

GENERAL SCHOOLS RISK ASSESSMENT

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



Willow Lane
Community Primary School

PART A. ASSESSMENT DETAILS:

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

Location of activity: Willow Lane Community Primary School – 01/003

Team/School name: Address & Contact details:	Willow Lane Lancaster LA1 5PR Tel: 01524 65880	Name of Person(s) undertaking Assessment:	Mel Mackinnon, Sarah Fish and Dan Rawes
		Signature(s):	<i>Mel MacKinnon</i>
Line Manager/ Headteacher (Name/Title):	Mel MacKinnon Headteacher head@willow.lancs.sch.uk	Date of Assessment:	May/June 2020
Signature:	<i>Mel MacKinnon</i>	Planned Review Date:	Ongoing review
How communicated to staff:	Shared electronically. Staff training w/c 1 st June 2020	Date communicated to staff:	2 nd June 2020 through CPD as well as electronically on 5 th June 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)
1. OPERATIONAL OVERSIGHT			
1.1 Changes to official COVID19 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, H&S and HR; <ul style="list-style-type: none"> ○ Coronavirus (Covid-19): guidance for schools and other educational settings ○ LCC Schools HR guidance ○ LCC Health & Safety COVID-19 web page • Headteacher or other senior person keeps up to date with official COVID-19 Guidance and informs employees/school arrangements as required. • HT and DHT check Lancashire Portal daily for updates – these include at a national and county level. • All government guidance can be found (as of 22.06.2020) at https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings • On 27.05.2020, Lancashire County Council have advised schools not to open to more pupils from 1st June due to final two tests not being met locally. On 03.06.2020 informed that schools will be updated on 8th June about further reopening.
1.2 Governors not being fully informed or involved in making key decisions.	Staff, pupils, visitors, contractors, parents	Potential spread of infectious disease	<ul style="list-style-type: none"> • Online meetings (currently using Skype which may move to Microsoft Teams following training) held by Governing Body – most recently 5th June. • Governing Body are involved in making key decisions. These are minuted. • Governors have access to 'latest Letters' section of school website which shares information given to parents. • GB have copy of risk assessment. • Headteacher and Chair of Governors are in at least weekly phone

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			communication.
1.3 Lack of Governor oversight during COVID 19 crisis.	Staff, pupils, visitors, contractors, parents	leads to school failing to meet statutory requirements.	<ul style="list-style-type: none"> • GB continues to meet at least termly via online platforms. • Agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation. • HT report to governors to include content linked to school's response to COVID 19. • Minutes of meetings are reviewed and checked for accuracy to ensure statutory requirements and oversight is maintained.
1.4 Communication regarding Summer term's calendar and diary.	Staff, pupils, visitors, contractors, parents	Unnecessary attending school could potentially spread infection	<ul style="list-style-type: none"> • Parents have all been informed on cancelled residential trips. Monies in process of being repaid. • Procedures in process for registering Reception intake 2020 and for their induction. Packs etc have been produced and dates for socially distanced home visits organised. Seesaw online resource being used to familiarise children with staff at school. • Communication with parents is ongoing using T2P (text service) and 'Latest Letters' section https://www.willow.lancs.sch.uk/noticeboard/latest-letters/ of school website as main forms of communication as well as direct phone calls eg to all Year 6 families. • Year 6 children are to form first part of further phased opening to allow for a successful transition to Secondary school and closure of primary schooling. Parents are aware communication with Secondary Schools is ongoing. • Website calendar updated.
1.5 Staffing capacity from September 2020.	Staff and pupils	Potential spread of infectious disease	<ul style="list-style-type: none"> • Audit of school staff indicates that no immediate recruitment currently required.

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2. BUILDING CAPACITY			
2.1 Lack of space to accommodate children.	Staff, pupils, contractors, visitors	Potential infectious disease, Injury or harm from accidents.	<ul style="list-style-type: none"> • 8 rooms – 4 in KS2 and 4 in KS1/EY. • KW/Vul currently using three classrooms. For each year group to return, based on up to 15 children, two classrooms necessary. • All KW/Vul currently encouraged to attend and this may impact on capacity if three classrooms required. (Currently 51 possible children in this category although no more than 32 on any one day). • School has capacity to accommodate 6 bubbles with appropriate level of staffing. This model will operate from 22nd June. • Physical layout of school site allows for the middle of the building to be only used by staff with children able to access all their needs at either end of the building. • School has a large dining hall but the implications of a shared space mean that this will not be used by children.
2.2 Social distancing within classrooms.	Staff, pupils	Potential infectious disease, injury or harm from accidents.	<ul style="list-style-type: none"> • Classrooms have been reconfigured to allow 1 desk per child. As per guidance, these have been spaced as far apart as possible. • An initial survey of parents indicated low take up (46%) which allowed larger intervals. • Spare furniture has been removed from classrooms. • Government guidance recognises that primary age children cannot be expected to remain 2 metres apart from each other and staff, in particular with younger children. This has been shared with parents in advance of phased opening. • Adults within the classroom will follow social distancing expectations. Further behaviours will be used (see 8.2) to support not spreading infection. • Groups of children and staff are kept apart through measures such as

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			<p>timetable alterations including staggered drop off, play in separate areas and having lunch in the classroom.</p> <ul style="list-style-type: none"> • Younger children will struggle with the concept of social distancing. Older children are better able to follow new expectations and to follow any adaptations whilst younger children will struggle with any necessary changes.
<p>2.3 Movement in and around school may breach social distancing guidelines.</p>	<p>Staff, pupils, contractors, visitors</p>	<p>Potential infectious disease, injury or harm from accident.</p>	<ul style="list-style-type: none"> • School site is generally supportive of ability to welcome back more children – single floor, all classrooms accessible from outside, good ventilation, extensive grounds and wide corridors. • Bottle necks include toilets – see sections below for alterations to KS2. • Bottle necks also include handwashing facilities - in particular with regard to open plan KS1/EY toilet block. KS1 and EY classrooms do have sinks in class though. • Children in KS1/EY using sinks in classroom for handwashing as well as toilet block. Orange Class are using 1 toilet and 1 sink on girls’ side whilst Red Class are using 1 toilet and 1 sink on Boys’ side. • Movement around playground is supported through 2m spaced dots and stars system. This allows parent/child social distancing at drop off and collection as well as for children moving to and from learning spaces. • Signage shares expectations whilst queuing, at front of school and throughout the building. • Areas where children from different groups may circulate include to and from toilets. Corridors are wide, furniture has been removed, and expectations taught to children for ‘walking on the left’.
<p><i>(See 3.1 regarding staff availability).</i></p>			

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3. STAFFING and ADULTS			
3.1 Vulnerable & extremely vulnerable staff with pre-existing health conditions	Staff	Becoming seriously ill from the effects of coronavirus, potential to be life threatening	<ul style="list-style-type: none"> • HT, following HR guidance, has contacted (by letter and verbally) all staff currently not required to attend work. Staff have not been obliged to provide details but where these have been shared, they have been stored confidentially. Expectations on which staff are to attend work have been saved electronically and staff are aware. • Number of staff available is currently sufficient for continuing keyworker and vulnerable children child care and for starting a phased welcoming back of more children. • If a member of staff has received an official letter from the NHS identifying them as clinically extremely vulnerable and recommending shielding, the member of staff will NOT be required to return to the workplace. Where possible work will be allocated that they are able to undertake from home. • An individual risk assessment will be completed for any staff member who is identified as clinically vulnerable. The individual risk assessment will assess the risks to that individual and identify ways to reduce these risk to an acceptable level including the need for any reasonable adjustments. 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. • HR Risk assessment used if a member of staff expresses Covid 19 concerns when asked to attend work.
3.2 Impact of reduced staffing levels on H&S roles and responsibilities and arrangements	Staff, pupils, visitors, contractors, parents	Potential spread of infectious disease, stress, injury or harm from accidents+/incidents	<ul style="list-style-type: none"> • Staff at work had a daily briefing prior to pupils arriving on site to clarify key roles & responsibilities for the day, planned activities for pupils, essential staff tasks to be undertaken, etc. This was good practice under Team A, B and C rota however with increased numbers of staff this has been changed.

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			<ul style="list-style-type: none"> • Whiteboard (see below) shares key information and staff updated through T2P, emailed letters and direction to any letters shared with families in 'Latest Letters' section. • Audit of staff and roles – 29.05.2020- including DSL, First Aid. Teaching and Cleaning indicate that capacity to initiate a phased opening of school should risk assessment and government guidance indicate this is appropriate. • Key roles (eg cleaning, first aid, leadership, DSL) as well as staff availability will be monitored. If staffing levels fall to levels where safety cannot be assured then school will be closed following usual closure procedures including communication with Local Authority and Parents. • Number of staff available is currently sufficient (15.06.2020) for continuing keyworker and vulnerable children child care and for starting a phased welcoming back of one year group (Year 6) of children. This will involve 6 bubbles from w/c 22nd June. • A whiteboard held in the staffroom is updated each morning listing: <ul style="list-style-type: none"> ○ key roles on site (School Leader, DSL, First Aid) ○ agreed times of pupil drop-off and collection (as per predetermined timetable) ○ security (if significant changes) ○ areas of the building that remain in use or have restricted use ○ lone workers - both staff and contractors ○ any other relevant information The above arrangement and list is not exhaustive. • All staff have clear roles and responsibilities which are within their capabilities and are aware of how to raise any concerns; • All new staff and volunteers (should this situation arise) are provided with

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			<p>a site induction and adequate information, instruction and training on local health and safety arrangements and their key roles and responsibilities;</p> <ul style="list-style-type: none"> • The Headteacher or other nominated senior personnel, is available to offer support and advice and to monitor the current working arrangements each day.
3.3 Impact of reduced staffing levels on pupil activities and work tasks	Staff, pupils, contractors, visitors	Potential infectious disease, Injury or harm from accidents,	<ul style="list-style-type: none"> • Staffing levels are reviewed in line with current DfE guidance and where necessary advice is taken from LCC Schools Advisory Service; • Staff have been working on a rota basis to provide adequate cover and to reduce the number of persons on site at any one time. The model of Team A, Team B and Team C was replaced with two teams D and E and all teaching staff will be in school full time from 22nd June. Staff have been deployed by the age they teach where possible. • Due to unavoidable changes linked to rising numbers, staff have been kept together as a team although some staff have moved to different groups of children. Where this has occurred, staff are with the same children for the whole week as a minimum. • Staffing decisions made by school leaders in consultation with staff. These are fair on the grounds of protected characteristics however, due to the current circumstances and roles, some staff may be on site more than colleagues. • A dynamic risk assessment is completed to consider the impact on safety where there are reduced staffing levels and to clarify what, if any, changes to existing control measures are required. The outcome from this exercise will identify whether an activity or task can be carried out safely or if an alternative is required. This may include specific activities for specific groups including whether or not a bubble can remain open.

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			<ul style="list-style-type: none"> • Lone working will be monitored by a nominated member of staff on site e.g. any building maintenance by the site supervisor, will be noted on the whiteboard along with their whereabouts, a check-out and expected check-in time is shared where possible. • The Headteacher and other senior personnel (identified through wellbeing groups), will keep in regular contact with staff to monitor the working arrangements and provide support and advice where necessary.
3.4 Mental Health, Stress and Anxiety	Staff	Increased levels of stress/anxiety and lower than normal levels of wellbeing	<ul style="list-style-type: none"> • The school recognises that mental health of staff may have been adversely affected during the COVID-19 crisis. The new approach to schooling may impact on mental health. • The Headteacher or other senior personnel, will keep in regular contact with staff to monitor their working arrangements and offer support and advice where necessary. All staff are in nominated wellbeing groups and the nominated member of senior staff will check in with all members (including those shielding etc) weekly. • SMT and wellbeing group leaders are included in wellbeing groups. • Staff are able to make contact with a colleague or manager for advice and support, or just for reassurance, during the normal working day. This can be directly or through the wellbeing groups. • A process is available for individuals to report concerns over breaches of school safe working policy/guidelines so that intervention can occur. This follows the same routes through the nominated member of senior staff. • All staff have been made aware (at staff training) that it is non-confrontational to identify unease with a situation with the phrase 'I feel uncomfortable about...eg you three standing together'. Etc. • School has access to bereavement support (through Lancashire) if necessary.

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			<ul style="list-style-type: none"> • 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 can 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 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
3.5 Homeworking with DSE	Staff and members of their household	Development or worsening of existing musculoskeletal injuries or health conditions	<ul style="list-style-type: none"> • Working from home and shielding can have impact on staff mental health. All staff, including those at school and at home, are part of wellbeing teams with weekly contact. • Staff are aware of the current Government guidance regarding self-isolation if they are in a 'high risk' category due to a health condition, or if they or any members of their household display symptoms of COVID-19. • HT, following HR guidance, has contacted (by letter and verbally) all staff currently not required to attend work. Staff have not been obliged to provide details but where these have been shared they have been stored confidentially. Expectations on which staff are to attend work have been saved electronically and staff are aware. • Where possible, and in line with the School's needs, staff will be asked to work from home e.g. where they are shielding or to reduce the number of persons in school at any one time. 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 had information on DSE eLearning –this

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			<p>makes them aware of how to set-up their workstation and equipment at home so as not to cause additional health risks. Staff have access to H&S information and support to assist homeworking arrangements such as:</p> <ul style="list-style-type: none"> ○ H&S COVID-19 web page (section on 'How to support employees working from home') <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> <ul style="list-style-type: none"> ● 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. These can then be discussed with their line manager at school and further actions taken where necessary.
3.6 Manual Handling	Staff	Musculoskeletal injuries	<ul style="list-style-type: none"> ● Staff aware that there are additional staff who can support with moving furniture etc. All staff reminded at training on 2nd June 2020. ● 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).
3.7 Contractors and visitors to site including deliveries	Staff, pupils, visitors, contractors, parents, members of the public	Potential spread of infectious disease	<ul style="list-style-type: none"> ● Visitors to site are limited to essential persons only and wherever possible by appointment eg social workers. ● 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. ● Contractors must obtain permission before attending site; ● Site rules & procedures have been revised to include additional controls

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			<p>to mitigate the risk of transmission of COVID-19;</p> <ul style="list-style-type: none"> • Reception staff responsibilities have been established in relation to COVID-19 and the communication of procedures required by contractors and visitors to site. These expectations are shared through signage in lobby area including Orange Sheet. • Office staff are aware of and explain additional hygiene and social distancing rules required by contractors and visitors on arrival. This is reinforced by signage as above. • Office staff sign-in and sign-out all visitors to prevent the handling of pens and paper by multiple people. • A procedure is in place to maintain hygiene of touchscreen sign-in systems each time they are used. In our school hand sanitiser is available at the point of entry. • All payments made online/over the telephone. • Contractors are encouraged to access site asbestos surveys on PAMS prior to a site visit. • The Executive Summary (list of occurrences at the start of the asbestos survey), along with a floorplan of the school with asbestos containing and 'unknown' materials highlighted on it has been printed and laminated for contractors on arrival to site. Confirmation of sight of the survey will be signed in the Contractors file by school staff. Laminated sheets handled by the Contractor will be wiped clean using gloves and disinfectant wipes following use; • Contractors will wear appropriate PPE as determined by their employer, however they may be asked to wear additional PPE (provided by the school) upon arrival e.g. gloves, mask, coveralls, shoe covers, etc. Contractors will comply with any additional PPE or hygiene requirements

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			<p>made by the school prior to entry;</p> <ul style="list-style-type: none"> • Contractors will 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. Alternative routes in our school include direct entry to the kitchen, direct entry to the boiler room, direct entry to the site supervisor room, direct entry through hall doors and access to rear of the building via large gates by greenhouse. • The number of site deliveries has been reduced where possible and deliveries have been ordered in bulk. Deliveries such as cleaning supplies will go to rear doors by site supervisor store. • With deliveries ordered in bulk, these can be stored in site supervisor storeroom for 72 hours+ before wider use and staff handling will wash hands before and after handling. • Staff handling deliveries will observe good hand hygiene, washing hands using warm running water and soap for a minimum of 20 seconds or using in sanitiser after handling new deliveries that have not been sanitised. • For deliveries through post eg packages, Office staff have agreed protocols which are shared on Orange Sheet.
3.8 Staff are not trained in new procedures.	Staff, pupils, visitors, contractors, parents, members of the public	Becoming seriously ill from the effects of coronavirus.	<ul style="list-style-type: none"> • All stakeholders will be aware of changes to procedures, policies and expectations including children, parents, staff and governing body. Text and letters (on website and/or email) used to disseminate information. • Staff CPD w/c 1st June 2020. A register of attendees taken and follow up CPD as necessary eg paediatric first aiders and use of PPE.

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			<ul style="list-style-type: none"> • Whole School training event on 2nd June held at social distance and outside when all staff are together as per guidance. Member of staff off sick on that day has had training on 15th June. • Staff CPD in school so staff can see, question and assist in adapting expectations and procedures on site. • Round robin of training activities linked to specific areas including: <ul style="list-style-type: none"> - Cleaning - Hygiene - Staff Expectations - Social distancing - Procedures eg fire safety - Orange Sheets
3.9 Staff are not aware of procedures.	Staff, pupils, visitors, contractors, parents, members of the public	Becoming seriously ill from the effects of coronavirus.	<ul style="list-style-type: none"> • Following training, staff will require continued reference to new procedures. • In our school, 'Orange Sheets' will be used and displayed throughout the site. These sheets will indicate expectations eg wash hands before entering, only one person... etc for rooms and work areas.
4. CHILDREN			
4.1 Vulnerable & extremely vulnerable pupils with pre-existing health conditions	pupils	Becoming seriously ill from the effects of coronavirus, potential to be life threatening	<ul style="list-style-type: none"> • Children who have been classed as clinically extremely vulnerable due to pre-existing medical conditions and have been advised to shield will not be expected to attend school and will continue to be supported at home as much as possible. This has been communicated through individual telephone calls (documented on CPOMS) and through letters shared publicly on Latest letters section of website. Parents are informed via text when letters are published. • The parents of children who are classed as clinically vulnerable (but not clinically extremely vulnerable) must follow medical advice as to whether

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			their child is able to attend school or not. A record of these discussions and decisions are captured on CPOMS. If medical advice permits the child to attend school, an individual risk assessment will be carried out in consultation with the parents and other relevant parties. This will be reviewed on a regular basis.
4.2 Spread of Covid-19 during transport to and from school	Pupils	Potential spread of infectious disease Pupils stranded or missing	<ul style="list-style-type: none"> • Parents, pupils and staff have been made aware of the Coronavirus (COVID-19): safer travel guidance for passengers when planning their travel. This has been shared through T2P system – 26.05.2020. • Staff, parents and pupils are encouraged to walk or cycle to school where possible. For the majority of our children, this is the norm. • Where this is not possible, use of private transport is recommended. • Public transport should be avoided wherever possible. If public transport has to be used, staff, parents and pupils are advised to follow social distancing rules and thoroughly wash their hands with warm running water and hand soap for at least 20 seconds on arrival to school. • Staff and families travelling on public transport to adhere to national expectation of face covering.
4.3 Mental Health, Stress and Anxiety	Pupils	Increased levels of stress/anxiety and lower than normal levels of wellbeing	<ul style="list-style-type: none"> • The school recognises that mental health of children may have been adversely affected during the COVID-19 crisis. The new approach to schooling may impact on mental health. • School staff have had ACE Awareness training and school has an established and effective pastoral team. • Staff monitor wellbeing and record concerns through CPOMS system as per usual expectations. • Designated member of staff – Learning Mentor - linked to pupil wellbeing. • Curriculum time will be used to support children’s wellbeing directly eg PSHE lessons and indirectly eg through activities such as exercise and arts.

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			<ul style="list-style-type: none"> Resources – both physical and online as well as human eg CAMHS – available. School has access to bereavement support (through Lancashire) if necessary.
4.4 Care provision for priority children (keyworker and vulnerable) to be maintained.	Pupils	Impact on keyworker parents' ability to work and safeguarding for vulnerable children. Potential spread of infectious disease	<ul style="list-style-type: none"> Three classrooms are currently being utilised for KW/Vul children and this will extend to 6 bubbles from 22nd June. Children at own desk with packed lunch, labelled home learning resources etc. Resources eg PE kit, maths resources etc are kept within the bubble. Resources eg iPads are cleaned following use. Ongoing regular communication – through text – to update daily registers. School provided care for children over Bank Holidays, Half Term and Easter Holidays. Staffing availability of school to continue to include these children. SENCO conducting risk assessments, in consultation with family, on children identified as needing them prior to a safe return to school.
4.5 FSM entitled children to receive meals.	Pupils	Lack of nutrition	<ul style="list-style-type: none"> Registers to capture which children are attending school. Children in school are entitled to FSM provided by LCC Catering. LCC Catering risk assessment shared with school leaders. LCC Catering have conducted risk assessment on tasks and space in kitchen (up to 4 allowed) and timetabled 1 member of staff to provide meals. Headteacher and LCC Catering have agreed a packed lunch approach when school phased opening starts. This will be reviewed over time. Children not at school to continue to receive vouchers through established Edenred online system. Children entitled to FSM will now continue to receive vouchers over the

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			Summer holidays.
4.6 Lack of clean clothes may increase risk of virus spreading.	Staff, pupils, visitors, contractors, parents, members of the public	Potential spread of infectious disease	<ul style="list-style-type: none"> • Parents to be made aware of government guidance that washing clothes at the end of each day is good hygiene practice. • Children to come to school and stay in same clothes eg no changing in to PE kit. • Children to attend school in uniform one day and PE kit the next to encourage cleaning between. • Where families have difficulties cleaning clothes, school to work with the family to try and resolve the issue.
4.7 Rising numbers of KW/Vul.			<ul style="list-style-type: none"> • Key worker and vulnerable children to take priority. School has capacity for six bubbles. • 2x weekly text communication with all Keyworker and Vulnerable families to monitor register changes. • Four classrooms available and in use from 22nd June. • Rec in Red Class, Y1 in Orange Class, Y2/Y3 in Green Class and Y4/Y5 in Blue Class. (Year 6 children split across two classes.) • Registers will be monitored throughout each week and parents have provided known need until the end of term.
5. CLEANING AND HYGIENE			
5.1 Spread of COVID-19 virus via germs on surfaces and furniture within the building – BEFORE ARRIVAL	Staff, pupils, visitors, contractors, parents, members of the public	Potential spread of infectious disease	<ul style="list-style-type: none"> • Guidance and training 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, well in advance on when wider opening begins. • Tissues are readily available in the areas being used. Every classroom has a first aid tray including tissues. These are checked daily and sufficient reserves are held in stock. • Hand sanitiser has been made available in all classrooms and adult spaces

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			<p>eg lobby, staff room etc.</p> <ul style="list-style-type: none"> • An enhanced cleaning schedule has been implemented including additional cleaning during the school day • Enhanced cleaning schedule is followed for frequently touched objects such as door and window handles, taps, table tops, learning resources, computer equipment, telephones and bathroom facilities (see new Cleaning Protocols documents). • All occupied areas will be thoroughly cleaned at the end of the day and/or start of the day (see Cleaning Protocols). • Shared cleaning protocols document allows for monitoring. • Staff have been instructed on cleaning and sanitising requirements including the use of chemicals and cleaning materials and instructions on the use of PPE. CPD on cleaning caddy in classroom. Cleaning staff have had training on Cleaning Protocols. Welfare staff have had training on cleaning classrooms and shared areas at midday. • PPE is provided for staff to wear during cleaning activities and must be worn as instructed e.g. gloves and aprons. • 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. All waste (Mon to Fri) will be stored in shipping container until Friday pm when in to bin. Bin collection is Tuesday. This will allow all waste to be out of contact for 72+ hours. • COSHH risk assessments are in place and followed for cleaning products and have been shared with staff as necessary. • Staff have been trained in use of buckets with diluted bleach. The 5 litre container has a pump and the appropriate measure is pumped directly in

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			<p>to a bucket of water which is on the ground.</p> <ul style="list-style-type: none"> • To facilitate social distancing and to limit the amount of touchable surfaces, unnecessary items have been removed from classrooms and other learning environments and placed in storage where they do not pose increased trips or fire risks. In our school, storage includes library area, KS1 corridor learning spaces and site supervisor store room. • Soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) have been removed and placed in storage. • Waste bins are emptied at least daily or more often as necessary and the contents disposed of safely. New pedal controlled flip lid bins for all classrooms and communal spaces. • Disposable products – gloves and aprons – to be disposed of following cleaning. • Where blue paper towel is used this is disposed of. • Where cloths are used, these are soaked in bucket of bleach dilution and dried in locked cleaning room. • A strict colour coding system of cleaning equipment is in place to reduce the risk of cross contamination.
5.2 Spread of COVID-19 virus via germs on surfaces and furniture within the building – ON ARRIVAL	Staff, pupils, visitors, contractors, parents, members of the public	Potential spread of infectious disease	<ul style="list-style-type: none"> • Guidance and training 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, well in advance on when wider opening begins. • All staff, pupils and visitors are required to follow guidelines re washing hands thoroughly with warm running water and hand soap for at least 20 seconds upon arrival on site and/or use the hand sanitiser at the point of entry. • KS1/EY toilet block is currently awaiting upgrading of tap systems. Whilst

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			<p>this has been sufficient, booked work put on hold due to Covid-19 crisis. Due to water pressure challenges, this space does not currently meet expectations required for effective hand hygiene system at this end of the school.</p> <ul style="list-style-type: none"> • Posters are displayed on good hand washing technique and government guidelines on good hygiene/social distancing; • Everyone follows the Catch it, Bin it, Kill it guidance to catch coughs and sneezes in tissues and throw them in the bin immediately (hands to be washed immediately after disposal). Child friendly and PHE posters display this message throughout the school. • Tissues are readily available in the areas being used. Every classroom has a first aid tray including tissues. These are checked daily and sufficient reserves are held in stock. • Hand sanitiser has been made available in all classrooms and adult spaces eg lobby, staff room etc. • Staff have been instructed to store limit personal items on the premises.
<p>5.3 Spread of COVID-19 virus via germs on surfaces and furniture within the building – DURING THE DAY</p>	<p>Staff, pupils, visitors, contractors, parents, members of the public</p>	<p>Potential spread of infectious disease</p>	<ul style="list-style-type: none"> • All staff and pupils to wash their hands more frequently, particularly before eating and drinking, administering first aid, before and after playtime/breaks, after using shared resources and after using the toilet. The school phrase of ‘we wash, we do’ is the expectation of adults and children. • Posters are displayed on good hand washing technique and government guidelines on good hygiene/social distancing; • Pupils are reminded to avoid touching their faces whenever possible particularly with unwashed hands. • Everyone follows the Catch it, Bin it, Kill it guidance to catch coughs and sneezes in tissues and throw them in the bin immediately (hands to be

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List of significant hazards (something with the potential to cause harm)	Who might be harmed	Type of harm	Existing controls (actions already taken to control the risk - include procedure for the task/activity where these are specified)
			<p>washed immediately after disposal). Child friendly and PHE posters display this message throughout the school.</p> <ul style="list-style-type: none"> • Tissues are readily available in the areas being used. Every classroom has a first aid tray including tissues. These are checked daily and sufficient reserves are held in stock. • 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; • Hand sanitiser has been made available in all classrooms and adult spaces eg lobby, staff room etc. • At lunchtime, tables in the dining area will be cleaned by LCC Catering staff. Prepared packed lunches will be left on tables and these will be collected by classroom staff. • Tables in classrooms will be cleaned by welfare staff once children have had lunch at their nominated table. • Outdoor equipment, eg sports resources, will be used by a single 'bubble'. • Climbing area is currently out of use. This is to lower potential number of first aid injuries as well as reduce potential spread of disease. • Shared cleaning protocols document allows for monitoring. • Staff have been instructed on cleaning and sanitising requirements including the use of chemicals and cleaning materials and instructions on the use of PPE. CPD on cleaning caddy in classroom. Cleaning staff have had training on Cleaning Protocols. Welfare staff have had training on cleaning classrooms at midday. • Teaching staff are responsible, using the classroom caddy, for cleaning of used resources etc as they will know what has been used. • PPE is provided for staff to wear during cleaning activities and must be worn as instructed e.g. gloves, aprons etc.

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List of significant hazards (something with the potential to cause harm)	Who might be harmed	Type of harm	Existing controls (actions already taken to control the risk - include procedure for the task/activity where these are specified)
			<ul style="list-style-type: none"> • 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. All waste (Mon to Fri) will be stored in shipping container until Friday pm when in to bin. Bin collection is Tuesday. This will allow all waste to be out of contact for 72+ hours. • COSHH risk assessments are in place and followed for cleaning products and have been shared with staff as necessary. • Stationery and other equipment is not shared where possible by either staff or pupils. Children, in Y6 and Vul/KW groups, have own bags of stationery on own tables. • Good housekeeping is maintained at all times. • Waste bins are emptied at least daily or more often as necessary and the contents disposed of safely. New foot pedal controlled flip lid bins have been ordered for all classrooms and communal spaces. • A strict colour coding system of cleaning equipment is in place to reduce the risk of cross contamination.
5.4 Spread of COVID-19 virus via germs on surfaces and furniture within the building – FOLLOWING CONTAMINATION	Staff, pupils, visitors, contractors, parents, members of the public	Potential spread of infectious disease	<ul style="list-style-type: none"> • Shared cleaning protocols document allows for monitoring. • Staff have been instructed on cleaning and sanitising requirements including the use of chemicals and cleaning materials and instructions on the use of PPE. • PPE is provided for staff to wear during cleaning activities and must be worn as instructed e.g. gloves, aprons etc. • COSHH risk assessments are in place and followed for cleaning products and have been shared with staff as necessary. • The school will follow the procedures as set out in the Government guidance Cleaning in Non-Health Care Settings following a confirmed or

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			<p>suspected case of COVID-19 on site;</p> <ul style="list-style-type: none"> Contaminated or suspected contaminated waste will be double bagged, labelled and stored for 72 hours before being disposed of with general waste. This will be kept in shipping container. 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. A strict colour coding system of cleaning equipment is in place to reduce the risk of cross contamination.
6. FIRST AID and PPE			
<p>6.1 Staff or pupil displaying signs of COVID-19 whilst in school</p>	<p>Staff, pupils, visitors, contractors, parents, members of the public</p>	<p>Potential spread of infectious disease</p>	<ul style="list-style-type: none"> Staff are aware of the virus symptoms and are vigilant in reporting all concerns to the responsible person who will reference DfE COVID-19: guidance for education settings for advice on dealing with the situation. Education Guidance posters by PHE on display around school. Staff made aware of symptoms at training. Staff who have assisted someone who has taken ill with COVID-19 symptoms 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. Staff showing symptoms are sent home and reminded to self-isolate following current government guidance for staying at home (see 6.2). If a pupil displays symptoms they will not be permitted to remain in school. Their parent/carer etc will be required to take them home and advised to access testing (see 6.2). Where this is not immediately possible, the pupil will be placed in a separate room until they can be collected, whilst being mindful of individual pupils' needs. Ideally, a window will be opened in the room for increased ventilation. In our school, the best located room for this purpose is the central first aid

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			<p>room. Whilst this does not have window ventilation it does have fan ventilation, wipeable surfaces, a bed and toilet, sink facilities and is centrally located for collection.</p> <ul style="list-style-type: none"> • If it is not possible to isolate the pupil e.g. if it causes them undue distress or they need to remain under adult observation, an assessment will be carried out to see whether it is sufficient to move them to an area which is at least 2 metres away from others. • If an individual (adult or child) showing COVID-19 symptoms, needs to use the bathroom while waiting to go home, they will use a separate bathroom if possible (see above). The bathroom will then be cleaned and disinfected before being used by anyone else. • Children are eligible for testing and school will inform parents on how to do this and request to be informed of outcome. Following outcome, guidance from PHE will be followed.
6.2 Test results in member of staff or child.	Staff, pupils, visitors, contractors, parents, members of the public	Potential spread of infectious disease	<ul style="list-style-type: none"> • Staff and children in all settings are eligible for testing if they begin to display symptoms, as will symptomatic members of their households. • Staff to be tested and this can be arranged through school or as a member of the public. • Parents are able to access testing using 111 online service if child is over 5 or call 119 if child is aged under 5. • Inform school of results (positive or negative) so that necessary actions can be followed through. • Staff working at quieter times, eg cleaning staff or site supervisor, must follow this procedure and inform their line manager (by phone if necessary) straight away. • If staff/children test negative they can return to school when fit to return to work/learning. Proof of a negative test will need to be provided.

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			<ul style="list-style-type: none"> • Where a child is not tested, child is safe to return to school if symptoms no longer displayed after self-isolating for 7 days. After 7 days, or longer, if there is still symptoms other than cough or loss of sense of smell/taste, children must continue to self-isolate until they feel better. • If staff test positive, school will... <ul style="list-style-type: none"> ○ follow guidance on https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19 ○ send 'bubble' including staff and children home and advise to self-isolate for 14 days. (The other members of household do not need to self-isolate unless person develops symptoms.) ○ contact North West Public Health England (03442250562 option 2 or ICC.Northwest@phe.gov.uk) for advice. (In most cases closure of educational setting is not needed but this will be based on a local decision - factors include establishment size and risk of further spread). ○ Inform COVID19Educationquestions@lancashire.gov.uk and school advisor. • Test and trace programme is currently not in a state of readiness to respond to Covid 19 community setting outbreaks in a timely manner. This poses a risk to school environments.
6.3 Administering first aid during COVID1-19 Pandemic	All building occupants	Untreated injuries, potential spread of infectious disease	<ul style="list-style-type: none"> • First Aiders are aware of and follow the Government guidance for first responders. This has been shared at training and is on display for staff by central first aid room. • The First Aid systems have been audited and alterations made to take account of current occupancy, numbers of first aiders required and

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			additional PPE needed during the COVID-19 pandemic including provision of disposal gloves, disposal plastic aprons and fluid repellent surgical face masks; <ul style="list-style-type: none"> • First aiders will pay particular attention to sanitation measures immediately before and following the administration of first aid; washing their hands with warm running water and soap for a minimum of 20 seconds.
6.4 Reduced first aid provision	All building occupants	Untreated injuries	<ul style="list-style-type: none"> • Daily consideration is given to the reduced level of first aid provision on site. • Staff working in the school are kept informed of the first aid arrangements via a whiteboard in the staffroom. • As a minimum, an Appointed Person will be delegated to take charge in an emergency situation; • In the event of an incident requiring first aid, should there be no nominated first aider available, the Appointed Person can seek advice from the NHS by calling 111/119 and asking for medical advice, or call the emergency services on 999 to request an ambulance; • 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 has announced a 3 month extension to the validity of all first aid certificates, including Paediatric First Aid.
6.5 Need for Personal Protective Equipment (PPE)	Staff, pupils, visitors, contractors, parents, members of the public	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; • PPE is sourced through the schools usual procurement routes; • If appropriate PPE cannot be obtained through the usual procurement routes the Headteacher will request support from the Local Resilience Forum via their Headteacher or Chair of Governors.

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			<ul style="list-style-type: none"> • Disposable gloves and aprons 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. • Disposable gloves & impermeable aprons should be worn when administering first aid. A dynamic risk assessment should be carried out on individual circumstances before deciding if it is appropriate to also wear a fluid repellent surgical face mask and eye protection if there is a risk of splashing of bodily fluids and/or airborne contaminants. • Staff are provided with information and instruction on the use and disposal of PPE including face masks. Staff trained on expectations and use of PPE – linked to cleaning, first aid and around symptoms. • Posters on donning and offing on display • PHE posters, in line with government guidance, indicating correct use of PPE are displayed by first aid areas. https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures.
7. SOCIAL DISTANCING			
7.1 Spread of COVID-19 virus via air borne particles – PHYSICAL ENVIRONMENT ALTERATIONS	Staff, pupils, visitors, contractors, parents, members of the public	Potential spread of infectious disease	<ul style="list-style-type: none"> • Guidance on Social Distancing adhered to at all times as much as possible within a school setting. • DfE COVID-19 guidance on implementing social distancing in educational settings is implemented and reviewed regularly; • Classes with no more than 15 pupils and one teacher and one Teaching Assistant. This allows the same adults to remain with the same children and have breaks etc. • Vulnerable pupils and children of critical workers in other year groups will also be in groups of no more than 15. Two/Three adults will be linked to

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			<p>each class of Vul/KW children. This was on a week rota system and from 22nd June all teaching staff in school due to 6 bubbles.</p> <ul style="list-style-type: none"> • Room layouts and table settings in class have been adjusted to allow for social distancing e.g. tables, as per guidance, spaced as far apart as possible. • Pupils will remain in the same small groups at all times each day, and different groups will not mix during the day, or on subsequent days. • The same teacher(s) and other staff will be assigned to each group and, as far as possible, these will stay the same during the day and on subsequent days (see above). • The teacher and pupils within an individual group will use the same classroom or area of a setting throughout the day. • Due to unavoidable changes linked to rising numbers, staff have been kept together as a team although some staff have moved to different groups of children. Where this has occurred, staff are with the same children for the whole week as a minimum. • All classrooms are accessed directly from outside. • Physical layout of school site allows for the middle of the building to be only used by staff with children able to access all their needs at either end of the building. • A 'walk on the left' expectation along corridors is in operation. • Staff room furniture has been reconfigured to maintain social distancing and reduce face to face contact. Staff chairs have been replaced with adult plastic chairs from meeting room. This will allow them to be cleaned effectively. • Specific toilet areas are designated to different groups of children eg Y6 to use named cubicle in Boys KS2 toilets and Vul/KW to use named cubicle in

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			<p>Girls KS2 toilet.</p> <ul style="list-style-type: none"> • Access to the toilets will be controlled to limit the number of pupils who use them at one time in order to manage social distancing. 1 child per room to use designated toilet at any time leading to a maximum of 2 children in toilet areas. • As far as practicable groups will be kept apart with only brief transitory contact if this is unavoidable eg passing each other in corridor going to/from toilet. • Measures have been put in place to protect office staff when dealing with contractors, parents and visitors. Hatch will be closed in reception areas. Only two adults will be allowed in office and staff wishing to communicate with office will talk through hatch by dining room. Expectations shared on Orange Sheet. • The occupancy of the school office is restricted to ensure social distancing 2 metre rules can be observed. • The School office layout has been rearranged to allow 2m rule to be observed. • Leadership office has been separated across two rooms. • Shared work areas are avoided wherever possible. Where this is not possible work areas to be thoroughly sanitized before and after use by different people. Expectations shared on Orange Sheet at these areas eg Photocopier, staff room computer. Changes to reduce usage include verbally reporting disclosures to DSL who will record on CPOMS therefore minimising use of staff room computer.
7.2 Spread of COVID-19 virus via air borne particles –	Staff, pupils, visitors, contractors, parents, members of the	Potential spread of infectious disease	<ul style="list-style-type: none"> • Guidance on Social Distancing adhered to at all times as much as possible within a school setting. • DfE COVID-19 guidance on implementing social distancing in educational

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TIMETABLE ALTERATIONS	public		<p><u>settings is implemented and reviewed regularly;</u></p> <ul style="list-style-type: none"> • Pupils will remain in the same small groups at all times each day, and different groups will not mix during the day, or on subsequent days. • The same teacher(s) and other staff will be assigned to each group and, as far as possible, these will stay the same during the day and on subsequent days (see above). • Breaks will be staggered to ensure that corridors or circulation routes have a limited number of pupils using them at any time. • Children in different groups are not to play together at break times. This is supported through demarcated areas. Breaks are not staggered as each bubble has a socially distanced outside space and their own equipment. • Lunch breaks for staff are not staggered to limit the occupancy of the staff room however there is guidance on occupancy and additional space for breaks created by using other parts of the school not in use. • Children’s Kitchen is an additional staff room with tea/coffee/meal facilities. Three blue picnic tables are located around the school grounds for staff to use on breaks. • As far as practicable groups will be kept apart with only brief transitory contact if this is unavoidable eg passing each other in corridor going to/from toilet. • When possible, groups will work outdoors as this can limit transmission and more easily allow for social distancing between children and staff. Our extensive school grounds provide many curriculum options eg Science, PE and gardening. • Start and end of the day create risks for breaching social distancing guidance therefore arrangements in place. • Arrangements are in place for parents/carers to drop off and collect

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			<p>children at specified times, without physically entering the premises. Parent with child(ren) will queue at social distance (demarcated by 2m spots) on red pathway to main entrance. Entry will be via this gate and exit via gate by Willow Tree. Route demarcated throughout with 2m spacing.</p>
<p>7.3 Spread of COVID-19 virus via air borne particles – BEHAVIOURAL ALTERATIONS</p>	<p>Staff, pupils, visitors, contractors, parents, members of the public</p>	<p>Potential spread of infectious disease</p>	<ul style="list-style-type: none"> • Guidance on Social Distancing adhered to at all times as much as possible within a school setting. • DfE COVID-19 guidance on implementing social distancing in educational settings is implemented and reviewed regularly; • Door wedges to be used throughout school during the school day to improve ventilation and remove high contact areas from circulation. Door wedges to be removed at the end of the school day and during evacuation of building during a fire. • The teacher and pupils within an individual group will use the same classroom or area of a setting throughout the day. • A ‘walk on the left’ expectation along corridors is in operation. • Handwashing areas staggered around break times to limit number of pupils using them at any time. • Lunch breaks for staff are not staggered to limit the occupancy of the staff room however there is guidance on occupancy and additional space for breaks created by using other parts of the school not in use. • Children’s Kitchen is an additional staff room with tea/coffee/meal facilities. Three blue picnic tables are located around the school grounds for staff to use on breaks. • Specific toilet areas are designated to different groups of children eg Y6 to use named cubicle in Boys KS2 toilets and Vul/KW to use named cubicle in Girls KS2 toilet.

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List of significant hazards (something with the potential to cause harm)	Who might be harmed	Type of harm	Existing controls (actions already taken to control the risk - include procedure for the task/activity where these are specified)
			<ul style="list-style-type: none"> • Pupils will be encouraged to socially distance themselves from staff and other pupils and to stay within their small groups. • Parents/carers will not enter the school unless absolutely necessary, where this is unavoidable they will be instructed to follow handwashing and social distancing guidelines. These are on display in lobby area, have been shared via letter and will be reinforced by office staff. • Arrangements are in place for parents/carers to drop off and collect children at specified times, without physically entering the premises Parent with child(ren) will queue at social distance (demarcated by 2m spots) on red pathway to main entrance. Entry will be via this gate and exit via gate by Willow Tree. Route demarcated throughout with 2m spacing. • Parents have been advised that only one parent should accompany their child to the school entrance. School is aware that parent may need to bring siblings (eg pre-school or school aged but not currently attending) with them to ensure their safety. • Meetings to be held via remote working tools wherever possible; • Only when absolutely necessary will a face to face meeting take place. This will be with the minimum number of participants, whilst observing social distancing rules either in an outdoor space or well ventilated area indoors. • Measures have been put in place to protect office staff when dealing with contractors, parents and visitors. Hatch will be closed in reception areas. Only two adults will be allowed in office and staff wishing to communicate with office will talk through hatch by dining room. Expectations shared on Orange Sheet. • Wherever possible, contractors, parents and visitors should only attend

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List of significant hazards (something with the potential to cause harm)	Who might be harmed	Type of harm	Existing controls (actions already taken to control the risk - include procedure for the task/activity where these are specified)
			<p>by prior appointment.</p> <ul style="list-style-type: none"> • Shared work areas are avoided wherever possible. Where this is not possible work areas to be thoroughly sanitized before and after use by different people. Expectations shared on Orange Sheet at these areas eg Photocopier, staff room computer. Changes to reduce usage include verbally reporting disclosures to DSL who will record on CPOMS therefore minimising use of staff room computer. • Following mixed guidance around singing in schools (due to airborne particles), school is following Music Mark advice. Singing will occur in socially distanced rooms which are well ventilated or socially distanced outside. Adult at the front of room (therefore facing) will follow social distancing expectations.
8. BEHAVIOURS in SCHOOL			
8.1 Behavioural Policy to meet new expectations.	Staff, pupils, visitors, contractors, parents, members of the public	Potential spread of infectious disease	<ul style="list-style-type: none"> • Addendum to School Behaviour Policy to include reference to areas identified by government guidance including: <ul style="list-style-type: none"> ○ following any altered routines for arrival or departure ○ following school instructions on hygiene, such as handwashing and sanitising ○ following instructions on who pupils can socialise with at school ○ moving around the school as per specific instructions (for example, one-way systems, out of bounds areas, queuing) ○ expectations about sneezing, coughing, tissues and disposal ('catch it, bin it, kill it') and avoiding touching your mouth, nose and eyes with hands ○ tell an adult if you are experiencing symptoms of coronavirus ○ rules about sharing any equipment or other items including drinking bottles ○ amended expectations about breaks or play times, including

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			<ul style="list-style-type: none"> ○ where children may or may not play ○ use of toilets ○ clear rules about coughing or spitting at or towards any other person ○ clear rules for pupils at home about conduct in relation to remote education ○ rewards and sanction system where appropriate ● Risk Assessments on specific individual children to be conducted by SENCO in consultation with parents. ● Children to follow new dress code policy as outlined in 4.6. ● Curriculum time to be used to reinforce expectations.
8.2 Staff behaviours in line with new expectations.	Staff, pupils, visitors, contractors, parents, members of the public	Potential spread of infectious disease	<ul style="list-style-type: none"> ● Staff training w/c 1st June 2020 includes... <ul style="list-style-type: none"> - Cleaning - Hygiene - Staff Expectations - Social distancing - Procedures eg fire safety - Orange Sheets ● Staff are all in wellbeing teams and have a nominated member of staff to discuss concerns and wellbeing with. This avenue will also provide the initial route for reminding staff of behaviour expectations. ● All staff have been made aware (at staff training) that it is non-confrontational to identify unease with a situation with the phrase 'I feel uncomfortable about...eg you three standing together'. Etc. ● Staff to be aware of expectation to wear clothes which are not dry clean only and can be washed daily. Staff to not wear unnecessary jewellery, ties etc.

PART B. HAZARD IDENTIFICATION AND CONTROL MEASURES:

List of significant hazards (something with the potential to cause harm)	Who might be harmed	Type of harm	Existing controls (actions already taken to control the risk - include procedure for the task/activity where these are specified)
			<ul style="list-style-type: none"> • Staff showing symptoms are sent home and reminded to self-isolate following current government guidance for staying at home. Staff to be tested (see 6.2) and this can be arranged through school or as a member of the public. Staff to inform school of results so that necessary actions can be followed through. • Within the classroom, adults will socially distance from each other. • Because primary aged children cannot be expected to remain 2 metres apart from each other and staff, behaviours when interacting to include talking to children when they are sat at desk, adult to remain standing whilst child sits and talking to a child from the side rather than face to face. • Staff behaviour expectations to include school expectations as well as those outlined in government guidance: <ul style="list-style-type: none"> ○ Do not come to work if you have coronavirus symptoms, or go home as soon as these develop (informing your manager), and access a test as soon as possible. ○ Clean your hands more often than usual - with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered. ○ Use the 'catch it, bin it, kill it' approach. ○ Avoid touching your mouth, nose and eyes. ○ Clean frequently touched surfaces often using standard products, such as detergents and bleach. ○ Think about ways to modify your teaching approach to keep a distance from children in your class as much as possible, particularly close face to face support (noting that it's understood that this is not possible at all times, which is why hygiene and hand cleaning is so important).

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			<ul style="list-style-type: none"> ○ Consider avoiding calling pupils to the front of the class or going to their desk to check on their work if not necessary. ○ Help your class to follow the rules on hand cleaning, not touching their faces, 'catch it, bin it, kill it' etc. including by updating your classrooms displays with posters. ○ Prevent your class from sharing equipment and resources (like stationery). ○ Keep your classroom door and windows open if possible for air flow. ○ Limit the number of children from your class using the toilet at any one time. ○ Limit your contact with other staff members, and don't congregate in shared spaces, especially if they are small rooms. ○ Make sure you've read the school's updated behaviour policy and know what role in it you're being asked to take.
(See 7.3 regarding behavioural alterations).			•
9. OPERATIONAL ISSUES			
9.1 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	<ul style="list-style-type: none"> • Premises management inspections, testing and servicing of plant, equipment, etc. are kept up-to-date for all parts of the building that remain in use e.g.: <ul style="list-style-type: none"> ○ <u>Fire Checks</u>: weekly fire alarm checks continue to be made and recorded for occupied parts of the building. The same principle applies to emergency lighting, fire extinguishers etc. ○ <u>Asbestos inspections</u>: undertaken on any areas of the building containing asbestos which remain open. If there is no prospect of areas containing asbestos being disturbed they will be safely left until the school fully reopens, at which point checks will be made

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List of significant hazards (something with the potential to cause harm)	Who might be harmed	Type of harm	Existing controls (actions already taken to control the risk - include procedure for the task/activity where these are specified)
			<p>as part of the reopening process.</p> <ul style="list-style-type: none"> ○ <u>Legionella/Water hygiene</u>: weekly flushing regimes will continue; prior to undertaking the flushing regime, the domestic hot water plant will be switched on and fully operational to ensure water is stored above 60 °C for at least 1 hour prior to commencing the weekly flushing regime to sterilize the hot water system and reduce the proliferation of legionella bacteria. ○ <u>Contractor servicing and maintenance</u>: servicing, etc., will continue wherever possible (see section on Contractors and visitors to the premises). The schools property consultant will be contacted for advice prior to reopening areas of the school where it has not been possible to keep these up-to-date. ○ <u>Testing of electrical items (PAT)</u>: PAT testing will continue where possible. If not possible, the school will put local controls in place e.g. by undertaking pre-use visual checks for signs or damage or scorching, removing any damaged or faulty equipment from use, switching off and unplugging all equipment after use etc. <ul style="list-style-type: none"> ● Records of all testing and checks will be kept. ● Records will also be kept of those areas that have not been checked and why e.g. due to building closure, reduced resource, etc. These areas will be fully checked before reopening.
(See 3.7 linked to contractors and visitors on site).			<ul style="list-style-type: none"> ●
9.2 Reduced fire and lock-down arrangements	All building occupants	Burns, smoke inhalation, fire related injuries, death, injuries	<ul style="list-style-type: none"> ● Staff are made aware of the current fire and lock-down procedures, including amendments to normal working practices due to the current limited resources and building use, etc.

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)
		relating to violence/aggression	<ul style="list-style-type: none"> • Daily checks are made to ensure all required fire doors are not blocked and kept unlocked and are available in the event of an emergency. This is made by Site Supervisor (person opening school) every morning. Staff to monitor as per normal expectations. • Door wedges used at doors with multiple contacts during the school day to improve ventilation and remove high contact areas from circulation. • Door wedges removed at the end of the school day and during evacuation of building during a fire. Evacuation procedure to also include closing of windows as per normal expectations. Risks due to fire have been balanced with risks due to Covid 19 whilst new procedures are trialled. • Foot operated door handles being in staff toilets. • Surplus furniture and resources have been stored away safely so as not to cause a fire hazard, block fire exits or obscure fire extinguishers or fire signage (see above). • Nominated persons are identified: <ul style="list-style-type: none"> In the event of a fire alarm - <ul style="list-style-type: none"> ○ to liaise with the fire officer and report any concerns e.g. areas of a building that may not have been checked. ○ to act as Fire Wardens, take out the register and emergency grab bag. ○ to sweep the building. In the event of a lock-down: <ul style="list-style-type: none"> ○ to call/liaise with the Police. ○ to lead pupils to a 'safe area' depending upon the type of security threat/lock-down. <p>In an emergency there is no requirement to adhere to the 2 metre social distancing rule if it would be unsafe to do so i.e. it would hinder evacuation.</p>

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10. COST PRESSURES			
10.1 Additional measures and enhanced services could put school under financial pressure.	Staff, pupils	Injury, harm through lower supervision. Infection through inability to maintain cost pressures.	<ul style="list-style-type: none"> • Separate budget code heading for Covid-19 related costs – including physical resources (eg cleaning materials) and human resources (eg time). • Budget heading monitored by School Leaders and Resources Committee of Governors. • School may be able to claim back additional measures costs therefore bursar is overseeing collation of costs, invoices etc. as per normal good practice. •

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 inWILLOW LANE COMMUNITY PRIMARY..... (Name of school)

Signed:

Name:

Risk Assessor:

PART C: ACTION PLAN Further action / controls required						
Hazard	Action required	Person(s) to undertake action?	Priority	Projected time scale	Notes / comments	Date completed
2.3	Handwashing procedures in KS1/EY need to be organised as the open plan toilet block could create a bottle neck.	Sophie Smalley & Mel MacKinnon	High		As well as the physical facilities available to younger children, an effective system needs to be developed to ensure risk is minimised.	15 th June 2020
3.1	Risk Assessments to be conducted on clinically vulnerable staff including those working from home and those able to return to work.	Mel MacKinnon	Med			12 th June 2020
3.5	Staff working from home to have DSE eLearning. Link to learning to be shared with expectation that teaching staff will follow it.	Mel MacKinnon	Med		Information has been shared. Staff may need additional support accessing online learning on portal.	5 th June 2020
3.7	Laminated wipeable floor plans etc to be produced for any new contractors to site.	Dan Rawes	Low			
3.8	Staff CPD and time to embed/refine required for new behaviour expectations, procedures, systems and hygiene.	Mel MacKinnon	High		Staff CPD included training, Q&A, input on risk assessment and time for further queries to be raised.	2 nd June 2020
4.4 and 8.1	Risk assessments on individual children prior to a safe return to be conducted by SENCO in consultation with parents.	Kirsty Birdsall	Med			May 2020
5.1	Wall mounted hand sanitiser stations in	Dan Rawes	Low		These areas currently have	

	high use areas – lobby, to press door on exit and by staff room/toilets.				hand sanitiser however wall mounted (ordered) will ensure they remain in place over time.	
5.2	KS1/EY sinks in toilet area need to be working at full capacity without loss of pressure otherwise hand washing hygiene cannot be successfully implemented.	Dave Barton (building surveyor) on behalf of LCC.	High		10 taps and lengths of piping have been replaced and currently awaiting 6 more.	29 th May 2020 & 12 th June 2020
6.1	Information on procedures for testing to be finalised and shared with staff and parents. For staff, organisational booking system to be clarified.	Alison Brennan & Mel MacKinnon	High		Testing is key to ensuring staff and children can attend when negative. It allows prompt reaction when positive.	2 nd June 2020
6.2	Test and trace programme to be embedded.	NHS	High		Test and trace programme needs to be embedded to respond to Covid 19 community setting outbreaks in a timely manner.	June 2020
8.1	Behaviour policy addendum added to include reference to areas outlined in government guidance. These to be shared with parents and staff.	Sarah Fish	Med			5 th June 2020
9.2	Share current lock down arrangements with all staff.	Mel MacKinnon	Med			2 nd June 2020