

SCHOOL RISK ASSESSMENT – COVID-19

Due to the constantly changing situation, Holland Moor will now carry out dynamic risk assessments. The risk assessment below will be amended to reflect our specific controls on an ongoing basis and at the end of each week as a minimum. The Risk Assessment is coded RACOV19HMSEPT2020DRAFT1



**Holland Moor
Primary School**

Bringing Out The Best

PART A. ASSESSMENT DETAILS:

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

Location of activity:

Team/School name: Address & Contact details:	Holland Moor Primary School Cornbrook Skelmersdale Lancashire WN8 9AG	Name of Person(s) undertaking Assessment:	Michael Beale
		Signature(s):	<i>Michael Beale</i>
Line Manager/ Headteacher (Name/Title):	Mr Michael Beale	Date of Assessment:	21-07-2020
Signature:	<i>Michael Beale</i>	Planned Review Dates:	NEW UPDATED VERSION ISSUED ON 30/10/2020
How communicated to staff:	Individual email	Date communicated to staff:	22-07-2020 12-09-2020 30-10-2020

PART B. HAZARD IDENTIFICATION AND CONTROL MEASURES:

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

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			<ul style="list-style-type: none"> ○ 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.
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	<p>Adults who were considered to be clinically extremely vulnerable and received a letter advising them to shield are/were advised by the Government that they can/could return to work from 1 August 2020 as long as they maintain social distancing;</p> <p>Pupils who were considered to be clinically extremely vulnerable and received a letter advising them to shield are/were advised by the Government that they can/could return to school from 1 August 2020 (when the rest of their class returns);</p> <p>If infection rates rise in local areas, individuals (or family members) from that area, and that area only, will be advised to shield during the period where rates remain high and therefore may be temporarily absent;</p> <p>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;</p> <p>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;</p> <p>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. 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>

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			<p>People who live with those who are clinically extremely vulnerable or clinically vulnerable attend the workplace as normal;</p> <p>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;</p> <p>People who live with those who have comparatively increased risk from coronavirus (COVID-19) attend the workplace as normal;</p> <p>(Advice for those who are extremely clinically vulnerable can be found in the guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19).</p> <p>Pregnant women are categorised as 'clinically vulnerable' as a precautionary measure. As per the Management of Health and Safety at Work Regulations 1999 (MHSW) a new & expectant mother risk assessment and individual Covid-19 concerns risk assessment will be completed for all pregnant staff ;</p>
<p>Staff, pupils & household members displaying signs of COVID-19</p>	<p>Staff, pupils, visitors, contractors, household members</p>	<p>Potential spread of infectious disease</p>	<p>Staff, parents and pupils are made aware of the virus symptoms; an information sheet will be sent to all parents and carers at the beginning of the Autumn Term</p> <p>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;</p> <p>Staff or pupils showing COVID-19 symptoms are sent home, reminded to self-isolate for 7 days and instructed to arrange a test to see if they have</p>

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			<p>COVID-19;</p> <p>Staff and parents are advised that other members of their household (including any siblings) should self-isolate for 14 days from date of onset of symptoms;</p> <p>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;</p> <p>If someone tests negative and they feel well 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;</p> <p>Staff who have assisted someone who has taken ill with COVID-19 symptoms and any pupils who have been in close contact with them, will wash their hands with warm, running water and soap for a minimum of 20 seconds. They do not need to go home unless they display the symptoms themselves or are advised to do so by NHS Test and Trace or Local Health Protection Team;</p> <p>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;</p> <p>Ideally, a window will be opened in the room for increased ventilation;</p> <p>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;</p> <p>If an individual (adult or child) showing COVID-19 symptoms, needs to use the toilet while waiting to go home, they will use a separate toilet if possible. The toilet will then be cleaned and disinfected before being used by anyone</p>

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			<p>else;</p> <p>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;</p> <p>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;</p> <p>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.</p>
Staff, pupils & household members test positive for COVID-19	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	<p>If someone tests positive, they are instructed to follow the 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' self-isolating for at least 7 days from the onset of their symptoms, 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 have cough or loss of sense of smell/taste as these symptoms can last for several weeks after the infection has gone. They will be advised that other members of their household must continue self-isolating for the full 14 days;</p> <p>For each single confirmed COVID-19 case the school will establish key details e.g.:</p> <p>Onset date of the illness, date on which they were tested and their dates of attendance at school;</p> <p>Their year group / bubble / class;</p> <p>If they were in school whilst infectious (see below);</p> <p>Number of close contacts (see below);</p>

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			<p>The above information will be submitted to the Local Authority using the secure on-line LCC click sheet: https://lancashire-self.achieveservice.com/service/Report_of_Confirmed_Covid19_Cases_in_School</p> <p>Where the staff member or pupil has been in school during the infectious period for COVID-19 i.e. 2 days 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 2 days before the onset of their symptoms the school do not need to take any further action;</p> <p>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 14 days since they were last in close contact with that person when they were infectious. Close contact means:</p> <p>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);</p> <p>proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual;</p> <p>travelling in a small vehicle, i.e. a car, with an infected person;</p> <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> <p>School will keep a record of pupils and staff in each group (bubble) and any close contact that takes places between children and staff in different groups. School will not share the names or details of people with coronavirus (COVID-19) unless essential to protect others;</p> <p>Household members of those contacts who are sent home do not need to</p>

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			<p>self-isolate themselves unless the pupil or staff member who is self-isolating subsequently develops symptoms;</p> <p>If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they are instructed to follow the ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’ and instructed to get a test;</p> <p>If the test is negative they are instructed to remain in isolation for the remainder of the 14-day isolation period as they could still develop the coronavirus (COVID-19) within the remaining days;</p> <p>If the test result is positive, they are instructed to inform school immediately, and must isolate for at least 7 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period);</p> <p>They are advised that their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms.</p>
Outbreak of Covid-19 within school	Staff, pupils, visitors, contractors, household members	Spread of infectious disease	<p>The school will work closely with the local health protection team if there are two or more confirmed cases within 14 days, or there is an overall rise in sickness absence where coronavirus (COVID-19) is suspected. The local health protection team will advise if additional action is required;</p> <p>School is aware that in consultation with the local Director of Public Health, where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person’s class, followed by their year group, then the whole school if necessary, in line with routine public health outbreak control practice.</p>
Transmission of Covid-19 due to lack of consultation on safe working practices and provision of	Staff, pupils, visitors, contractors, parents	Spread of infectious disease	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; Much information will be

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<p>information & instruction on safe ways of working.</p>			<p>provided in daily emails but staff may request specific training if they wish.</p> <p>Senior leaders within school ensure staff are consulted when considering arrangements and there is ongoing engagement with staff to monitor and understand any unforeseen impacts of changes to working environments;</p> <p>Senior personnel, are available to offer support and advice and to monitor the current working arrangements on a daily basis;</p> <p>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;</p> <p>Signage, posters and other instructions are displayed to support implementation of COVID secure measures;</p> <p>Up to date information and guidance on how to manage the risks associated with COVID -19 are available on the Health & Safety Website.</p> <p>The school has arrangements for advising parents and carers that pupils must not board home to school transport if they, or a member of their household, has symptoms of coronavirus (Covid-19);</p> <p>If a pupil develops symptoms whilst at school, the school will contact the parent or carer who should make arrangements for the child or young person's journey home;</p>
<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>	<p>Parents/carers are requested not to enter school unless absolutely necessary and only by invitation using the front door. When it is necessary for parent/carer to enter the school building they will be instructed to follow handwashing and social distancing guidelines;</p> <p>Arrangements are in place for parents/carers to drop off and collect children at specified times, without physically entering the premises (See attached plan).- this to follow</p>

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			<p>Parents have been advised that only one parent should accompany their child to the school entrance;</p> <p>Pupils have been instructed not to touch the front of their face covering during use or when removing them on arrival at school;</p> <p>If a child or adult wears a face covering to school it 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;</p> <p>Those removing face coverings are required to wash or sanitise their hands immediately after removing it;</p> <p>A covered bin is in place for non-reusable face coverings on arrival at the school grounds;</p> <p>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;</p> <p>All staff and pupils wash their hands thoroughly with warm, running water and hand soap for at least 20 seconds on arrival at school;</p> <p>Staff to arrive at school and enter the building via their allocated door If this is the front door the person on reception to record their arrival The colleague must then wash their hands (or use sanitiser) and proceed to their bubble If the staff member enters the main school by any other door or goes to another building he/she must wash his/her hands and then inform the office he/she is in school. Staff can phone or text or email using their own phone. Staff can use the school phone if they follow the usual hygiene / sanitising procedures. Staff can contact the office using TEAMS or email the office – both these procedures can be completed using a school computer If the staff member is not already in his/her bubble they must then proceed</p>

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			there.
Transmission of Covid-19 through insufficient personal hygiene	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	<p>Good hand hygiene and the need to wash hands more frequently is promoted around school;</p> <p>Staff, pupils and visitors are instructed to wash hands when they arrive at school, when they return from breaks, when they change rooms, before and after eating, after using the toilet, after touching shared resources or after touching their face, blowing their nose, sneezing, coughing;</p> <p>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;</p> <p>Where necessary pupils are supervised and monitored to ensure safe and appropriate hand hygiene;</p> <p>Skin cleaning wipes have been made available for use with very young pupils or pupils with complex needs;</p> <p>Pupils are encouraged to avoid touching their faces whenever possible particularly with unwashed hands;</p> <p>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);</p> <p>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;</p> <p>Posters are displayed on good hand washing technique and government guidelines on good respiratory hygiene;</p> <p>Young pupils are supported to follow the catch it, bin it, kill it guidance;</p> <p>Tissues are readily available around school including in all classrooms and sufficient numbers of bins are in place for the disposal of tissues.</p>

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<p>Spread of COVID-19 virus via germs on surfaces and furniture within the building</p>	<p>Staff, pupils, visitors, contractors, household members</p>	<p>Potential spread of infectious disease</p>	<p>An enhanced cleaning schedule is followed which includes;</p> <p>More frequent cleaning of rooms/shared areas that are used by different groups;</p> <p>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 toilet facilities;</p> <p>Thorough cleaning of all occupied areas at the end of the day;</p> <p>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;</p> <p>Staff have been instructed on cleaning and sanitising requirements including the use of chemicals and cleaning materials and instructions on the use of PPE;</p> <p>PPE is provided for staff to wear during cleaning activities and must be worn as instructed e.g. gloves etc.;</p> <p>COSHH risk assessments are in place and followed for cleaning products and have been shared with staff as necessary;</p> <p>A documented cleaning checklist is in place to ensure the enhanced cleaning schedule is followed and maintained;</p> <p>As the ability to social distance in early years setting is limited, additional meticulous attention is given to the cleaning regime;</p> <p>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;</p> <p>For individual and very frequently used equipment, such as pencils and pens, staff and pupils have their own items that are not shared;</p> <p>Classroom based resources, such as books and games are used and shared</p>

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			<p>within the bubble; these are cleaned regularly, along with all frequently touched surfaces;</p> <p>Resources that are shared between classes or bubbles, such as sports, art and science equipment are cleaned frequently and meticulously between bubbles;</p> <p>Some 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;</p> <p>Pupils are only allowed to bring essentials into school each day including school bag, lunch boxes, hats, coats, books, stationery and mobile phones;</p> <p>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;</p> <p>Shared resources are cleaned frequently and meticulously and before being shared and taken home.</p> <p>Some 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;</p> <p>Waste bins are emptied at least daily or more often as necessary and the contents disposed of safely;</p> <p>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;</p> <p>Contaminated or suspected contaminated waste will be double bagged, labelled and stored for 72 hours before being disposed of with general waste;</p>

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			<p>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;</p> <p>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;</p> <p>Staff have been instructed to store personal items and clothing in areas not widely accessible during the working day.</p>
<p>Transmission of Covid-19 through airborne particles due to interaction with a large number of other pupils</p>	<p>Staff, pupils, visitors, contractors, household members</p>	<p>Potential spread of infectious disease</p>	<p>The school has applied the Government's principles of keeping groups separate (bubbles), and maintaining social distancing based on the age and ability of the pupils and the feasibility of measures when offering a broad curriculum;</p> <p>Pupils have been placed in 'class bubbles' and interaction between other classes minimised as far as is reasonably practicable;</p> <p>Children in our early years classes are kept in small groups as far as possible;</p> <p>Staff members in our early years classes stay within a single group (bubble) on a day to basis as far as possible;</p> <p>Classrooms are not shared with other class groups;</p> <p>Measures have been put in place to limit interaction, between groups (bubbles) as much as possible;</p> <p>Start and finish times are staggered to keep groups apart as they arrive and leave school;</p> <p>Start and finish times and lunchtimes are staggered to ensure that corridors or circulation routes have a limited number of pupils using them at any time and to reduce mixing between groups;</p> <p>Classroom selection and timetabling have been carefully managed to reduce movement around the building and to prevent unnecessary mixing of different</p>

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			<p>groups of pupils;</p> <p>Where possible rooms are accessed directly from outside;</p> <p>Different groups in the dining area (including the Reception Classes) will be kept apart as much as possible;</p> <p>As far as practicable groups will be kept apart with only brief transitory contact where this is unavoidable;</p> <p>Large gatherings such as assemblies or collective worship with more than one group will not take place.</p> <p>Pupils are kept in consistent groups during P.E and outdoor sports are prioritised where possible;</p> <p>When indoor P.E takes place the activities will maximise distancing between pupils and scrupulous attention given to cleaning and hygiene;</p> <p>Specialist curriculum risk assessments will be put in place for indoor & outdoor P.E taking into account specific guidance on physical education;</p>
<p>Transmission of Covid-19 through airborne particles due to close proximity to others</p>			<p>School staff maintain a 2 metre distance from pupils as far as is reasonable and when circumstances allow;</p> <p>School staff avoid close face to face contact and minimise time spent within 1 metre distance of anyone;</p> <p>All staff and pupils are expected to adhere to the current social distancing guidelines as far as is reasonably practicable;</p> <p>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;</p> <p>Where staff or pupils cannot maintain social distancing due to space restrictions we reduce the risk by keeping pupils in smaller, class-sized group</p>

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			<p>bubbles;</p> <p>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;</p> <p>Where practical desks have been assigned to individuals or to the smallest number of pupils possible. Where desk sharing cannot be avoided desks are wiped down regularly</p> <p>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> <p>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;</p>
<p>Transmission of Covid-19 through airborne particles due to singing, chanting, playing wind or brass instruments or shouting.</p>	<p>Staff, pupils, visitors, contractors, household members</p>	<p>Potential spread of infectious disease</p>	<ul style="list-style-type: none"> • Singing, and playing wind and brass instruments will not take place in large groups. <p>During music lessons or clubs involving singing, shouting or the playing of wind and brass instruments group sizes will be restricted to 15. During any such activity a 2 metre social distance will be maintained and pupils will be positioned back to back or side by side;</p> <p>Instruments will not be shared where at all possible, where this is not possible frequent cleaning of instruments between use will take place;</p> <p>When practical, singing may take place outside.</p> <p>For schools not in areas with enhanced COVID-19 restrictions the decision on wearing face coverings in communal areas is the responsibility of the Headteacher and will be communicated to all staff and pupils;</p>

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			<p>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;</p> <p>In light of the mitigating measures the school is taking e.g. setting up of class bubbles, face coverings will not be required to be worn in classrooms due to the negative impact they can have on learning, teaching and communication;</p> <p>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 <i>government guidance on face coverings</i>;</p> <p>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;</p> <p>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> <p>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;</p> <p>Particular care will be taken in music, dance and drama lessons to observe social distancing including limiting group sizes and preventing the physical correction by teachers and contact between pupils in dance and drama;</p> <p>Background or accompanying music will be reduced to a level so that teachers or other performers do not have to raise their voices unduly. Where</p>

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			<p>possible, microphones will be used;</p> <p>If microphones are shared guidance on <i>handling equipment</i> will be followed;</p> <p>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;</p> <p>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;</p> <p>When practical, singing and wind/brass instruments will be played outside. If this is not possible a room will be used with as much space as possible including rooms with high ceiling to enable dilution of aerosol transmission;</p>
Transmission of Covid-19 staff work areas	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	<p>The occupancy of the school office and PPE rooms is restricted to ensure social distancing rules can be observed;</p> <p>The school office layout has been rearranged to facilitate side by side working rather than face to face;</p> <p>Shared work areas are avoided. Where this is not possible work areas are thoroughly sanitised before and after use by different people;</p> <p>Sanitising wipes are available to enable shared desks and equipment to be cleaned before and after use, staff are reminded of this requirement regularly;</p> <p>Measures have been put in place to protect office staff when dealing with contractors, parents and visitors.</p>

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<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>
<p>Transmission of Covid-19 staff rest areas</p>	<p>Staff, pupils, visitors, contractors, household members</p>	<p>Potential spread of infectious disease</p>	<p>Lunch breaks for staff are staggered to limit the occupancy of the staff room and additional space for breaks will be created by using other parts of the school if available;</p> <p>The number of staff allowed in the staff room at any one time is restricted to enable social distancing to be maintained;</p> <p>Staff room furniture has been reconfigured to maintain social distancing and reduce face to face contact.</p> <p>Signage and floor markings support staff to maintain 2 metre distance;</p> <p>Staff may be provided with a school meal. Staff are allowed 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.</p>
<p>Transmission of Covid-19 through airborne particles due to face-face meetings</p>	<p>Staff, pupils, visitors, contractors, household members</p>	<p>Potential spread of infectious disease</p>	<p>Meetings to be held via remote working tools wherever possible;</p> <p>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;</p> <p>Hand sanitiser is provided in designated meeting rooms where handwashing facilities are not immediately available;</p> <p>Disinfectant wipes are available in designated meeting rooms to enable staff to wipe down shared equipment before and after use;</p> <p>Meetings may be held outdoors or in a well-ventilated designated rooms;</p> <p>Floor markings are used in designated meetings rooms to help participants to maintain appropriate social distancing.</p> <p>Some meetings of the Governing Body are 'working meetings' necessary for the functioning of the school. These will take place at a time when no others are present, the hall will utilised and individual tables are set out at 2m plus for Governors.</p>

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Manual Handling	Staff	Musculoskeletal injuries	<p>A dynamic risk assessment is carried out when moving furniture & resources which takes into account;</p> <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	<p>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;</p> <p>PPE is sourced through normal school procurement routes;</p> <p>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;</p> <p>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.</p> <p>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.</p> <p>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;</p> <p>Staff are provided with information and instruction on the use and disposal of PPE including face masks;</p>

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			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	<p>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;</p> <p>First Aiders are aware of and follow the Government guidance for first responders;</p> <p>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;</p> <p>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;</p> <p>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;</p> <p>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;</p> <p>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;</p> <p>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</p>

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			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	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	<p>Visitors to site including contractors, parents and visitors are limited to essential persons only and wherever possible by appointment only;</p> <p>Supply teachers, peripatetic teachers and/or other temporary staff are permitted and can move between schools. They will be instructed to ensure they minimise contact and maintain as much distance as possible from other staff.</p> <p><u>Specialist intervention</u> The school has made plans for specialist staff providing 1:1 or group support as follows:</p> <p>Staff wash hands before and after working with a pupil/s.</p> <p>A space is identified for the intervention to take place, and set up with separate desks placed a suitable distance apart.</p> <p>All equipment needed for the child/children is set up in the space before the start of the session.</p> <p>Staff go to the classroom, standing at the entrance to collect the pupil/s (not entering the classroom).</p> <p>Child/children wash hands</p>

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			<p>The child/children follow/s the staff member (at a distance) to the identified area and returns to class following the intervention in the same way.</p> <p>The intervention is provided at a distance.</p> <p>Child/children wash hands at the end of the session</p> <p>After the child has returned to class, the member of staff cleans the desk area and washes any equipment that needs to be used by another pupil.</p> <p>Wherever possible the school plans for staff providing specialist interventions to work across a given year group and (if necessary) only one other year group, to reduce potential contacts.</p> <p>The school will review groups so that each small group receiving support is drawn from one class only.</p> <p>Pupils from each class bubble will be allocated intervention time for either a morning or an afternoon session.</p> <p>Interventions will take place in an identified area, where the member of support staff will maintain a distance from the pupils.</p> <p>Specialist teachers or instructors working in the school may work in different bubbles but this is in as a restricted form as possible. All adults must maintain social distancing. They will be instructed to ensure they minimise contact and maintain as much distance as possible from other staff.</p> <p>The school is fortunate in being able to provide specialist teaching in some subjects at KS2.</p>

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			<p>Specialist teachers will continue to teach different classes, but arrangements will be made to ensure that the teacher is distanced from the pupils</p> <p>The teacher will be restricted in the number of classes that they teach.</p> <p>Where the teacher cannot teach a class in person (due to the number of classes they are already covering) the specialist teacher will be live-streamed via Google Classrooms, with other staff providing supervision in class.</p> <p>Specialist teachers or instructors working in the school to provide teaching interventions will be instructed to ensure they minimise contact and maintain as much distance as possible from other staff.</p> <p>Specialists, therapists, clinicians and other support staff for pupils with SEND will provide interventions as usual – see above policy.</p> <p>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;</p> <p>Visitor/Contractor site rules & procedures have been revised to include additional controls to mitigate the risk of transmission of COVID-19;</p> <p>Reception staff responsibilities have been established in relation to COVID-19 and the communication of procedures required by contractors and visitors to site;</p> <p>Office staff are aware of and explain additional hygiene and social distancing rules required by contractors and visitors on arrival;</p> <p>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;</p> <p>A procedure is in place to sanitise touchscreen sign-in systems each time</p>

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			<p>they are used;</p> <p>Contractors must obtain permission before attending the site;</p> <p>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 after use;</p> <p>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;</p> <p>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;</p> <p>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;</p> <p>The number of site deliveries has been reduced where possible;</p> <p>A procedure is in place to wipe down deliveries with sanitiser on entering the school premises where possible;</p> <p>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;</p>

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			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	<p>Homeworking will usually involve the use of Display Screen Equipment (DSE) in the form of mobile laptops, Yogas, tablets, phones, etc.;</p> <p>Staff working from home may undertake 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;</p> <p>Staff have access to H&S information and support to assist homeworking arrangements such as:</p> <p>H&S COVID-19 web page (section on 'How to support employees working from home');</p> <p>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 ;</p> <p>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.</p>



**Holland Moor
Primary School**

Bringing Out The Best

Additional Information

Issue No: x
Issued by: H&S Team

Isolation Room- The Red Room

All non-essential items in the isolation room have been removed.
We have included two tables and two chairs.
The room is deep cleaned after any incident – by member of the Holland Moor Cleaning Team.

Staff Room

The staff room will be laid out so that chairs are segregated to enable social distancing rules to be observed.
The fridge handles in staff room will be washed on a daily basis.
Hot water, soap, paper towels and hand sanitizer will be available in the staff room.

Outdoor Space

Where lessons and weather permit, learning will take place outside, teachers will continue to use outdoor education wherever possible.
Outdoor equipment, however, must not be used unless sufficient cleaning of the equipment can be completed after any activity. This to be completed by a member of the Holland Moor Cleaning Team or any other adult who volunteers to undertake the task.
Children are not to re-enter the building alone from outside lessons. They must be accompanied. After toileting they must go straight back outside.

Teaching and Learning

Lessons and activities will be decided by curriculum leaders during the planning phases but will be part of a broad curriculum.
Marking may be done by children for example through teacher led visualiser work. Lots of oral feedback from teachers to children. However not all work requires marking.
All books/work to stay on desks in front of the child with their other equipment.
Staff will stay at adult height and socially distanced when interacting with children.
A 'Social Distancing Charter' will be created for and with the children which will include how many children can play with resources and how (either end of water tray), as well as how to line up, physical contact use of toilet, moving around the classroom etc
The Social Distancing Charter will be re-visited and modelled many times a day and linked to school behaviour system. There will be lots of praise for adherence and sanctions for non-compliance.
An extended PSHE curriculum to be delivered for first two weeks of Autumn Term to support children's well-being.
Pupils will be 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.

Movement

Channels and internal corridors will be marked around school using masking tape to show pupils movement.
Classroom spaces may have teacher only zones.
Classrooms may have channels for teachers to move around.

Classrooms

Reception: Malleable resources, such as play dough, must not be shared and consideration must be given to their safe use, depending on circumstances.
Reception: Resources for activities such as painting, sticking, cutting, small world play, indoor and outdoor construction activities must be washed before and after use and children must be discouraged from sharing.

Reception: Children must be taught to wash their hands frequently, but particularly after using wheeled bikes, trikes and other large, movable toys. Children must be encouraged where possible not to touch their faces or to put objects in their mouths. Sharing stories, singing and playing outdoor games will help all children to socialise and resettlement into familiar everyday classroom routines.

In EYFS, large outdoor and indoor equipment will be used on a rotational basis by one group a day. The equipment will be cleaned after use by a member of the cleaning team or other adult who is comfortable to undertake the task.

KS1 and KS2 Desks must be wiped regularly by the teaching assistant.

KS1 and KS2 Bubbles must have cleaning materials available – safe storage.

Any objects the children touch must be disinfected once use has finished.

There will be reduced use of PE equipment.

General Gym equipment will not be used – mats will be cleaned after each session

Tissues will be readily available in all areas being used.

Communication with Parents

Essential correspondence sent out by email text / website and app.

Any forms or messages from parents must be emailed to the school office

We will continue to communicate methods of entry and exit to the school grounds.

Parents will be allowed in to the reception area to talk to office staff, one at a time with permission and only when called from the waiting spaces.

Toilet Facilities

Pupils must only enter one at a time into toilets – max 2 and stand at least 2 metres apart when washing their hands.

Different classroom bubble pupils do not mix in the toilets. This prevented by staff escorting pupils.

One adult must accompany pupil to toilet to support management of hand washing and ensure cross over to other bubbles does not occur.

Door wedges to keep the doors semi open to ensure privacy but keep ventilation.

Cleaning team to check soap supply is adequate each day.

Cleaning

Toilets will be deep cleaned at the end of each day.

Toilets will be cleaned during the day by members of the Cleaning Team. (9am 12noon, 2pm and additionally if possible)

Tables and contact points must be cleaned regularly by members of the cleaning team and adults who are comfortable to undertake these tasks and children.

Equipment that has been used (and that can be cleaned) must be identified by the teacher at the end of the day to the cleaner so that those objects can be disinfected.

No toys can be brought from home.

Resources that cannot be cleaned according to the instructions must be packed away until after the CO-VID-19 epidemic is over.

Tablets and keyboards must be wiped several times daily and between use by members of the cleaning team, teaching assistants, other adults who are comfortable to complete this task-

Identified contact points must be cleaned regularly by cleaners according to cleaner allocated schedule – areas allocated and around the times of 09.30, 11.30 and 13.30 including taps, toilet flushes, toilet seats, table surfaces, door handles, handrails, armrests, light switches etc. However, staff will only be

required to clean surfaces and touch points when used if comfortable to do this.
Bins must be emptied before they are full and at least twice daily. Bin bags taken outside by staff must be taken to the designated area.
Cleaners to wear long gloves.
Bleach to be used to clean items which cannot be done with soap which then is removed by water into a sink.
Communication from teacher to cleaner can be left on the whiteboard in the classroom area at the end of each day.

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 HOLLAND MOOR PRIMARY SCHOOL

Signed: *Michael Beale*

Name: Michael Beale

Risk Assessor: Michael Beale