerns <a href="#">an individual risk assessment</a> will be completed to assess the risks to that individual and identify ways to reduce them to an acceptable level;</li> <li>• People who live with those who have comparatively increased risk from coronavirus (COVID-19) attend the workplace as normal;</li> </ul>
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"> <li>• Staff, parents/carers and pupils are made aware of the <a href="#">virus symptoms</a>;</li> <li>• Staff, other adults and pupils are instructed not to come into school if they or members of their household have <a href="#">coronavirus (COVID-19) symptoms</a>, or have tested positive in at least the last 10 days in-line with the <a href="#">guidance for households with possible coronavirus infection</a>;</li> <li>• Staff, other adults or pupils showing COVID-19 symptoms are sent home, to self-isolate for 10 days and instructed to <a href="#">arrange a test</a> to see if they have COVID-19;</li> <li>• Staff and parents are advised that other members of their household (including any siblings) must self-isolate for <b>10</b> days from date of onset of symptoms;</li> </ul>

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			<ul style="list-style-type: none"> <li>• 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;</li> <li>• Staff and parents have been instructed to inform school immediately of the results of a test so that an assessment can be made of the potential impact on school;</li> <li>• If someone with symptoms tests negative and have not been told by the Test &amp; Trace Team to self-isolate, if they feel well and have been without a fever for 48 hours they can stop self-isolating;</li> <li>• 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, the School or Local Health Protection Team;</li> <li>• 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;</li> <li>• Ideally, a window will be opened in the room for increased ventilation;</li> <li>• If it is not possible to isolate the pupil e.g. if it causes them undue distress or they need to remain under adult observation, an assessment will be carried out to see whether it is sufficient to move them to an area which is at least 2 metres away from others;</li> </ul>

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			<ul style="list-style-type: none"> <li>• If an individual (adult or child) showing COVID-19 symptoms, needs to use the toilet while waiting to go home, they will use a separate toilet if possible. The toilet will then be cleaned and disinfected before being used by anyone else;</li> <li>• The area around the person with symptoms will be cleaned and disinfected using disposable cloths or paper towels and disposable mop heads after they have left to reduce the risk of passing the infection on to other people as per the <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a>;</li> <li>• When caring for someone with symptoms of coronavirus (COVID-19) a face mask should be worn if a distance of 2 metres cannot be maintained. If direct contact is necessary, then gloves, an apron and a face mask should be worn;</li> <li>• 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.</li> </ul>
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"> <li>• If someone tests positive, they are instructed to follow the 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' self-isolating for at least 10 days from the onset of their symptoms, or from their test day if they are asymptomatic, and will only be allowed to return to school when they have been without a fever for at least 48 hours.</li> <li>• 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;</li> <li>• They will be advised that other members of their household must continue</li> </ul>

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			<p>self-isolating for the full 10 days;</p> <ul style="list-style-type: none"> <li>• Where the staff member or pupil has been in school during the infectious period for COVID-19 i.e. 48 hours before the onset of their symptoms, the school will undertake a rapid risk assessment to identify the bubble to which the pupil or staff member is allocated and/or any other staff or pupils who have been in close contact with them during the 48 hours prior to the onset of their symptoms; <b>if the staff member / pupil has not been in school the 48 hours before the onset of their symptoms the school do not need to take any further action;</b></li> <li>• 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"> <li>○ direct close contact - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin);</li> <li>○ proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual;</li> <li>○ travelling in a small vehicle, i.e. a car, with an infected person;</li> </ul> </li> <li>• School will follow the guidance in the latest <a href="#">PHE (Lancashire) Schools Resource Pack</a> (circulated to schools via the Schools Bulletin) which provides advice on managing positive cases and who to contact for help;</li> <li>• 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</li> </ul>

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			<p>coronavirus (COVID-19) unless essential to protect others;</p> <ul style="list-style-type: none"> <li>• 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;</li> <li>• 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;</li> <li>• 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;</li> <li>• 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);</li> <li>• They are advised that their household should self-isolate for at least 10 days from when the symptomatic person first had symptoms;</li> <li>• 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.</li> </ul>



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Outbreak of Covid-19 within school	Staff, pupils, visitors, contractors, household members	Spread of infectious disease	<ul style="list-style-type: none"> <li>The school will work closely with the local health protection team if there are two or more confirmed cases within 14 days, or there is an overall rise in sickness absence where coronavirus (COVID-19) is suspected. The local health protection team will advise if additional action is required;</li> <li>School is aware that in consultation with the local Director of Public Health, where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person's class, followed by their year group, then the whole school if necessary, in line with routine public health outbreak control practice.</li> </ul>
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"> <li>Guidance and training is provided for staff to ensure they understand, and can enforce, the new routines and support pupils in understanding them and are familiar with revised physical arrangements;</li> <li>Senior leaders within school ensure staff are consulted when considering local arrangements and there is ongoing engagement with staff (including through trade unions and employee representative groups) to monitor and understand any unforeseen impacts of changes to working environments;</li> <li>Senior personnel, are available to offer support and advice and to monitor the current working arrangements on a daily basis;</li> <li>All new staff and volunteers are provided with a site induction and adequate information, instruction and training on local health, safety and COVID secure arrangements and their key roles and responsibilities;</li> <li>Signage, posters and other instructions are displayed to support implementation of COVID secure measures;</li> <li>Up to date information and guidance on how to manage the risks associated with COVID -19 are available on the Health &amp; Safety Website.</li> </ul>

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Spread of Covid-19 during travel to and from school on public transport	Staff, pupils, household members, members of the public	Potential spread of infectious disease Pupils stranded or missing	<ul style="list-style-type: none"> <li>• 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;</li> <li>• Families who use public transport have been referred to <a href="#">safer travel guidance for passengers</a> which includes guidance on how to wear a face covering.</li> </ul>
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"> <li>• Parents/carers are requested not to enter school unless absolutely necessary and by appointment only. When it is necessary for parent/carer to enter the school building they will be instructed to follow handwashing and social distancing guidelines;</li> </ul> <p>Arrangements are in place for parents/carers to drop off and collect children at specified times, without physically entering the premises e.g. front gate drop-off with staff meeting pupils at the school door; <b>Appleblossoms children at the front door of the building and Nursery children at the front of the building nearest entrance to Milking Stile Lane.</b></p> <ul style="list-style-type: none"> <li>• Parents have been advised that only one parent should accompany their child to the school entrance;</li> <li>• All staff and pupils wash their hands thoroughly with warm, running water and hand soap for at least 20 seconds on arrival at school;</li> <li>• <i>Bags and lunch boxes to sprayed on arrival</i></li> <li>• <i>Classroom staff to meet and greet all parents/children even late arrivals</i></li> <li>• <i>Communication via internal phones and SLT mobile if required</i></li> <li>• <i>Bell system in place for Appleblossom children</i></li> </ul>
Transmission of Covid-19 through insufficient	Staff, pupils, visitors, contractors,	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>• Good hand hygiene and the need to wash hands more frequently is</li> </ul>

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<p>personal hygiene</p>	<p>household members</p>		<p>promoted around school;</p> <ul style="list-style-type: none"> <li>• 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 toilet, after touching shared resources or after touching their face, blowing their nose, sneezing, coughing;</li> <li>• 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;</li> <li>• Where necessary pupils are supervised and monitored to ensure safe and appropriate hand hygiene;</li> <li>• Skin cleaning wipes have been made available for use with very young pupils or pupils with complex needs;</li> <li>• Pupils are encouraged to avoid touching their faces whenever possible particularly with unwashed hands;</li> <li>• 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);</li> <li>• 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;</li> <li>• Posters are displayed on good hand washing technique and government guidelines on good respiratory hygiene;</li> <li>• Young pupils and pupils with complex needs are supported to follow the catch it, bin it, kill it guidance;</li> <li>• Tissues are readily available around school including in all classrooms and sufficient numbers of bins are in place for the disposal of tissues.</li> </ul>

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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"> <li>• An enhanced cleaning schedule is followed which includes;</li> <li>• More frequent cleaning of rooms/shared areas that are used by different groups;</li> <li>• Sanitising of tables in the dining area between different groups (bubbles) having their lunch;</li> <li>• More frequent cleaning of touched objects such as railings/bannisters, door and window handles, taps, desk/table tops, play equipment, toys, sports equipment, teaching &amp; learning aids, computer equipment, telephones and toilet facilities;</li> <li>• thorough cleaning of all occupied areas at the end of the day;</li> <li>• When cleaning, the usual products i.e. detergents and bleach will be used as these are effective at getting rid of the virus on surfaces;</li> <li>• Staff have been instructed on cleaning and sanitising requirements including the use of chemicals and cleaning materials and instructions on the use of PPE;</li> <li>• PPE is provided for staff to wear during cleaning activities and must be worn as instructed e.g. gloves etc.;</li> <li>• COSHH risk assessments are in place and followed for cleaning products and have been shared with staff as necessary;</li> <li>• A documented cleaning checklist is in place to ensure the enhanced cleaning schedule is followed and maintained;</li> <li>• As the ability to social distance in early years setting is limited, additional meticulous attention is given to the cleaning regime;</li> <li>• In early years settings the use of soft toys and toys with intricate parts or</li> </ul>

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			<p>that are otherwise hard to clean are not in use;</p> <ul style="list-style-type: none"> <li>• For individual and very frequently used equipment, such as pencils and pens, staff and pupils are instructed to have their own items that are not shared;</li> <li>• Classroom based resources, such as books and games are used and shared within the bubble; these are cleaned regularly, along with all frequently touched surfaces;</li> <li>• Resources that are shared between classes or bubbles, such as sports, art and science equipment are cleaned frequently and meticulously between bubbles or;</li> <li>• Resources that are shared between classes or bubbles, such as sports, art and science equipment are rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles;</li> <li>• 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; <a href="#">Actions for early years and childcare providers during the coronavirus outbreak</a>;</li> <li>• Pupils are only allowed to bring essentials into school each day including school bag, lunch boxes, hats, coats, books, stationery and mobile phones;</li> <li>• Pupils and teachers are permitted to take books and other shared resources home that contribute to the pupil's education and development. Unnecessary sharing including the sharing of items that do not contribute to a pupil's education or development is not permitted;</li> <li>• Shared resources are cleaned frequently and meticulously and before being shared and taken home or;</li> </ul>

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			<ul style="list-style-type: none"> <li>• Shared resources are rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) before being shared and taken home;</li> <li>• A cleaning regime is in place for outdoor play equipment, outdoor seating, and outdoor handrails etc;</li> <li>• Waste bins are emptied at least daily or more often as necessary and the contents disposed of safely;</li> <li>• School follows the procedures set out in the Government guidance <a href="#">Cleaning in Non-Health Care Settings</a> following a confirmed or suspected case of COVID-19 on site;</li> <li>• Contaminated or suspected contaminated waste will be double bagged, labelled and stored for 72 hours before being disposed of with general waste;</li> <li>• Where it is not possible to store waste for 72 hours, arrangements will be made for collection by the school's specialist clinical waste contractor;</li> <li>• Waste cleaning materials are disposed of in the usual way unless it is confirmed or suspected that they are contaminated as a result of a member of staff or pupil displaying symptoms;</li> <li>• Staff have been instructed to store personal items and clothing in areas not widely accessible during the working day e.g. in lockers.</li> </ul>
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"> <li>• The school has applied the Government's principles of keeping groups separate (bubbles), keeping bubble sizes as small as is reasonably practicable and maintaining social distancing based on the age and ability of the pupils and the feasibility of measures when offering a broad curriculum;</li> </ul>

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			<ul style="list-style-type: none"> <li>• Pupils have been placed in 'class bubbles' and interaction between other classes minimised as far as is reasonably practicable;</li> <li>• Pupils have been placed in 'class bubbles' for core subjects but are mixed in some curriculum subjects. Interaction between other years groups is minimised as far as is reasonably practicable;</li> <li>• Following an assessment of the school circumstances and the practical logistics, pupils have been placed in 'year group' bubbles to enable the school to offer a full curriculum. Interaction between other years groups is minimised as far as is reasonably practicable;</li> <li>• Early years settings who only care for children under the age of 5 are not required to keep children in small, consistent groups. Therefore, the setting's normal group sizes have been resumed. The setting continues to minimise mixing between different groups of children;</li> <li>• Staff members in early years settings stay within a single group as far as possible e.g. on a day to day or weekly basis, in order to limit contacts;</li> <li>• Settings offering alternative provision take steps to minimise social contact and mixing as far as is practicable;</li> <li>• Smaller alternative provision settings have adopted a whole school bubble approach in order to best meet the needs of the pupils;</li> <li>• Classrooms are not shared with other class groups;</li> <li>• Measures have been put in place to limit interaction, between groups (bubbles) as much as possible;</li> <li>• Start and finish times are staggered to keep groups apart as they arrive and leave school;</li> </ul>

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			<ul style="list-style-type: none"> <li>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;</li> <li>Children in different groups are encouraged not to play together/socialise at break times. Breaks are staggered to restrict the number of children playing at one time and groups are supervised and kept apart as far as possible;</li> <li>Where possible rooms are accessed directly from outside;</li> </ul>
Transmission of Covid-19 through airborne particles due to close proximity to others	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>Staff to maintain a 2-metre distance from each other at all times;</li> <li>In primary schools and early years settings where social distancing is not possible in areas outside of classrooms between members of staff or visitors, for example in staffrooms, it is the responsibility of the Headteacher to decide whether to ask staff or visitors to wear or agree to them wearing face coverings in these circumstances and, if so, this will be communicated to all staff and visitors;</li> </ul> <p>In light of the mitigating measures the school is taking e.g. setting up of class bubbles, face coverings will not be required to be worn in classrooms due to the negative impact they can have on learning, teaching and communication; Staff will be encouraged to wear a face covering if a parent needs to enter the setting i.e. under exceptional circumstances</p> <ul style="list-style-type: none"> <li>Staff and pupils have been instructed to sanitise their hands before putting on and removing a face covering, not to touch the front of their face covering during use or when removing it and to place reusable face coverings in a sealable plastic bag (that the wearer has brought with them) between uses as per <a href="#">government guidance on face coverings</a>;</li> <li>A small contingency supply of disposable face coverings will be available</li> </ul>



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			<p>for instances where staff, pupils or visitors have forgotten to bring one of theirs has become soiled during the course of the day;</p> <ul style="list-style-type: none"> <li>• Bins are provided throughout the school for the disposal of disposable face masks. The contents of bins is disposed of as normal domestic waste unless the wearer has symptoms of COVID-19 in which case they will be disposed of in line with the <a href="#">guidance on cleaning for non-healthcare settings</a>;</li> <li>• All staff and pupils are expected to adhere to the current social distancing guidelines as far as is reasonably practicable;</li> <li>• Classrooms have been adapted to support social distancing where possible including: <ul style="list-style-type: none"> <li>○ moving unnecessary furniture out of classrooms to make more space;</li> </ul> </li> <li>• <i>For more information please see guidance note from health and safety and design and construction on <a href="#">Use of Ventilation and Air Conditioning during the coronavirus outbreak</a>;</i></li> </ul>
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"> <li>• The school has followed the LCC Design &amp; Construction <a href="#">guidance on the use of ventilation and air conditioning</a>, the <a href="#">supplementary note for Winter 2020/21</a> and has sought specialist advice and assistance on ventilation measures from the Building Services Engineer or Building Consultant;</li> <li>• 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 <b>inclement weather</b>;</li> <li>• <b>During winter months, as a minimum, windows will be fully opened 15 minutes before a room is used, and whenever a room is unoccupied in</b></li> </ul>

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			<p>order to purge the air;</p> <ul style="list-style-type: none"> <li>Where possible, windows will be kept partially open at times of occupation.</li> </ul>
Transmission of COVID-19 during Wraparound Provision	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>As far as is possible, children are kept in a group with other children from the same bubble they are in during the school day or;</li> <li>It is impractical to keep children in their school day bubbles and will therefore be kept in the same small consistent groups each time as far as possible;</li> <li>Resources are meticulously cleaned before being shared with a different bubble or;</li> <li>Resources shared between bubbles are left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles;</li> <li>The external provider of the school's wraparound provision has consulted with the school on suitable COVID-19 control measures to ensure they are compatible with the schools and are documented in the external providers risk assessment;</li> <li><i>For more information on wraparound provision see LCCs <a href="#">guidance &amp; checklist on Extended Services in Schools</a>.</i></li> </ul>
Transmission of Covid-19 staff work areas	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>Where practical and the role allows, staff are supported to work from home;</li> <li>The occupancy of the school office and PPE rooms is restricted to ensure social distancing rules can be observed;</li> <li>The school office layout has been rearranged to facilitate side by side</li> </ul>

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List of significant hazards (something with the potential to cause harm)	Who might be harmed	Type of harm	Existing controls (actions already taken to control the risk - include procedure for the task/activity where these are specified)
			<p>working rather than face to face;</p> <ul style="list-style-type: none"> <li>• Dividing screens have been placed in-between work areas where necessary;</li> <li>• Shared work areas are avoided. Where this is not possible work areas are thoroughly sanitised before and after use by different people;</li> <li>• Sanitising wipes are available to enable shared desks and equipment to be cleaned before and after use, staff are reminded of this requirement regularly;</li> <li>• Measures have been put in place to protect office staff when dealing with contractors, parents and visitors. Perspex screens have been installed in open reception areas.</li> </ul>
Transmission of Covid-19 staff rest areas	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>• 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;</li> <li>• The number of staff allowed in the staff room at any one time is restricted to enable social distancing to be maintained; <b>Staff to use other rooms in the building to allow for social distancing</b></li> <li>• Staff room furniture has been reconfigured to maintain social distancing and reduce face to face contact.</li> <li>• Signage and floor markings support staff to maintain 2 metre distance;</li> <li>• 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.</li> </ul>
Transmission of Covid-19	Staff, pupils, visitors,	Potential spread of	<ul style="list-style-type: none"> <li>• Meetings to be held via remote working tools wherever possible;</li> </ul>

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<b>List of significant hazards</b> (something with the potential to cause harm)	<b>Who might be harmed</b>	<b>Type of harm</b>	<b>Existing controls</b> (actions already taken to control the risk - include procedure for the task/activity where these are specified)
through airborne particles due to face-face meetings	contractors, household members	infectious disease	<ul style="list-style-type: none"> <li>• Only when absolutely necessary will a face to face meeting take place. This will be with the minimum number of participants, whilst observing social distancing rules either in an outdoor space or well-ventilated area indoors;</li> <li>• Hand sanitiser is provided in designated meeting rooms where handwashing facilities are not immediately available;</li> <li>• Disinfectant wipes are available in designated meeting rooms to enable staff to wipe down shared equipment before and after use;</li> <li>• Meetings are held outdoors or in a well-ventilated designated room;</li> <li>• Floor markings are used in designated meetings rooms to help participants to maintain appropriate social distancing.</li> </ul>
Manual Handling	Staff	Musculoskeletal injuries	<ul style="list-style-type: none"> <li>• A dynamic risk assessment is carried out when moving furniture &amp; resources which considers;               <ul style="list-style-type: none"> <li>○ the task being undertaken;</li> <li>○ the capabilities of individual carrying out the task;</li> <li>○ the load being lifted or moved;</li> <li>○ the surroundings (environment) and;</li> <li>○ consideration of social distancing in 2 person manual handling activities/lifts.</li> </ul> </li> </ul>
Need for Personal Protective Equipment (PPE)	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>• Staff are aware of the need to use the appropriate PPE when completing specific tasks e.g. cleaning or supporting an individual with coronavirus symptoms;</li> <li>• PPE is sourced through normal school procurement routes;</li> </ul>

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

**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"> <li>• Pupils who require first aid will continue to receive care in the same way; No additional PPE is needed because of COVID-19 for any pupil who does not have symptoms;</li> <li>• When administering first aid to an adult a face mask should be worn if a distance of 2 metres cannot be maintained. If direct contact is necessary, gloves, an apron and a face mask should be worn;</li> <li>• If a risk assessment determines that there is a risk of splashing to the eyes, e.g. from coughing or vomiting, eye protection will also be worn by the first aider;</li> <li>• Staff involved in the provision of assistance to others in an emergency including first aid are instructed to pay particular attention to sanitation measures immediately afterwards including washing hands for 20 seconds under warm, running water or using hand sanitiser;</li> <li>• 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.</li> <li>• <i>Further guidance on first aid is available on <a href="#">Health &amp; Safety Executive website</a>;</i></li> <li>• <i>Paediatric First Aid Certificates all renewed in September 2020 via blended learning.</i></li> </ul>
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"> <li>• 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;</li> <li>• Records of all testing and checks are stored and available to all interested</li> </ul>

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List of significant hazards (something with the potential to cause harm)	Who might be harmed	Type of harm	Existing controls (actions already taken to control the risk - include procedure for the task/activity where these are specified)
Transmission of Covid-19 in early years settings from visiting prospective or current parents & carers	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	<p>parties.</p> <ul style="list-style-type: none"> <li>• Visits from parents and carers to the early years setting is restricted to visits that are necessary only and remote contact is utilised when possible;</li> <li>• Virtual tours are carried out for prospective parents and carers where possible;</li> <li>• If parents are keen to visit in person, these visits if possible will be carried out after hours. If the visit takes place during working hours it will be restricted to outdoor play areas only;</li> <li>• Parents and carers entering the setting to help settle their child will stay for a limited amount of time, if possible for no more than an hour;</li> <li>• Parents &amp; carers will be required to wear a face covering in line with locally agreed arrangements, regularly sanitise their hands including on entering and leaving the setting and maintain strict social distancing from staff, other visitors and children other than those in their care at all times.</li> </ul>
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"> <li>• Visitors to site including contractors, parents and visitors are limited to essential persons only and wherever possible by appointment only;</li> <li>• Where visits can happen outside of school hours, they will;</li> <li>• Supply teachers, peripatetic teachers and/or other temporary staff are permitted and can move between schools;</li> <li>• 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;</li> </ul>

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<b>List of significant hazards</b> (something with the potential to cause harm)	<b>Who might be harmed</b>	<b>Type of harm</b>	<b>Existing controls</b> (actions already taken to control the risk - include procedure for the task/activity where these are specified)
			<ul style="list-style-type: none"> <li>• They will be instructed to ensure they minimise contact and maintain as much distance as possible from other staff;</li> <li>• Specialists, therapists, clinicians and other support staff for pupils with SEND will provide interventions as usual;</li> <li>• All visitors will follow the Government's guidance and the school's strict hygiene and social distancing rules e.g. hand washing/sanitisation upon entry;</li> <li>• Visitor/Contractor site rules &amp; procedures have been revised to include additional controls to mitigate the risk of transmission of COVID-19;</li> <li>• Reception staff responsibilities have been established in relation to COVID-19 and the communication of procedures required by contractors and visitors to site;</li> <li>• Office staff are aware of and explain additional hygiene and social distancing rules required by contractors and visitors on arrival;</li> <li>• Signing in/out arrangements for visitors have been modified to prevent the handling of pens and paper by multiple people;</li> <li>• A record will be kept of all visitors with sufficient detail to support rapid contact tracing if required by NHS Test and Trace;</li> <li>• A procedure is in place to sanitise touchscreen sign-in systems each time they are used;</li> <li>• Contractors must obtain permission before attending site;</li> <li>• 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</li> </ul>



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			<p>to be provided as a laminate which must be wiped clean with disinfectant wipes after use;</p> <ul style="list-style-type: none"> <li>• Contractors will wear appropriate PPE as determined by their employer, however they may be asked to wear additional PPE (provided by the school) upon arrival e.g. gloves, mask, coveralls, shoe covers, etc. where this is considered necessary. Contractors will comply with any additional PPE or hygiene requirements made by the school prior to entry;</li> <li>• Contractors will be asked to keep the time spent on site to a minimum and will make all efforts to only attend site to carry out work during periods of reduced occupation;</li> <li>• 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;</li> <li>• The number of site deliveries has been reduced where possible;</li> <li>• A procedure is in place to wipe down deliveries with sanitiser on entering the school premises where possible;</li> <li>• 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.</li> </ul>
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"> <li>• Homeworking will usually involve the use of Display Screen Equipment (DSE) in the form of mobile laptops, Yogas, tablets, phones, etc.;</li> <li>• Staff working from home have undertaken DSE e-learning and are aware of how-to set-up their workstation and equipment at home so as not to cause additional health risks;</li> </ul>

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			<ul style="list-style-type: none"> <li>• Staff have access to H&amp;S information and support to assist homeworking arrangements such as:</li> <li>• <a href="#">H&amp;S COVID-19 web page</a> (section on 'How to support employees working from home');</li> <li>• Remote H&amp;S support is available via the Duty Officer by Tel: 01772 538877 or email HS&amp;Q Team at: <a href="mailto:health.safety@lancashire.gov.uk">health.safety@lancashire.gov.uk</a> ;</li> <li>• In circumstances where staff are homeworking for more than one month at a time, a Homeworker Checklist &amp; Risk Assessment (see link to above web page) will be completed to identify any issues or concerns. The finding will be discussed with the line manager at school and further action taken where necessary.</li> </ul>
Stress and Anxiety	Staff	Increased levels of stress/anxiety and lower than normal levels of wellbeing	<ul style="list-style-type: none"> <li>• Senior personnel monitor working arrangements and offer support and advice where necessary;</li> <li>• Staff are able to contact colleagues or managers for advice and support, or just for reassurance, during the normal working day;</li> <li>• A process is available for individuals to report concerns over breaches of school safe working policy/guidelines so that intervention can occur;</li> <li>• Where a member of staff returning to the workplace has raised concerns about their safety or wellbeing due to the risk of COVID-19, where necessary their line manager will complete a <a href="#">risk assessment addressing COVID-19 concerns for an employee</a> to help identify key concerns and any further adjustments required to support them at work;</li> <li>• Staff are made aware of sources of information that will assist staff wellbeing such as: <ul style="list-style-type: none"> <li>▪ <a href="#">Employee Wellbeing</a></li> <li>▪ <a href="#">MIND web site</a></li> </ul> </li> </ul>

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

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 ..... (Name of school)

Signed:

Name:

Risk Assessor: