

SCHOOL RISK ASSESSMENT

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



PART A. ASSESSMENT DETAILS:

Area/task/activity: Full / **Partial School** opening arrangements during COVID-19 restrictions 4th September, 2020

Location of activity:

Team/School name: Address & Contact details:	Whittlefield Primary & Nursery School Tabor Street Burnley BB12 0HL	Name of Person(s) undertaking Assessment:	Helen Kershaw/Stephanie Vent
		Signature(s):	
Line Manager/ Headteacher (Name/Title):	Helen Kershaw	Date of Assessment:	Dynamic
Signature:		Planned Review Date:	01/09/2020 Reviewed 19/8/20 Reviewed & Amended 15/09/20 Reviewed and amended 3/1/21
How communicated to staff:	Email and school app	Date communicated to staff:	17/07/2020 Consultation 24/8/20 Consultation 01/09/2020 Adaptation 4/1/21

PART B. HAZARD IDENTIFICATION AND CONTROL MEASURES:

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

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			<p>settings</p> <ul style="list-style-type: none"> ○ https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#soc ○ LCC Schools HR guidance ○ LCC Health & Safety COVID-19 web page <ul style="list-style-type: none"> ● Headteacher or other senior person keeps up to date with official COVID-19 Guidance and informs employees/school arrangements as required.
Vulnerable & extremely vulnerable staff or pupils with pre-existing health conditions	Staff, pupils, household members	Becoming seriously ill from the effects of coronavirus, potential to be life threatening	<ul style="list-style-type: none"> ● 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; ● 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); ● https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools Staff and pupils in local restriction tiers 1 to 3 who remain in the clinically extremely vulnerable group continue to attend school unless they are one of the very small number of pupils or students under paediatric or NHS care (such as recent transplant or very immunosuppressed children) and have been advised specifically by their GP or clinician not to attend an education setting. Shielding advice is currently in place in tier 4 areas, and so all children and staff still deemed clinically extremely vulnerable are advised not to attend school. ● If infection rates rise in local areas, individuals (or family members) from

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

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			<ul style="list-style-type: none"> • When school are notified that an employee is pregnant, breastfeeding, or has given birth within the last 6 months, the workplace risk assessment is checked to see if any new risks have arisen. If risks are identified during the pregnancy, in the first 6 months after birth, or while the employee is still breastfeeding, school takes appropriate sensible action to reduce, remove or control them. • Pregnant women from 28 weeks' gestation, or with underlying health conditions at any gestation, may be at greater risk of severe illness from coronavirus (COVID-19). This is because, although pregnant women of any gestation are at no more risk of contracting the virus than any other non-pregnant person who is in similar health, for those women who are 28 weeks pregnant and beyond there is an increased risk of becoming severely ill, and of pre-term birth, should they contract coronavirus (COVID-19). Where possible they should work from home. • This is also the case for pregnant women with underlying health conditions that place them at greater risk of severe illness from coronavirus (COVID-19). Where possible they should work from home. • People who live with those who are clinically extremely vulnerable or clinically vulnerable attend the workplace as normal; • Some people with particular characteristics may be at comparatively increased risk from coronavirus (COVID-19), as set out in the COVID-19: review of disparities in risks and outcomes report. If people with significant risk factors express concerns an individual risk assessment will be completed to assess the risks to that individual and identify ways to reduce them to an acceptable level; • People who live with those who have comparatively increased risk from

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			<p>coronavirus (COVID-19) attend the workplace as normal;</p> <ul style="list-style-type: none"> (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>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>	<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; 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 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 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

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			<p>Health Protection Team;</p> <ul style="list-style-type: none"> • If a pupil displays symptoms their parent/carer will be required to take them home. Parents will be informed immediately and asked to collect their child as a matter of urgency. Upon parents arrival children will be taken to the gates by a member of staff from their bubble. Other bubbles will not be compromised. • If a pupil displays symptoms they will be placed in a separate room until they can be collected, whilst being mindful of individual pupils' needs; A member of staff from their 'bubble' escorts the child to the Gannow Room. In the rare case that a child cannot be left on their own i.e. young children, the member of staff will wear PPE which is kept in the school entrance. If a member of staff is not available from the pupil's bubble then Helen Kershaw, Stephanie Vent or Cheryl Tipping will escort the child wearing PPE. • The windows will be opened in the room for increased ventilation; • If it is not possible to isolate the pupil e.g. if it causes them undue distress or they need to remain under adult observation, an assessment will be carried out to see whether it is sufficient to move them to an area which is at least 2 metres away from others; • If an individual (adult or child) showing COVID-19 symptoms, needs to use the bathroom while waiting to go home, they will use a separate bathroom (staff toilet) The bathroom will then be closed for use until it has been cleaned and disinfected before being used by anyone else 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. Full PPE available to all staff;

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			<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, spitting, or vomiting, then eye protection will also be worn by the supervising adult.
Staff, pupils & household members test positive for COVID-19	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	<ul style="list-style-type: none"> If someone tests positive, they are instructed to follow the ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’ self-isolating for at least 10 days from the onset of their symptoms and will only be allowed to return to school when they do not have symptoms including; a high temperature, cough or loss of sense of smell/taste. They will be advised that other members of their household must continue self-isolating for the full 10 days; The School (SLT) will contact the local health protection team as soon as they have been notified of a positive result. (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); The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate; 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"> — direct close contact - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin); — proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual; — travelling in a small vehicle, i.e. a car, with an infected person;

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			<ul style="list-style-type: none"> • School will keep a record of pupils and staff in each group (bubble) and any close contact that takes 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; • 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.
<p>Outbreak of Covid-19 within school</p>	<p>Staff, pupils, visitors, contractors, household members</p>	<p>Spread of infectious disease</p>	<ul style="list-style-type: none"> • The school will work closely with the local health protection team if there are two or more confirmed cases within 10 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; • 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

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			<p>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>
<p>Transmission of Covid-19 due to lack of consultation on safe working practices and provision of information & instruction on safe ways of working.</p>	<p>Staff, pupils, visitors, contractors, parents</p>	<p>Spread of infectious disease</p>	<ul style="list-style-type: none"> • Guidance and training is provided for staff to ensure they understand (staff handbook), and can enforce, the new routines and support pupils in understanding them and are familiar with revised physical arrangements; • Senior leaders within school ensure staff are consulted when considering local arrangements and there is ongoing engagement with staff (including through trade unions and employee representative groups) to monitor and understand any unforeseen impacts of changes to working environments; Senior leaders, are available to offer support and advice and to monitor the current working arrangements on a daily basis; • All new staff and volunteers are provided with a site induction and adequate information, instruction and training on local health, safety and COVID secure arrangements and their key roles and responsibilities; • 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 during travel to and from school on dedicated transport</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"> • 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); • If a pupil develops symptoms whilst at school, the school will contact the

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			<p>parent or carer who should make arrangements for the child or young person's journey home;</p> <ul style="list-style-type: none"> • Pupils on dedicated school services do not mix with the general public on those journeys and tend to be consistent. Therefore the usual social distancing measures will not apply from the Autumn term 2020 on dedicated transport; • The approach to dedicated transport has been aligned as far as possible with the principles underpinning the system of controls set out in school and where possible takes into account how pupils are grouped together at school; • Pupils are instructed to use hand sanitiser upon boarding and disembarking transport; • Assurances have been given by transport providers that transport is cleaned regularly and that high touch points are sanitised prior to a school pick up/drop off; • A system is in place to manage queuing, boarding and disembarking from transport to prevent unnecessary close contact with others; • As far as is possible pupils are required to sit in their bubbles on dedicated transport and maintain social distancing if practicable; • Ventilation within the vehicle is maximised by opening windows and ceiling vents to allow fresh air to circulate; • Pupils over the age of 11, are required to wear face coverings if they are likely to come into very close contact with people outside of their group or who they do not normally meet; • Pupils in years 7 and above are required to wear a face covering when travelling on dedicated school transport. This does not apply to those who are exempt from wearing a face covering;

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			<ul style="list-style-type: none"> • Additional dedicated school transport services have been put in place to reduce the number of pupils needing to use public transport; • School have been assured that transport providers, as far as possible, follow hygiene rules and try to keep distance from passengers; • School have been assured that drivers have been instructed that they must not undertake duties for school if they or a member of their household are displaying any symptoms of coronavirus; • Staff to wear appropriate PPE such as a fluid resistant disposable face mask when supporting pupils with complex needs who require assistance to access the vehicle or fasten seatbelts; Immediately after assisting pupils staff will wash their hands thoroughly with warm running water and hand soap for at least 20 seconds. • Passenger assistants will not normally require PPE on home to school transport, even if they are not able to maintain a distance from the children and young people on the transport. This is because children and young people with symptoms of coronavirus (COVID-19) must not board home to school transport. However, they are required to wear a face covering where possible to do so; • <i>For more information see Government Guidance: Transport to school and other places of education: Autumn Term 2020</i>
Spread of Covid-19 during travel to and from school on public transport	Staff, pupils, household members, members of the public	Potential spread of infectious disease Pupils stranded or missing	<ul style="list-style-type: none"> • Strategies have been implemented to reduce the use of public transport by pupils to get to and from school particularly at peak times including; <ul style="list-style-type: none"> ○ Increasing the number of dedicated school buses; ○ Introducing staggered start and finish times to enable travel to take place out of peak times; ○ Staff and pupils are encouraged to walk or cycle to school where possible;

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			<ul style="list-style-type: none"> ○ Facilities are in place to store bikes securely. This will be continually monitored to ensure sufficient facilities are in place to meet demand; ○ The school have implemented a system of 'walking buses' to support families to be able to walk their children to school. ● Where this is not possible, use of private transport or a dedicated school bus is recommended; ● If public transport has to be used, staff, parents and pupils are advised to follow social distancing rules and to wear a face covering when on public transport; ● Families who use public transport have been referred to safer travel guidance for passengers which includes guidance on how to wear a face covering.
<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 parents/carers to enter the school building they will be instructed to follow handwashing and social distancing guidelines; ● Arrangements are in place for parents/carers to drop off and collect children at specified times, without physically entering the premises e.g. parents enter a one-way system around the school ground. Staff are positioned to direct their children at each gate. Entering Faraday Street, exit Tabor Street. ● 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; • A covered bin is in place for non-reusable face coverings on arrival at the school grounds; • 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 to hand sanitize on arrival at school, then wash their hands thoroughly with warm, running water and hand soap for at least 20 seconds when possible. Further hand washing will be done every hour, on the hour.
<p>Transmission of Covid-19 through insufficient personal hygiene</p>	<p>Staff, pupils, visitors, contractors, household members</p>	<p>Potential spread of infectious disease</p>	<ul style="list-style-type: none"> • Good hand hygiene and the need to wash hands more frequently is promoted around school, every hour on the hour; • Staff, pupils and visitors are instructed to wash hands when they arrive at school, when they return from breaks, when they change rooms, before and after eating, after using the bathroom, after touching shared resources or after touching their face, blowing their nose, sneezing, coughing; • Hand washing facilities are readily available. Where hand washing facilities are not readily available, hand sanitiser stations have been 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; • Skin cleaning wipes have been made available for use with very young pupils or pupils with complex needs;

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			<ul style="list-style-type: none"> • Pupils are encouraged to avoid touching their faces whenever possible particularly with unwashed hands; • The Catch it, Bin it, Kill it guidance is promoted to catch coughs and sneezes in tissues and throw them in the bin immediately (hands to be washed immediately after disposal); • Pupils are reminded how to catch coughs and sneezes if a tissue is not readily available i.e. in the crook of the elbow rather than in the hands; • Posters are displayed on good hand washing technique and government guidelines on good respiratory hygiene; • Young pupils and pupils with complex needs are supported to follow the catch it, bin it, kill it guidance; • Tissues are readily available around school including in all classrooms and sufficient numbers of bins are in place for the disposal of tissues;
<p>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 by adults; — Sanitising of tables in the dining area between different groups (bubbles) having their lunch; — More frequent cleaning by employees/RCCN 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 by RCCN of all occupied areas at the end of the day; • When cleaning, the usual products i.e. detergents and bleach will be used as these are effective at getting rid of the virus on surfaces;

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			<ul style="list-style-type: none"> • All staff have been instructed on cleaning and sanitising requirements including the use of chemicals and cleaning materials and instructions on the use of PPE; • PPE is provided for staff to wear during cleaning activities and must be worn as instructed e.g. gloves etc.; • COSHH risk assessments are in place and followed for cleaning products and have been shared with staff as necessary. These are held in SBM office; • A documented cleaning checklist is in place and signed to ensure the enhanced cleaning schedule is followed and maintained; • As the ability to social distance in early years setting is limited, additional meticulous attention is given to the cleaning regime; • In early years settings the use of soft toys and toys with intricate parts or that are otherwise hard to clean are not in use; • For individual and very frequently used equipment, such as pencils and pens, staff and pupils are instructed to have their own items that are not shared; • Classroom based resources, such as books and games are used and shared within the bubble; these are cleaned regularly, along with all frequently touched surfaces; • Resources that are shared between classes or bubbles, such as sports, art and science equipment are cleaned frequently and meticulously between bubbles; • Resources that are shared between classes or bubbles, such as sports, 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;

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			<ul style="list-style-type: none"> • Pupils are only allowed to bring essentials into school each day including school bag, lunch boxes, hats, coats, books and mobile phones; • 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 (in the KS2 locked shower room) for 72 hours before being disposed of with general waste; • Where it is not possible to store waste for 72 hours, arrangements will be made for collection by the school's specialist clinical waste contractor; • Waste cleaning materials are disposed of in the usual way unless it is confirmed or suspected that they are contaminated as a result of a member of staff or pupil displaying symptoms; • Staff have been instructed to store personal items and clothing in areas not widely accessible during the working day within their bubbles. Valuables are stored in the locked classroom cupboard. Mobile phones

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			<p>and other electronic items are stored; either on silent or turned off in line with safeguarding procedures.</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>	<ul style="list-style-type: none"> • The school has applied the Government's principles of keeping groups separate (bubbles), keeping bubble sizes as small as is reasonably practicable and maintaining social distancing based on the age and ability of the pupils and the feasibility of measures when offering a broad curriculum; • Pupils have been placed in 'class or Key Stage bubbles -2 classes' and interaction between other classes and Key Stage bubbles will be minimised as far as is reasonably practicable; • Children in early years settings are kept in small groups as far as possible; • Staff members stay within a single group (bubble) on a day to basis as far as possible; • Staff in early years settings stay within a single group (bubble) on a day to basis as far as possible; • Measures have been put in place to limit interaction, between groups (bubbles) as much as possible (separated play areas); • Start and finish times are staggered to keep groups apart as they arrive and leave school; • Start and finish times have been extended to limit interactions as children arrive and leave school • Start and finish times and breaks are staggered to ensure that corridors or circulation routes have a limited number of pupils using them at any time and to reduce mixing between groups; • Children in different groups are encouraged not to play together at break times. Breaks are staggered to restrict the number of children playing at

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			<p>one time and groups are supervised and kept apart as far as possible;</p> <ul style="list-style-type: none"> • All classrooms have an external door and are accessible without coming into the main building with the exception of Year 2 who will enter through the KS1 entrance ramp. Most children will not need to walk through the school building/corridors. KS1 will only use corridor to outside on a rota basis. • Lunch breaks are staggered over half hourly slots in class/Key Stage Bubbles, allowing time for cleaning of surfaces in dining areas between groups; • Children MUST use their own Bubble toilets at lunchtime, through their external classroom door; • Different groups in the dining area will be kept apart as much as possible and separated by a divider; • As far as practicable groups will be kept apart with only brief transitory contact where this is unavoidable; • Large gatherings such as assemblies or collective worship with more than one group is prohibited; • 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 distancing between pupils and scrupulous attention is given to cleaning and hygiene; • Where necessary external facilities are also used in line with government guidance for the use of, and travel to and from, those facilities; • Specialist curriculum risk assessments will be put in place for <u>indoor & outdoor P.E</u> taking into account specific <u>guidance on physical education</u>;

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<p>Transmission of Covid-19 through airborne particles due to close proximity to others</p>			<ul style="list-style-type: none"> • All staff to maintain a 2 metre distance from pupils and other staff as far as is reasonable and when circumstances allow (School handbook); • All staff to avoid close face to face contact and minimise time spent within 1 metre distance of anyone (School handbook); • If the school is in an area with enhanced COVID-19 restrictions staff and pupils in years 7 and above will be required to wear a face covering in communal areas where a minimum distance of 1 metre from others cannot be guaranteed for example when moving along corridors. This does not apply to those who are exempt from wearing a face covering; • 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; • In primary schools where social distancing is not possible in areas outside of classrooms between members of staff or visitors, for example in staffrooms, it is the responsibility of the Headteacher to decide whether to ask staff or visitors to wear or agree to them wearing face coverings in these circumstances and, if so, this will be communicated to all staff and visitors; • In light of the mitigating measures the school is taking e.g. setting up of class bubbles, face coverings will not be required to be worn in classrooms due to the negative impact they can have on learning, teaching and communication; • In line with the SAGE guidance from 4/1/21 all staff will wear face coverings at all times whilst the school is in Tier 4. • Staff and pupils have been instructed to sanitise their hands before putting

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			<p>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;</p> <ul style="list-style-type: none"> • A small contingency supply of disposable face coverings will be available for instances where staff, pupils or visitors have forgotten to bring one of theirs has become soiled during the course of the day; • Bins are provided throughout the school for the disposal of disposable face masks. The contents of bins is disposed of as normal domestic waste unless the wearer has symptoms of COVID-19 in which case they will be disposed of in line with the guidance on cleaning for non-healthcare settings; • All staff and pupils are expected to adhere to the current social distancing guidelines as far as is reasonably practicable; • Where space allows, pupils who are old enough are supported to maintain a distance from each other and are encouraged not to touch staff and their peers where possible; • Where staff or pupils cannot maintain social distancing due to space restrictions the risk is reduced by keeping pupils in smaller, class-sized group bubbles; (See above) • Room layouts and table settings in classes and the dining hall have been adjusted to allow for social distancing e.g. tables facing the front and 2m from teacher. <p>— seating pupils side by side and facing forwards, rather than face to face or side on;</p> <p>— moving unnecessary furniture out of classrooms to make more space;</p> <ul style="list-style-type: none"> • Where practical desks have been assigned to individuals or to the

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			<p>smallest number of pupils possible. Where desk sharing cannot be avoided desks are wiped down between changes of pupils;</p> <ul style="list-style-type: none"> As much as possible, fresh air is increased within buildings by opening windows and doors frequently to encourage ventilation, taking account of any potential security or fire safety issues; Where mechanical ventilation is present, re-circulatory systems have been adjusted to full fresh air. Where this is not possible mechanical ventilation systems have been switched off; <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>
<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"> 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; 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; 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 possible, microphones will be used; If microphones are shared guidance on handling equipment will be followed; 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

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			<p>present, including audiences) and strict social distancing and other mitigating factors are maintained;</p> <ul style="list-style-type: none"> • 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; • During music lessons or clubs involving singing, shouting or the playing of wind and brass instruments group sizes will be restricted to 15; • A 2 metre social distance will be maintained and pupils will be positioned back to back or side by side; • Instruments will not be shared where at all possible, where this is not possible frequent cleaning of instruments between use will take place; • 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><i>Further detailed guidance is available on working safely during coronavirus (Covid-19): performing arts</i></p>
<p>Transmission of Covid-19 staff work areas</p>	<p>Staff, pupils, visitors, contractors, household members</p>	<p>Potential spread of infectious disease</p>	<ul style="list-style-type: none"> • Where practical and the role allows, staff are supported to work from home; • The occupancy of the school office and PPA room is restricted to ensure social distancing rules can be observed; • The School office layout has been rearranged to facilitate side by side working rather than face to face; • Dividing screens have been placed in-between work areas where necessary;

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			<ul style="list-style-type: none"> • Shared work areas are avoided. Where this is not possible work areas are thoroughly sanitised before and after use by different people; • Sanitising wipes are available to enable shared desks and equipment to be cleaned before and after use, staff are reminded of this requirement regularly; • Measures have been put in place to protect office staff when dealing with contractors, parents and visitors. Perspex screens have been installed in open reception areas.
<p>Transmission of Covid-19 staff rest areas</p>	<p>Staff, pupils, visitors, contractors, household members</p>	<p>Potential spread of infectious disease</p>	<ul style="list-style-type: none"> • Lunch breaks for staff are staggered to limit the occupancy of the staff room and additional space for breaks will be created by using other parts of the school not in use; • Staggered lunches in class bubbles will limit the number of staff in the staff room, and additional staff room facilities will be provided in the Gannow Room; Nurture Room and EYFS intervention area • Staff room furniture has been reconfigured to maintain social distancing and reduce face to face contact. • Signage and floor markings support staff to maintain 2 metre distance; • Staff are encouraged to bring their own food to work. Staff are encouraged not to purchase food off site to prevent possible transmission of the COVID-19 virus through contact with other people and/or contaminated surfaces; • Staff agree to maintain social distancing at all times off site where necessary.
<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>	<ul style="list-style-type: none"> • Meetings to be held via Zoom or Microsoft Teams wherever possible; • Only when absolutely necessary, will a face to face meeting take place. This will be with the minimum number of participants, whilst observing social distancing rules either in an outdoor space or well ventilated area

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			indoors; <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; • Meetings are held outdoors or in well-ventilated designated rooms; • 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)
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. Insufficient levels of PPE should be reported to the most senior member of staff; back up stock is kept to ensure stocks never become completely depleted; • Disposable gloves are worn during normal cleaning regimes if required. Disposable gloves and impermeable aprons must be worn when cleaning areas that have been occupied by someone displaying symptoms of COVID-19; • When caring for someone with symptoms of COVID-19 a face mask

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			<p>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> <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, 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
<p>Dealing with emergency situations including accidents, security and evacuation during the COVID-19 pandemic</p>	<p>All building occupants</p>	<p>Untreated injuries, potential spread of infectious disease</p>	<ul style="list-style-type: none"> • In an emergency, e.g. an accident or fire, people do not have to stay 2m apart if it would be unsafe but should do so where this is possible; • First Aiders are aware of and follow the Government guidance for first responders; • The First Aid Needs Assessment has been reviewed and amended to take account of current occupancy, numbers of first aiders required and additional PPE needed during the COVID-19 pandemic including provision of disposal gloves, disposal plastic aprons, fluid repellent surgical face masks and visors as required; • Pupils who require first aid will continue to receive care in the same way. No additional PPE is needed because of COVID-19 for any pupil who does not have symptoms; • When administering first aid to an adult a face mask should be worn if a distance of 2 metres cannot be maintained. If direct contact is necessary, gloves, an apron and a face mask should be worn;

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			<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>Further guidance on first aid is available on Health & Safety Executive website;</p>
Reduced premises inspections, tests, servicing and maintenance	All building occupants	Accidents or incidents resulting in injury, occupational disease, or a risk to health e.g. electrocution, fire, legionellosis, asbestosis etc.	<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. To minimise the number of different temporary staff entering the school

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			<p>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> <ul style="list-style-type: none"> • They will be instructed to ensure they minimise contact and maintain as much distance as possible from other staff. • Specialists, therapists, clinicians and other support staff for pupils with SEND will provide interventions as usual; • All visitors will follow the Government's guidance and the school's strict hygiene and social distancing rules e.g. hand washing/sanitisation upon entry; • Visitor/Contractor site rules & procedures have been revised to include additional controls to mitigate the risk of transmission of COVID-19; • Reception staff responsibilities have been established in relation to COVID-19 and the communication of procedures required by contractors and visitors to site; • Office staff are aware of and explain additional hygiene and social distancing rules required by contractors and visitors on arrival; • Signing in/out arrangements for visitors have been modified to prevent the handling of pens and paper by multiple people. A record of all visitors is kept in the event this may be required for track and trace purposes; • A procedure is in place to sanitise touchscreen sign-in systems each time they are used; • Contractors must obtain permission before attending site; • When necessary, contractors to familiarise themselves with the asbestos survey for the building prior to works commencing – this can be

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			<p>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;</p> <ul style="list-style-type: none"> • Contractors will wear appropriate PPE as determined by their employer, however they may be asked to wear additional PPE (provided by the school) upon arrival e.g. gloves, mask, coveralls, shoe covers, etc. where this is considered necessary. Contractors will comply with any additional PPE or hygiene requirements made by the school prior to entry; • Contractors will be asked to keep the time spent on site to a minimum and will make all efforts to only attend site to carry out work during periods of reduced occupation; • Alternative routes around or through the premises will be used as instructed by the school e.g. the school may usher the contractor through a fire escape door to access an adjacent room, rather than walking them through the school to reach their destination; • The number of site deliveries has been reduced where possible; • A procedure is in place to wipe down deliveries with sanitiser on entering the school premises where possible; • Staff handling deliveries will observe good hand hygiene, washing hands using warm, running water and soap for a minimum of 20 seconds or using hand sanitiser after handling new deliveries that have not been sanitised.
<p>Homeworking with DSE</p>	<p>Staff and members of their household</p>	<p>Development or worsening of existing musculoskeletal injuries or health conditions</p>	<ul style="list-style-type: none"> • Homeworking will usually involve the use of Display Screen Equipment (DSE) in the form of mobile laptops, tablets, phones, etc.; • 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;

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

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			and staff wellbeing in the current situation. Information about the extra mental health support for pupils and teachers is available; <ul style="list-style-type: none"> The Education Support Partnership provides a free helpline for school staff and targeted support for mental health and wellbeing.

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

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

Signed: 

Name: Stephanie Vent Risk Assessor:..