

GENERAL SCHOOLS RISK ASSESSMENT

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

PART A. ASSESSMENT DETAILS:

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

Location of activity:

Team/School name: Address & Contact details:	Christ Church Charnock Richard CE Primary School Church Lane Charnock Richard	Name of Person(s) undertaking Assessment:	H L Brooks
		Signature(s):	<i>H L Brooks</i>
Line Manager/ Headteacher (Name/Title):	Helen Brooks	Date of Assessment:	18 th May 2020 Reviewed 22 nd May 2020 Reviewed 3 rd June 2020 Reviewed 8 th July 2020 Reviewed and changed 07.09.20 Reviewed 20.10 20 See additional Reviewed 05..01.2021 (version 6 from Lcc)Due to third national lockdown and partial opening of schools Reviewed 01.03.2021 for full opening of schools
Signature:	<i>Helen Brooks</i>	Planned Review Date:	As needed
How communicated to staff:	Via email	Date communicated to staff:	06/05/20 03/06/20 via email 09.09.20 via email 21.10.20 via email 01.03.21 via email

PART B. HAZARD IDENTIFICATION AND CONTROL MEASURES:

List of significant hazards (something with the potential to cause harm)	Who might be harmed	Type of harm	Existing controls (actions already taken to control the risk - include procedure for the task/activity where these are specified)
Changes to official COVID19 guidance and advice	Employees, pupils, visitors, contractors, parents	Potential spread of infectious disease	<ul style="list-style-type: none"> • School regularly refers to official advice from the DfE, PHE, H&S and HR; <ul style="list-style-type: none"> ○ COVID-19: guidance for education settings ○ COVID-19: maintaining educational provision ○ LCC Schools HR guidance ○ LCC Health & Safety COVID-19 web page • Headteacher or other senior person keeps up to date with official COVID-19 Guidance and informs employees/school arrangements as required; Arrangements are in place to comply with the Government and NHS requirements for rapid coronavirus testing of staff and pupils; • The School will contact the DfE Helpline (0800 046 8687) as required for support on what action to take when responding to a positive case or possible outbreak
Spread of new variant of COVID-19 virus via air borne particles	Employees, pupils, visitors, contractors, parents, members of the public	Increased transmission from Covid variant. Potential spread of infectious disease	<ul style="list-style-type: none"> • Guidance on Social Distancing MUST be adhered to at all times; • DfE COVID-19 guidance on implementing social distancing in educational settings is reviewed regularly; • Employees are socially distancing themselves from each other, pupils and parents/carers at all times; • Parents/carers will not enter the school unless absolutely necessary and, if they do need to enter the school, they will follow the strict 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 employee meeting the pupil at the school door; • Pupils are instructed to socially distance themselves from employees and other pupils in class, at play and lunch times and this is supervised; • Room layouts and table settings in class and the canteen have been adjusted to allow for social distancing e.g. tables spaced out to the recommended distance i.e. a minimum of 2 meters apart. • On this basis classrooms cannot accommodate more than 10 pupils in

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			<p>year 1 to 6</p> <ul style="list-style-type: none"> Foundation stage can accommodate 15 pupils due to the increased ventilation and provision of outdoor education.
			<ul style="list-style-type: none">
<p>Vulnerable & extremely vulnerable staff or pupils with pre-existing health conditions</p>	<p>Staff, pupils,</p>	<p>Becoming seriously ill from the effects of coronavirus, potential to be life threatening</p>	<ul style="list-style-type: none"> Staff who are identified as clinically extremely vulnerable through a current letter from the NHS or specialist doctor are advised to follow current government guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19. The government will write to people if they are required to follow more restrictive formal shielding measures due to an increase in risk in the worst affected areas; 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; Some pupils no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school. The school works closely with parents of children who are extremely vulnerable to support a return to school, carrying out an individual risk assessment as necessary; School applies the measures set out in the government Guidance for full opening: schools as far as is reasonably practicable to reduce the risk to all staff including those who are extremely clinically vulnerable and clinically vulnerable; The Headteacher will take steps to discuss the concerns of parents of

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			<p>pupils with possible risk factors and provide reassurance of the measures they are putting in place to reduce the risk in school.</p> <ul style="list-style-type: none"> • Staff members who are in the most at risk categories are reminded to take particular care. Where an employee expresses concerns, an individual risk assessment will be completed to assess the risks to that individual and identify ways to reduce these risk to an acceptable level including where possible the need for any reasonable adjustments such as temporarily working from home or temporary deployment to a role where it is possible to maintain social distancing. This will be done in consultation with the member of staff and will be reviewed on a regular basis or in the event of any significant changes; • 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 them and identify ways to reduce these to an acceptable level including where possible the need for any reasonable adjustments such as temporarily working from home or temporary deployment to a role where it is possible to maintain social distancing. This will be done in consultation with the member of staff and will be reviewed on a regular basis or in the event of any significant changes; • Pregnant women are categorised as ‘clinically vulnerable’ as a precautionary measure. As per the Management of Health and Safety at Work Regulations 1999 (MHSW) a new & expectant mother risk assessment and individual Covid-19 concerns risk assessment will be completed for all pregnant staff ; • People who live with those who are clinically extremely vulnerable or clinically vulnerable will attend the workplace as normal; • Some people with particular characteristics may be at comparatively

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			<p>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;</p> <ul style="list-style-type: none"> • People who live with those who have comparatively increased risk from coronavirus (COVID-19) attend the workplace as normal;
Staff who are asymptomatic	Staff, and visitors,	Potential spread of infectious disease	<ul style="list-style-type: none"> • School is actively engaging with the asymptomatic testing programme, promoting its benefits to staff; • A separate risk assessment is in place for the LFD on-site testing programme and home testing programme; • The asymptomatic testing programme does not replace the current testing policy for those with symptoms. Anyone with symptoms (even if they recently had a negative LFD test result), will be advised to self-isolate immediately according to government guidelines and book a test; • On site LFD testing is available for small number of pupils who are unable or unwilling to test themselves at home.
Staff, pupils & household members displaying signs of COVID-19	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	<ul style="list-style-type: none"> • Staff, parents and pupils are made aware of the virus symptoms; • Staff, other adults and pupils are instructed not to come into school if they or members of their household have coronavirus (COVID-19) symptoms, in-line with the guidance for households with possible coronavirus infection; • Staff or pupils showing COVID-19 symptoms are sent home, reminded to self-isolate for 10 days and instructed to arrange a test to see if they have COVID-19; • A stock of PCR tests is kept on site for use in exceptional

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			<p>circumstances where it is believed there are barriers to the individual accessing a PCR test elsewhere;</p> <ul style="list-style-type: none"> • Staff and parents are advised that other members of their household (including any siblings) should self-isolate for 10 days from date of onset of symptoms; • Staff and parents have been instructed to inform school immediately of the results of a test so that an assessment can be made of the potential impact on school; • If someone 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; • If someone tests negative, if they feel well and no longer have any symptoms similar to those identified for coronavirus (COVID-19), they can stop self-isolating. They may still have another virus, such as a cold or flu, therefore it is still advisable to avoid contact with others until they recover. However other members of their household can stop self-isolating; • Staff who have assisted someone who has taken ill with COVID-19 symptoms and any pupils who have been in close contact with them, will wash their hands with cold, running water and soap for a minimum of 20 seconds. They do not need to go home unless they display the symptoms themselves or are advised to do so by NHS Test and Trace or Local Health Protection Team; • If a pupil displays symptoms their parent/carer will be required to take them home. Where this is not immediately possible, the pupil will be placed in a separate room until they can be collected, whilst being mindful of the individual pupils' needs; • Ideally, a window will be opened in the room for increased ventilation;

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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 bathroom while waiting to go home, they will use a separate bathroom if possible. The bathroom will then be cleaned and disinfected before being used by anyone else; • The area around the person with symptoms will be cleaned with normal household bleach after they have left to reduce the risk of passing the infection on to other people as per the COVID-19: cleaning of non-healthcare settings guidance; • When caring for someone with symptoms of coronavirus (COVID-19) a face mask should be worn if a distance of 2 metres cannot be maintained. If direct contact is necessary, then gloves, an apron and a face mask should be worn; all PPE is in the isolation room and clearly labelled. • 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 (a visor) will also be worn by the supervising adult.
<p>Staff, pupils & household members test positive for COVID-19</p>	<p>Staff, pupils, visitors, contractors, household members</p>	<p>Potential spread of infectious disease</p>	<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

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			<p>weeks after the infection has gone;</p> <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; • The School will contact the local health protection team as soon as they have been notified of a positive result either by Email: clhpt@phe.gov.uk or Tel: 0344 225 0562 (office hours) or 0151 434 4819 (out of hours); <p>(This team may also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace);</p> <ul style="list-style-type: none"> • Based on the advice from the health protection team, school will send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 10 days since they were last in close contact with that person when they were infectious. Close contact means: <ul style="list-style-type: none"> • face to face contact including being coughed on or having a face to face conversation within one metre; • being within 1 metre for 1 minute or longer without face to face contact; • being within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day); • travelling in a small vehicle, i.e. a car, with an infected person; <p>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</p> <ul style="list-style-type: none"> • School will keep a record of pupils and staff in each group (bubble)

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			<p>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;</p> <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	Staff, pupils, visitors,	Spread of infectious	<ul style="list-style-type: none"> Guidance and training is provided for staff to ensure they understand, and

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<p>due to lack of consultation on safe working practices and provision of information & instruction on safe ways of working.</p>	<p>contractors, parents</p>	<p>disease</p>	<p>can enforce, the new routines and support pupils in understanding them and are familiar with revised physical arrangements;</p> <ul style="list-style-type: none"> • Senior leaders within school ensure staff are consulted when considering local arrangements and there is ongoing engagement with staff (including through trade unions and employee representative groups) to monitor and understand any unforeseen impacts of changes to working environments; • Senior personnel, are available to offer support and advice and to monitor the current working arrangements on a daily basis; • All new staff and volunteers are provided with a site induction and adequate information, instruction and training on local health, safety and COVID secure arrangements and their key roles and responsibilities; • Signage, posters and other instructions are displayed to support implementation of COVID secure measures; • Up to date information and guidance on how to manage the risks associated with COVID -19 are available on the Health & Safety Website.
<p>Spread of Covid-19 when arriving at school</p>	<p>Staff, pupils, household members, members of the public</p>	<p>Potential spread of infectious disease Pupils stranded or missing</p>	<ul style="list-style-type: none"> • Parents/carers are requested not to enter school unless absolutely necessary and by appointment only. When it is necessary for parent/carer to enter the school building they will be instructed to follow handwashing and social distancing guidelines and wear a mask ; • 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 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

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			<p>has brought with them and stowed in a safe place such as a school bag to be taken home;</p> <ul style="list-style-type: none"> • Those removing face coverings are required to wash or sanitise their hands immediately after removing it; • The contents of the bin will be disposed of as normal domestic waste unless the wearer has symptoms of Covid-19 in which case it will be 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;
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/sanitise hands when they arrive at school, when they return from breaks, when they change rooms, before and after eating, after using the bathroom, after touching shared resources or after touching their face, blowing their nose, sneezing, coughing; • Hand washing facilities are readily available. Where hand washing facilities are not readily available, hand sanitiser stations have been positioned to allow pupils and staff to clean their hands regularly; • Where necessary pupils are supervised and monitored to ensure safe and appropriate hand hygiene; • Pupils are encouraged to avoid touching their faces whenever possible particularly with unwashed hands; • The Catch it, Bin it, Kill it guidance is promoted to catch coughs and sneezes in tissues and throw them in the bin immediately (hands to be

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			<p>washed immediately after disposal);</p> <ul style="list-style-type: none"> • Pupils are reminded how to catch coughs and sneezes if a tissue is not readily available i.e. in the crook of the elbow rather than in the hands; • Posters are displayed on good hand washing technique and government guidelines on good respiratory hygiene; • Young pupils and pupils with complex needs are supported to follow the catch it, bin it, kill it guidance; • Tissues are readily available around school including in all classrooms and sufficient numbers of bins are in place for the disposal of tissues. • The supervised tooth brushing programme in Early Years is carried out using a dry toothbrush to reduce the risk of droplet and contact transmission;
<p>Spread of COVID-19 virus via germs on surfaces and furniture within the building</p>	<p>Staff, pupils, visitors, contractors, household members</p>	<p>Potential spread of infectious disease</p>	<ul style="list-style-type: none"> • An enhanced cleaning schedule is followed which includes; <ul style="list-style-type: none"> ○ More frequent cleaning of rooms/shared areas that are used by different groups; ○ Sanitising of tables in the dining area between different groups (bubbles) having their lunch; Only FS eating in the hall. ○ More frequent cleaning of touched objects such as railings/bannisters, door and window handles, taps, desk/table tops, play equipment, toys, sports equipment, teaching & learning aids, computer equipment, telephones and bathroom facilities; ○ thorough cleaning of all occupied areas at the end of the day; ○ Extra cleaning of KS2 toilets due to sharing of classes. • 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;

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			<ul style="list-style-type: none"> • 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 aprons and masks 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; Available in Key stage 1 and key stage 2 toilets taken to heads room at the end of the week. • 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; • 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; • Resources that are shared between classes or bubbles, such as sports, art and science equipment are cleaned frequently and meticulously between bubbles or;

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			<ul style="list-style-type: none"> • 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; • Pupils are only allowed to bring essentials into school each day including school bag, lunch boxes, hats, coats, books, stationery. • Pupils and teachers are permitted to take books and other shared resources home that contribute to the pupil's education and development. Unnecessary sharing including the sharing of items that do not contribute to a pupil's education or development is not permitted; • Shared resources are cleaned frequently and meticulously and before being shared and taken home or; • Shared resources are rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) before being shared and taken home; • Waste bins are emptied at least daily or more often as necessary and the contents disposed of safely; • School follows the procedures set out in the Government guidance Cleaning in Non-Health Care Settings following a confirmed or suspected case of COVID-19 on site; • 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

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			member of staff or pupil displaying symptoms; <ul style="list-style-type: none"> • Staff have been instructed to store personal items and clothing in areas not widely accessible during the working day.
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; • 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; Staff move within key stages but movement across key stages is very limited. • Classrooms are not shared with other class groups; • Measures have been put in place to limit interaction, between groups (bubbles) as much as possible; • All teachers and other staff are permitted to operate across different classes and year groups to facilitate the delivery of the timetable and specialist provision. Where staff are required to move between groups, they will try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults. The number of interactions or changes will be kept to a minimum wherever possible; • Start and finish times are staggered to keep groups apart as they arrive and leave school; • Start and finish times and breaks are staggered to ensure that corridors or circulation routes have a limited number of pupils using them at any time and to reduce mixing between groups;

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			<ul style="list-style-type: none"> • Children in different classes do 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; • 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; • Lunch breaks are staggered and taken in the classroom with surfaces cleaned before and after eating. • As far as practicable classes 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;
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. 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; • Where necessary external facilities are also used in line with government

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			<p>guidance for the use of, and travel to and from, those facilities;</p> <ul style="list-style-type: none"> Specialist curriculum risk assessments will be put in place for indoor & outdoor P.E taking into account specific guidance on physical education;
Transmission of Covid-19 through airborne particles due to close proximity to others			<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; marking within classrooms. Primary school staff avoid close face to face contact and minimise time spent within 1 metre distance of anyone; 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 ; Face coverings should be worn by staff and adult visitors in primary schools and early years settings where social distancing is not possible between adults for example when moving around in corridors and communal areas however staff may choose to wear a mask if they wish at other times if 2 m social distancing can not be maintained. Face visors or shields are not permitted as an alternative to situations where face coverings must be worn as they have been deemed unlikely to be effective in reducing aerosol transmission when used without an additional face covering. Face visors or shields will only be permitted after carrying out a risk assessment for the specific situation and will always be cleaned appropriately after use Staff and pupils have been instructed to sanitise their hands before putting on and removing a face covering, not to touch the front of their face covering during use or when removing it and to place reusable face coverings in a sealable plastic bag (that the wearer has brought with them) between uses as per government guidance on face coverings; Bins are provided throughout the school for the disposal of disposable face masks. The contents of bins is disposed of as normal domestic waste

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			<p>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> <ul style="list-style-type: none"> All staff and pupils are expected to adhere to the current social distancing guidelines as far as is reasonably practicable; Classrooms have been adapted to support social distancing where possible including; 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; <p><i>For more information please see guidance note from health and safety and design and construction on Use of Ventilation and Air Conditioning during the coronavirus outbreak;</i></p>
Transmission of Covid-19 through airborne particles due to inadequate ventilation	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	<ul style="list-style-type: none"> The school has followed the LCC Design & Construction guidance on the use of ventilation and air conditioning, the supplementary note for Winter 2020/21 and has sought specialist advice and assistance on ventilation measures from the Building Services Engineer or Building Consultant; As much as possible, fresh air is increased within buildings by opening windows and doors frequently to encourage ventilation, taking account of any potential security, fire safety issues or inclement weather; During 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;

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			<ul style="list-style-type: none"> Where possible, windows will be kept partially open at times of occupation. To balance the need for increased ventilation while maintaining a comfortable temperature some flexibility on suitable indoor clothing is permitted, furniture is arranged where possible to avoid direct draughts and high level windows are opened in colder weather in preference to low level to reduce draughts;
Transmission of Covid-19 through airborne particles due to singing, chanting, playing wind or brass instruments or shouting.	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	<ul style="list-style-type: none"> Specialist curriculum risk assessments will be put in place for music dance and drama, taking into account specific government guidance on the performing arts and COVID-19, and guidance on the suggested principles of safer singing; 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; Performances to a live audience are not permitted;

PART B. HAZARD IDENTIFICATION AND CONTROL MEASURES:

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			<ul style="list-style-type: none"> • 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; • <i>Further detailed guidance is available on working safely during coronavirus (Covid-19): performing arts</i>
Transmission of COVID-19 during Wraparound Provision	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	<ul style="list-style-type: none"> • Attendance at after school clubs is restricted as outlined in the guidance Protective measures for holiday and after-school clubs, and other out of school settings during the coronavirus outbreak; • Parents are advised to only use one out-of-school setting in addition to the school as far as possible; • 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; • Where it is impractical to keep children in their school day bubbles, as far as possible they will be kept in the same, small consistent groups each time they attend; • 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; • <i>For more information on wraparound provision see LCCs guidance &</i>

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			<u>checklist on Extended Services in Schools.</u>
Transmission of COVID-19 during Educational Visits	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	<ul style="list-style-type: none"> • Educational visits are not currently permitted; • Early Years settings can make short journeys to exercise outdoors or visit a local outdoor public space. A risk assessment will be conducted prior to any visit taking into account COVID-19 measures including social distancing from other people and groups, good hygiene and handwashing.
Transmission of Covid-19 staff work areas	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	<ul style="list-style-type: none"> • The occupancy of the school office and PPE rooms is restricted to ensure social distancing rules can be observed; • 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"> • The number of staff allowed in the staff room at any one time is restricted to enable social distancing to be maintained; only being used to make food or drinks. A temporary staffroom has been set up in the hall. • 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.

PART B. HAZARD IDENTIFICATION AND CONTROL MEASURES:

List of significant hazards (something with the potential to cause harm)	Who might be harmed	Type of harm	Existing controls (actions already taken to control the risk - include procedure for the task/activity where these are specified)
			<p>This will be with the minimum number of participants, whilst observing social distancing rules either in an outdoor space or well ventilated area indoor: the hall ;</p> <ul style="list-style-type: none"> • Hand sanitiser is provided in designated meeting rooms where handwashing facilities are not immediately available; • Disinfectant wipes are available in designated meeting rooms to enable staff to wipe down shared equipment before and after use; • Floor markings are used in designated meetings rooms to help participants to maintain appropriate social distancing.
Manual Handling	Staff	Musculoskeletal injuries	<ul style="list-style-type: none"> • A dynamic risk assessment is carried out when moving furniture & resources which takes into account; <ul style="list-style-type: none"> ○ the task being undertaken; ○ the capabilities of individual carrying out the task; ○ the load being lifted or moved; ○ the surroundings (environment) and; ○ consideration of social distancing in 2 person manual handling activities/lifts.
Need for Personal 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; • Staff will wear a face mask when moving around school. These may be removed when in the 2m safe teacher area if staff wish to. • Disposable gloves are worn during normal cleaning regimes. Disposable gloves and impermeable aprons must be worn when cleaning areas that

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

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			<p>distance of 2 metres cannot be maintained. If direct contact is necessary, gloves, an apron and a face mask should be worn;</p> <ul style="list-style-type: none"> • If a risk assessment determines that there is a risk of splashing to the eyes, e.g. from coughing or vomiting, eye protection will also be worn by the first aider; • Staff involved in the provision of assistance to others in an emergency including first aid are instructed to pay particular attention to sanitation measures immediately afterwards including washing hands for 20 seconds under warm, running water or using hand sanitiser; • For instances where first aid qualifications are due for renewal and may expire during the current crisis i.e. due for renewal on or after 16 March 2020, the HSE had granted a 3 month extension. School will endeavour to provide training ASAP but is aware that if this is not possible a further extension may be granted to no later than 30 September 2020 subject to evidence to support the reason why it has not been possible to arrange training. <p><i>Further guidance on first aid is available on Health & Safety Executive website;</i></p>
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; • Supply teachers, peripatetic teachers and/or other temporary staff are permitted and can move between schools;

PART B. HAZARD IDENTIFICATION AND CONTROL MEASURES:

<p>List of significant hazards (something with the potential to cause harm)</p>	<p>Who might be harmed</p>	<p>Type of harm</p>	<p>Existing controls (actions already taken to control the risk - include procedure for the task/activity where these are specified)</p>
			<ul style="list-style-type: none"> • 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 and wear a mask; ○ 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;

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			<ul style="list-style-type: none"> ○ When necessary, contractors to familiarise themselves with the asbestos survey for the building prior to works commencing – this can be downloaded from the PAM system. Alternatively, the executive summary to be provided as a laminate which must be wiped clean with disinfectant wipes after use; ○ Contractors will wear appropriate PPE as determined by their employer, however they may be asked to wear additional PPE (provided by the school) upon arrival e.g. gloves, mask, coveralls, shoe covers, etc. where this is considered necessary. Contractors will comply with any additional PPE or hygiene requirements made by the school prior to entry; ○ Contractors will be asked to keep the time spent on site to a minimum and will make all efforts to only attend site to carry out work during periods of reduced occupation; ○ Alternative routes around or through the premises will be used as instructed by the school e.g. the school may usher the contractor through a fire escape door to access an adjacent room, rather than walking them through the school to reach their destination; ○ The number of site deliveries has been reduced where possible; ○ Staff handling deliveries will observe good hand hygiene, washing hands using warm, running water and soap for a minimum of 20 seconds or using hand sanitiser after handling new deliveries that have not been sanitised.
Homeworking with DSE	Staff and members of their household	Development or worsening of existing musculoskeletal injuries or health conditions	<ul style="list-style-type: none"> ○ Homeworking will usually involve the use of Display Screen Equipment (DSE) in the form of mobile laptops, Yogas, tablets, phones, etc.; ○ Staff working from home have undertaken DSE e-learning and are aware of how to set-up their workstation and equipment at home so as not to cause additional health risks; ○ Staff have access to H&S information and support to assist homeworking

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

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			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 Christ Church Charnock Richard CE Primary School

Signed: *H L Brooks* Name: Helen Brooks Risk Assessor:

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