

SCHOOL RISK ASSESSMENT – COVID-19

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



PART A. ASSESSMENT DETAILS:

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

Location of activity: Poulton St Chads CE Primary School

Team/School name: Address & Contact details:	Poulton St Chad's CE Primary School Hardhorn Road Poulton-le-Fylde FY6 7SR	Name of Person(s) undertaking Assessment:	Jonathan Leeming
		Signature(s):	<i>Jonathan Leeming</i>
Line Manager/ Headteacher (Name/Title):	Mr. Jonathan Leeming	Date of Assessment: Date of this review	15 / 7 / 20 17/06/21
Signature:	<i>Jonathan Leeming</i>	Planned Review Date:	ongoing
How communicated to staff: Review :	Email discussed in staff meetings on 13, 16, 20 July 2020, Email: 22/ 08 / 20, 28/9/20, 29/10/20, 2/1/21, 11/2/21, 12/5/21, 17/06/21	Date communicated to staff: This review	13 / 6 / 20 Reviewed 22/8/20,15/9/20 28/9/20, 29/10/20 ,2/1/21, 11/2/21, 12/5/21 This update 17/06/21

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

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

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			<p>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;</p> <ul style="list-style-type: none"> • Pregnant women are categorised as ‘clinically vulnerable’ as a precautionary measure. As per the Management of Health and Safety at Work Regulations 1999 (MHSW) a new & expectant mother risk assessment and individual Covid-19 concerns risk assessment will be completed for all pregnant staff; • People who live with those who are clinically extremely vulnerable or clinically vulnerable attend the workplace as normal; • Some people with particular characteristics may be at comparatively increased risk from coronavirus (COVID-19), as set out in the COVID-19: review of disparities in risks and outcomes report. If people with significant risk factors express concerns an individual risk assessment will be completed to assess the risks to that individual and identify ways to reduce them to an acceptable level; • People who live with those who have comparatively increased risk from coronavirus (COVID-19) attend the workplace as normal;
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, to self-isolate for 10 days and instructed to arrange a test to see if they have COVID-19;

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			<ul style="list-style-type: none"> • Early Years settings follow the DfE guidance What to do if a child or adult is displaying symptoms, or is a confirmed case of coronavirus in an early years setting; • 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; • Staff and parents have been instructed to inform school immediately of the results of a test so that an assessment can be made of the potential impact on school; • If someone with symptoms tests negative and have not been told by the Test & Trace Team to self-isolate, if they feel well and have been without a fever for 48 hours they can stop self-isolating; • Staff who have assisted someone who has taken ill with COVID-19 symptoms and any pupils who have been in close contact with them, will wash their hands with warm, running water and soap for a minimum of 20 seconds. They do not need to go home unless they display the symptoms themselves, the symptomatic person subsequently tests positive or are advised to do so by NHS Test and Trace, the School or Local Health Protection Team; • If a pupil displays symptoms their parent/carer will be required to take them home. Where this is not immediately possible, the pupil will be placed in a separate room (quiet room) until they can be collected, whilst being mindful of the individual pupils' needs; • The door will remain open to ventilate the room

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			<ul style="list-style-type: none"> • 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 toilet while waiting to go home, they will use a separate toilet if possible (disabled toilet on KS2 corridor). The toilet will then be cleaned and disinfected before being used by anyone else; • The room quiet room where the person with symptoms will be closed for access and fogged in the evening after they have left to reduce the risk of passing the infection on to other people as per the COVID-19: cleaning of non-healthcare settings guidance; • When caring for someone with symptoms of coronavirus (COVID-19) a face mask should be worn if a distance of 2 metres cannot be maintained. If direct contact is necessary, then gloves, an apron and a face mask should be worn; • If a risk assessment determines that there is a risk of splashing to the eyes, e.g. from coughing, spitting, or vomiting, then eye protection will also be worn by the supervising adult.
Staff, pupils & household members test positive for COVID-19	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	<ul style="list-style-type: none"> • If someone tests positive, they are instructed to follow the 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' self-isolating for at least 10 days from the onset of their symptoms, or from their test day if they are asymptomatic, and will only be allowed to return to school when they have been without a fever for at least 48 hours. • They can return to school after 10 days even if they still have a cough or loss of sense of smell/taste as these symptoms can last for several weeks after the infection has gone;

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			<ul style="list-style-type: none"> • They will be advised that other members of their household must continue self-isolating for the full 10 days; • 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; 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; • 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"> ○ direct close contact - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin); ○ proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual; ○ travelling in a small vehicle, i.e. a car, with an infected person; • School will 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; • 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;

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			<ul style="list-style-type: none"> • 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; • 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

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			<p>through trade unions and employee representative groups) to monitor and understand any unforeseen impacts of changes to working environments;</p> <ul style="list-style-type: none"> • Senior personnel, are available to offer support and advice and to monitor the current working arrangements on a daily basis; • All new staff and volunteers are provided with a site induction and adequate information, instruction and training on local health, safety and COVID secure arrangements and their key roles and responsibilities; • Signage, posters and other instructions are displayed to support implementation of COVID secure measures; • Up to date information and guidance on how to manage the risks associated with COVID -19 are available on the Health & Safety Website.
Spread of Covid-19 during travel to and from school on public transport	Staff, pupils, household members, members of the public	Potential spread of infectious disease Pupils stranded or missing	<ul style="list-style-type: none"> • Strategies have been implemented to reduce the use of public transport by pupils to get to and from school particularly at peak times including; <ul style="list-style-type: none"> ○ Increasing the number of dedicated school buses; ○ Introducing staggered start and finish times to enable travel to take place out of peak times; ○ Staff and pupils are encouraged to walk or cycle to school where possible; ○ Facilities are in place to store bikes securely. This will be continually monitored to ensure sufficient facilities are in place to meet demand; • Where this is not possible, use of private transport or a dedicated school bus is recommended; • If public transport has to be used, staff, parents and pupils are advised to follow social distancing rules and to wear a face covering when on public transport; • Families who use public transport have been referred to safer travel

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			guidance for passengers which includes guidance on how to wear a face covering.
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; • 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; Parents will be informed about the one-way walkthroughs established around the school perimeter (especially the alleys). These will be enforced through staff patrols during drop off. Signage to help. Parents will be informed that once children have been dropped off at school, they must immediately leave the school perimeter. No communal gathering will take place on the school perimeter. • Parents have been advised that only one parent should accompany their child to the school entrance; • Pupils have been instructed not to touch the front of their face covering during use or when removing them on arrival at school; • Reusable face coverings must be placed in a plastic bag that the wearer has brought with them and stowed in a safe place such as a school bag to be taken home; • Those removing face coverings are required to wash or sanitise their hands before immediately after removing it; • A covered bin is in place for non-reusable face coverings on arrival at the school grounds;

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			<ul style="list-style-type: none"> The contents of the bin will be disposed of as normal domestic waste unless the wearer has symptoms of Covid-19 in which case it will be disposed of in line with the guidance on cleaning for non-healthcare settings; All staff and pupils wash their hands thoroughly with warm, running water and hand soap for at least 20 seconds on arrival at school; Children are split across school into 2 separate groups that will arrive at different times. Group A (Years Dolphins, Seals, 4 and 6) Group B (Years Whales, Turtles, 3 and 5) Group A arrive at 8:45 Group B at 9:00 and those with siblings arrive at the end of window A. Pupils enter from different points as follows: Dolphins / Whales : playground entrance (parents lining up 2m apart-markings) Turtles: Playground next to MUGA leading towards turtles external classroom door. Parents to follow one-way system out of school onto Princess ave. GATE MUST BE MONITORED AND PADLOCKED ONCE PARENTS HAVE LEFT SITE. Seals: Hall door (parents lining up 2m apart-markings) Year 3&4: External end corridor door (Hardhorn rd) Markings? Year 5: Mid corridor door (ch can be left to walk down the alley on their own) Year 6: Main School entrance door (ch can be left to walk down the alley on their own) There is a strict one-way system around the perimeter of the school. The alleyway leading down the side of school and onto Princess Avenue is strictly one-way. <u>Failure to follow the one way system will</u>

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			<p><u>risk the safety of others.</u></p> <p><u>When dropping off and collecting children it is vital that the adult maintains 2m social distance from others at all times. There must be no congregating in drop off points. Children must remain under adult supervision until they enter school. We cannot have children congregating in groups. Markings on the playground show clearly the distances that must be maintained while queuing.</u></p> <p>Parents collecting Year 5/6 pupils will wait for them at the end of the alleyway on Princess Avenue.</p> <p>Parents collecting Year 3 / 4 pupils will queue outside the entrance of the corridor on Hardhorn Rd at a 2m distance. After collecting children these parents can either follow the one-way system onto Princess avenue or leave school grounds by the main double gate.</p> <p>Year 5/6 pupils may walk to school and home without being accompanied by an adult if we have received written consent.</p> <ul style="list-style-type: none"> Pupils wash hands for 20 seconds in classrooms / toilets on entrance. Sink in Art / DT room can be used as additional facility for Y5 / 6
Transmission of Covid-19 through insufficient personal hygiene	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	<ul style="list-style-type: none"> Good hand hygiene and the need to wash hands more frequently is promoted around school; Staff, pupils and visitors are instructed to wash hands when they arrive at school, when they return from breaks, when they change rooms, before and after eating, after using the bathroom, after touching shared resources or after touching their face, blowing their nose, sneezing, coughing; Hand washing facilities are readily available. Where hand washing facilities are not readily available, hand sanitiser stations have been

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			<p>positioned to allow pupils and staff to clean their hands regularly;</p> <ul style="list-style-type: none"> • 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; (EYFS) • Pupils are encouraged to avoid touching their faces whenever possible particularly with unwashed hands; • The Catch it, Bin it, Kill it guidance is promoted to catch coughs and sneezes in tissues and throw them in the bin immediately (hands to be washed immediately after disposal); • Pupils are reminded how to catch coughs and sneezes if a tissue is not readily available i.e. in the crook of the elbow rather than in the hands; • Posters are displayed on good hand washing technique and government guidelines on good respiratory hygiene; • Young pupils and pupils with complex needs are supported to follow the catch it, bin it, kill it guidance; • Tissues are readily available around school including in all classrooms and sufficient numbers of bins are in place for the disposal of tissues. <p>Hand sanitiser dispensers are set up outside all classrooms and toilets.</p>
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; ○ 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;

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			<ul style="list-style-type: none"> ○ thorough cleaning of all occupied areas at the end of the day; ● 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; ● 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 e.g. gloves etc.; ● COSHH risk assessments are in place and followed for cleaning products and have been shared with staff as necessary; ● A documented cleaning checklist is in place to ensure the enhanced cleaning schedule is followed and maintained; ● As the ability to social distance in early years setting is limited, additional meticulous attention is given to the cleaning regime; ● 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, staff and 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 bubble; these are cleaned regularly, along with all frequently touched surfaces; ● Resources that are shared between classes or bubbles, such as sports, art and science equipment are cleaned frequently and meticulously between bubbles; ● Resources that are shared between classes or bubbles, such as sports,

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			<p>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;</p> <ul style="list-style-type: none"> • 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 lunch boxes, hats, coats, reading book and reading record book in KS1/EYFS; • Coats in some classes left on back of chairs to reduce gathering in corridors. • Pupils come to school wearing PE kits on days when they have PE. • Pupils and teachers are permitted to take books and other shared resources home that contribute to the pupil's education and development. Unnecessary sharing including the sharing of items that do not contribute to a pupil's education or development is not permitted; • Shared resources are cleaned frequently and meticulously and before being shared and taken home or; • Shared resources are rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) before being shared and taken home; Reading books will be organised by class teachers to allow for a quarantine period between use. • Waste bins are emptied at least daily or more often as necessary and the contents disposed of safely; • School follows the procedures set out in the Government guidance Cleaning in Non-Health Care Settings following a confirmed or suspected case of COVID-19 on site;

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			<ul style="list-style-type: none"> Contaminated or suspected contaminated waste will be double bagged, labelled and stored for 72 hours before being disposed of with general waste; Where it is not possible to store waste for 72 hours, arrangements will be made for collection by the school's specialist clinical waste contractor; Waste cleaning materials are disposed of in the usual way unless it is confirmed or suspected that they are contaminated as a result of a member of staff or pupil displaying symptoms; Staff have been instructed to store personal items and clothing in areas not widely accessible during the working day e.g. in lockers.
Transmission of Covid-19 through airborne particles due to interaction with a large number of other pupils	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	<ul style="list-style-type: none"> The school has applied the Government's principles of keeping 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; Pupils have been placed in 'class bubbles' and interaction between other classes minimised as far as is reasonably practicable; Staff members in early years settings stay within a single group (bubble) on a day to day basis as far as possible; Wherever possible, classrooms are not shared with other class groups; The only classrooms that are shared are Dolphins and Whales during OOSC provision. Seals will share Dolphins and Turtles share Whales. Children from different classes will be kept apart in these classrooms and spaces cleaned before and after pupils from other "Bubbles" occupy the space. Measures have been put in place to limit interaction, between groups (bubbles) as much as possible;

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			<ul style="list-style-type: none"> • Start and finish times are staggered to keep groups apart as they arrive and leave school; Children are split across school into 2 separate groups that will arrive at different times. Group A (Years Dolphins, Seals, 4 and 6) Group B (Years Whales, Turtles, 3 and 5) Group A arrive at 8:45 Group B at 9:00 and those with siblings arrive at end of window. • 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; End of Day Collection: Group A 3:15 Group B 3:25 • 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; Markings on playground show zones for different bubbles and the MUGA will be used as an additional bubble. Weather permitting pupils can also use the school field. Dolphins and Whales to use the continuous provision area outside classroom. • 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; • A one-way circulation route along corridors is in operation; • Pupils in different groups are encouraged not to mix together at break times and groups are supervised and kept apart as far as possible; • Lunch breaks are staggered

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			<ul style="list-style-type: none"> As far as practicable groups will be kept apart with only brief transitory contact where this is unavoidable; Large gatherings such as assemblies or collective worship with more than one group is prohibited; Collective worship will take place using IT platforms "zoom".
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; listed on the return to recreational team sport framework will be played. Competition between different schools will not take place, in line with the wider restrictions on grassroots sport; 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; Specialist curriculum risk assessments will be put in place for indoor & outdoor P.E taking into account specific guidance on physical education; Recommended occupancy and ventilation level considered when making decisions on participant and spectator numbers, taking into account grassroots sports guidance. Spectators must adhere to legal gathering limits and social distancing rules.
Transmission of Covid-19 through airborne particles			<ul style="list-style-type: none"> Staff to maintain a 2 metre distance from each other when practically possible and maintain as much distance between each other as possible;

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<p>due to close proximity to others</p>			<ul style="list-style-type: none"> • Primary school staff maintain a 2 metre distance from pupils as far as is reasonable and when circumstances allow; • Primary school staff avoid close face to face contact and minimise time spent within 1 metre distance of anyone; • All staff and pupils are expected to adhere to the current social distancing guidelines as far as is reasonably practicable; • Where space allows, pupils who are old enough are supported to maintain a distance from each other and are encouraged not to touch staff and their peers where possible; • Where staff or pupils cannot maintain social distancing due to space restrictions the risk is reduced by keeping pupils in class-sized group bubbles; (See above) • Classrooms have been adapted to support social distancing where possible including; <ul style="list-style-type: none"> ○ seating pupils side by side and facing forwards, rather than face to face or side on; ○ moving unnecessary furniture out of classrooms to make more space; • As much as possible, fresh air is increased within buildings by opening windows and doors frequently to encourage ventilation, taking account of any potential security or fire safety issues; • Where mechanical ventilation is present, re-circulatory systems have been adjusted to full fresh air. Where this is not possible mechanical ventilation systems have been switched off; See note below, LCC use of ventilation & air conditioning during Covid & HSE <u>The risk of air conditioning spreading coronavirus (COVID-19) in the workplace is extremely low as long as there is an adequate supply of fresh air and ventilation.</u> https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-

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			<p>conditioning-and-ventilation.htm</p> <ul style="list-style-type: none"> • In primary schools 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; • In light of the mitigating measures the school is taking e.g. setting up of class bubbles, face coverings will not be required to be worn in classrooms due to the negative impact they can have on learning, teaching and communication; • Staff and pupils have been instructed to sanitise their hands before putting on and removing a face covering, not to touch the front of their face covering during use or when removing it and to place reusable face coverings in a sealable plastic bag (that the wearer has brought with them) between uses as per government guidance on face coverings; • A small contingency supply of disposable face coverings will be available for instances where staff, pupils or visitors have forgotten to bring one of theirs has become soiled during the course of the day; • Bins are provided throughout the school for the disposal of disposable face masks. The contents of bins is disposed of as normal domestic waste unless the wearer has symptoms of COVID-19 in which case they will be disposed of in line with the guidance on cleaning for non-healthcare settings; <p>Once the school is in operation, it is important to ensure it is well ventilated and a comfortable teaching environment is maintained. This can be achieved by a variety of measures including:</p> <p>20</p> <ul style="list-style-type: none"> • mechanical ventilation systems – these should be adjusted to increase

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			<p>the ventilation rate wherever possible, and checked to confirm that normal operation meets current guidance (if possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply)</p> <ul style="list-style-type: none"> • natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space). Opening internal doors can also assist with creating a throughput of air • natural ventilation – if necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so) <p>Further advice on this can be found in Health and Safety Executive (HSE) guidance on air conditioning and ventilation during the coronavirus outbreak and CIBSE coronavirus (COVID-19) advice.</p> <p>To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures should also be used as appropriate:</p> <ul style="list-style-type: none"> • opening high level windows in preference to low level to reduce draughts • increasing the ventilation while spaces are unoccupied (for examples, between classes, during break and lunch, when a room is unused) • providing flexibility to allow additional, suitable indoor clothing. For more information see School uniform • rearranging furniture where possible to avoid direct drafts <ul style="list-style-type: none"> • Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces.
Transmission of Covid-19 through airborne particles due to inadequate	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	<ul style="list-style-type: none"> • Where mechanical ventilation is present, re-circulatory systems have been adjusted to full fresh air. Where this is not possible mechanical ventilation systems have been switched off;

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ventilation			<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 winter months, 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. • When necessary heaters will be switched on by site supervisor on arrival so that rooms are warm when pupils arrive in school. Temperature / ventilation needs of the classroom will be regulated by staff members. There is likely to be a trade-off here between keeping the rooms ventilated and warm. This trade off is not specific to our premises or heating systems and will be the same in all schools and buildings. Other heating systems use convection currents to heat rooms which involves the same air moving around the room. Many of our classrooms benefit from the high Victorian ceilings. Teachers will need to consider which windows to open when trying to keep classrooms warm and ventilated. As warm air rises, opening higher windows will result in warm air flowing out of the classrooms. • Fresh air units in classrooms will provide additional ventilation where they are installed.
Transmission of Covid-19 through airborne particles due to singing, chanting,	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	<ul style="list-style-type: none"> • Specialist curriculum risk assessments will be put in place for music dance and drama, taking into account specific government guidance on the

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<p>playing wind or brass instruments or shouting.</p>			<p>performing arts and COVID-19, and guidance on the suggested principles of safer singing;</p> <ul style="list-style-type: none"> • 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; • Particular care will be taken in music, dance and drama lessons to observe social distancing including limiting group sizes, maintaining consistent bubbles and preventing the physical correction by teachers and contact between pupils in dance and drama; • These activities will only take place in larger well-ventilated spaces, or outdoors whilst maintaining a distance of at least 2 metres apart in all directions; • 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; • Performance or rehearsal is for limited periods of time; • 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 will be at a reduced level of loudness, using microphones for amplification if available; • If microphones are shared guidance on handling equipment will be followed; • Instruments will not be shared where at all possible, where this is not possible frequent cleaning of instruments between use will take place;

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			<ul style="list-style-type: none"> Schools and Early Year's settings in tier 3 or higher will not host performances with an audience and will use alternative methods such as live streaming and recording, subject to the usual safeguarding considerations and parental permissions; Schools and Early Year's settings in tiers 1 & 2 will follow the latest advice in the DCMS performing arts guidance, implementing events in the lowest risk order as described. Performances to a live audience permitted following performing arts guidance. <p><i>Further detailed guidance is available on working safely during coronavirus (Covid-19): performing arts</i></p>
Transmission of COVID-19 during Wraparound Provision	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	<ul style="list-style-type: none"> 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 Resources are meticulously cleaned before being shared with a different bubble or; 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; For more information on wraparound provision see LCCs guidance & checklist on Extended Services in Schools.
Transmission of Covid-19 staff work areas	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	<ul style="list-style-type: none"> Where practical and the role allows, staff are supported to work from home; The occupancy of the school office and PPA rooms is restricted to ensure social distancing rules can be observed; Dividing screens have been placed in-between work areas where necessary;

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			<ul style="list-style-type: none"> • Shared work areas are avoided. Where this is not possible work areas are thoroughly sanitised before and after use by different people; • Sanitising wipes are available to enable shared desks and equipment to be cleaned before and after use, staff are reminded of this requirement regularly; • Measures have been put in place to protect office staff when dealing with contractors, parents and visitors. Perspex screens have been installed in open reception areas.
Transmission of Covid-19 staff rest areas	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	<ul style="list-style-type: none"> • Lunch breaks for staff are staggered to limit the occupancy of the staff room; • The number of staff allowed in the staff room at any one time is restricted to enable social distancing to be maintained; • Staff room furniture has been reconfigured to maintain social distancing and reduce face to face contact. • Signage and floor markings support staff to maintain 2 metre distance; • Staff are encouraged to bring their own food to work. Staff are encouraged not to purchase food off site to prevent possible transmission of the COVID-19 virus through contact with other people and/or contaminated surfaces.
Transmission of Covid-19 through airborne particles due to face-face meetings	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	<ul style="list-style-type: none"> • Meetings to be held via remote working tools wherever possible; • Only when absolutely necessary will a face to face meeting take place. This will be with the minimum number of participants, whilst observing social distancing rules either in an outdoor space or well ventilated area indoors; • Hand sanitiser is provided in designated meeting rooms where handwashing facilities are not immediately available;

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			<ul style="list-style-type: none"> • Disinfectant wipes are available in designated meeting rooms to enable staff to wipe down shared equipment before and after use; • Meetings are held outdoors or in a well-ventilated designated rooms;
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 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

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			<p>on public transport and have been given guidance on wearing and making face coverings;</p> <ul style="list-style-type: none"> • Staff are provided with information and instruction on the use and disposal of PPE including face masks; • Further guidance is available on safe working in education, childcare and children’s social care .
Dealing with emergency situations including accidents, security and evacuation during the COVID-19 pandemic	All building occupants	Untreated injuries, potential spread of infectious disease	<ul style="list-style-type: none"> • In an emergency, e.g. an accident or fire, people do not have to stay 2m apart if it would be unsafe but should do so where this is possible; • First Aiders are aware of and follow the Government guidance for first responders; • The First Aid Needs Assessment has been reviewed and amended to take account of current occupancy, numbers of first aiders required and additional PPE needed during the COVID-19 pandemic including provision of disposal gloves, disposal plastic aprons, fluid repellent surgical face masks and visors as required; • Pupils who require first aid will continue to receive care in the same way; No additional PPE is needed because of COVID-19 for any pupil who does not have symptoms; • When administering first aid to an adult a face mask should be worn if a distance of 2 metres cannot be maintained. If direct contact is necessary, gloves, an apron and a face mask should be worn; • If a risk assessment determines that there is a risk of splashing to the eyes, e.g. from coughing or vomiting, eye protection will also be worn by the first aider; • Staff involved in the provision of assistance to others in an emergency including first aid are instructed to pay particular attention to sanitation measures immediately afterwards including washing hands for 20 seconds

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			<p>under warm, running water or using hand sanitiser;</p> <ul style="list-style-type: none"> For instances where first aid qualifications are due for renewal and may expire during the current crisis i.e. due for renewal on or after 16 March 2020, the HSE had granted a 3 month extension. School will endeavour to provide training ASAP but is aware that if this is not possible a further extension may be granted to no later than 30 September 2020 subject to evidence to support the reason why it has not been possible to arrange training.
Reduced premises inspections, tests, servicing and maintenance	All building occupants	Accidents or incidents resulting from poorly maintained premises & plant	<ul style="list-style-type: none"> Premises management inspections, testing and servicing of plant, equipment, etc. have been brought up to date for all parts of the building from September 2020 onwards; Records of all testing and checks are stored and available to all interested parties.
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; 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;

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

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			<p>instructed by the school e.g. the school may usher the contractor through a fire escape door to access an adjacent room, rather than walking them through the school to reach their destination;</p> <ul style="list-style-type: none"> • 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.
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 ○ MIND web site ○ H&S COVID-19 web page • The Department for Education is providing additional support for both pupil

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			and staff wellbeing in the current situation. Information about the extra mental health support for pupils and teachers is available; <ul style="list-style-type: none"> 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 Poulton St Chads CE Primary School

Signed: 

Name: Jonathan Leeming

Risk Assessor: Jonathan Leeming