

## SCHOOL RISK ASSESSMENT – COVID-19

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

LA Updates indicated in yellow Oct 2020
School updates January 2021  
Updates March 2021



**PART A. ASSESSMENT DETAILS:**

**Area/task/activity:** Full School opening arrangements during COVID-19 restrictions from 1 September 2020 – updated January 2021  
**Location of activity:** Worsthorne Primary School

<b>Team/School name: Address &amp; Contact details:</b>	Worsthorne Primary School Brownside Road Worsthorne Burnley BB10 3LR	<b>Name of Person(s) undertaking Assessment:</b>	Sarah Nicholls
		<b>Signature(s):</b>	<i>SNicholls</i>
<b>Line Manager/ Headteacher (Name/Title):</b>	Sarah Nicholls	<b>Date of Assessment:</b>	4 <sup>th</sup> January 2021
<b>Signature:</b>	<i>SNicholls</i>	<b>Planned Review Date:</b>	March 2021 and as necessary via dynamic risk assessments and national advice updates
<b>How communicated to staff:</b>	Via email and at briefing for start of term 4 <sup>th</sup> January 2021	<b>Date communicated to staff:</b>	4 <sup>th</sup> January 2021

<b>PART B. HAZARD IDENTIFICATION AND CONTROL MEASURES:</b>			
<b>List of significant hazards</b> (something with the potential to cause harm)	<b>Who might be harmed</b>	<b>Type of harm</b>	<b>Existing controls</b> (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	<input type="checkbox"/> School regularly refers to official advice from the DfE, PHE, HS&Q and HR; <ul style="list-style-type: none"> <li>o <a href="#">Coronavirus (Covid-19): guidance for schools and other educations settings</a></li> <li>o <a href="#">LCC Schools HR guidance</a></li> <li>o <a href="#">LCC Health &amp; Safety COVID-19 web page</a></li> </ul>

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Changes to official COVID-19 guidance and advice			<input type="checkbox"/> Headteacher or other senior person keeps up to date with <a href="#">official COVID19 Guidance</a> 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	<input type="checkbox"/> 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; <input type="checkbox"/> 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);

- If infection rates rise in local areas, individuals (or family members) from that area, and that area only, will be advised to shield during the period where rates remain high and therefore may be temporarily absent;
- Some pupils no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school. The school works closely with parents of children who are extremely vulnerable to support a return to school, carrying out an individual risk assessment as necessary;
- School applies the measures set out in the government [Guidance for full opening: schools](#) as far as is reasonably practicable to reduce the risk to all staff including those who are extremely clinically vulnerable and clinically vulnerable;
- 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

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Vulnerable & extremely vulnerable staff or pupils with pre-existing health conditions	Staff, pupils, household members	Becoming seriously ill from the effects of coronavirus, potential to be life threatening	<p>with the member of staff and will be reviewed on a regular basis or in the event of any significant changes;</p> <ul style="list-style-type: none"> <li>• People who live with those who are clinically extremely vulnerable or clinically vulnerable attend the workplace as normal;</li> <li>• Some people with particular characteristics may be at comparatively increased risk from coronavirus (COVID-19), as set out in the <a href="#">COVID-19: review of disparities in risks and outcomes report</a>. If people with significant risk factors express concerns <a href="#">an individual risk assessment</a> will be completed to assess the risks to that individual and identify ways to reduce them to an acceptable level;</li> <li>• People who live with those who have comparatively increased risk from coronavirus (COVID-19) attend the workplace as normal;</li> <li>• (Advice for those who are extremely clinically vulnerable can be found in the <a href="#">guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19</a>).</li> </ul>

<p>Staff, pupils &amp; 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"> <li>• Staff, parents and pupils are made aware of the <a href="#">virus symptoms</a>;</li> <li>• Staff, other adults and pupils are instructed not to come into school if they or members of their household have <a href="#">coronavirus (COVID-19) symptoms</a>, in-line with the <a href="#">guidance for households with possible coronavirus infection</a>;</li> <li>• Staff or pupils showing COVID-19 symptoms are sent home, reminded to self-isolate for 10 days and instructed to <a href="#">arrange a test</a> to see if they have COVID-19;</li> </ul> <p>Any symptomatic pupil awaiting collection will be moved to the Group Room. This room will not be used during the day other than for Phonics Sessions. The windows will be opened and the door to the corridor will be kept closed. The pupil will be supervised by an adult who will be wearing gloves and a face mask. Where possible, the adult will maintain a 2m distance from the child. A sign will be placed on the door informing staff not to enter.</p> <ul style="list-style-type: none"> <li>• 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;</li> <li>• Staff and parents have been instructed to inform school immediately of the</li> </ul>
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			<p>results of a test so that an assessment can be made of the potential impact on school;</p> <ul style="list-style-type: none"><li>• If someone tests negative, if they feel well and have been without a fever for 48 hours 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;</li><li>• 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, the School or Local Health Protection Team;</li><li>• If a pupil displays symptoms their parent/carer will be required to take them home. Where this is not immediately possible, the pupil will be placed in a separate room until they can be collected, whilst being mindful of the individual pupils' needs;</li><li>• Ideally, a window will be opened in the room for increased ventilation;</li><li>• 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;</li><li>• If an individual (adult or child) showing COVID-19 symptoms, needs to use the bathroom toilet while waiting to go home, they will use a separate bathroom toilet if possible. The bathroom toilet will then be cleaned and disinfected before being used by anyone else;</li><li>• The area around the person with symptoms will be cleaned with normal</li></ul>
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			<p>household bleach after they have left to reduce the risk of passing the infection on to other people as per the <a href="#">COVID-19: cleaning of nonhealthcare settings guidance</a>;</p> <ul style="list-style-type: none"> <li>• 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;</li> <li>• 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.</li> </ul>
<p>Staff, pupils &amp; household members test positive for COVID-19</p>	<p>Staff, pupils, visitors, contractors, household members</p>	<p>Potential spread of infectious disease</p>	<ul style="list-style-type: none"> <li>• 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, <b>or from their test day if they are asymptomatic</b>, and will only be allowed to return to school when they have been without a fever for at least 48 hours; they can return to school after 10 days even if they still <b>have a do not have symptoms including; a high temperature, cough or loss of sense of smell/taste as these symptoms can last for several weeks after the infection has gone.</b> They will be advised that other members of their household must continue self-isolating for the full 14 days;</li> <li>• <b>For each single confirmed COVID-19 case the school will establish key details e.g.:</b> <ul style="list-style-type: none"> <li>○ <b>Onset date of the illness, date on which they were tested and their dates of attendance at school;</b></li> <li>○ <b>Their year group / bubble / class;</b></li> <li>○ <b>If they were in school whilst infectious (see below);</b> ○ <b>Number of close contacts (see below);</b></li> </ul> </li> </ul>

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			<ul style="list-style-type: none"> <li>□ The above information will be submitted to the Local Authority using the secure on-line LCC click sheet: <a href="https://lancashire-self.achieveservice.com/service/Report_of_Confirmed_Covid19_Cases_in_School">https://lancashire-self.achieveservice.com/service/Report_of_Confirmed_Covid19_Cases_in_School</a></li> <li>□ Where the staff member or pupil has been in school during the infectious period for COVID-19 i.e. 2 days before the onset of their symptoms, the school will undertake a rapid risk assessment to identify the bubble to which the pupil or staff member is allocated and/or any other staff or pupils who have been in close contact with them during the 48 hours prior to the onset of their symptoms; <b>if the staff member / pupil has not been in school the 2 days before the onset of their symptoms the school does not need to take any further action;</b></li> <li>☉ The School will contact the local health protection team as soon as they have been notified of a positive result either by Email: <a href="mailto:clhpt@phe.gov.uk">clhpt@phe.gov.uk</a> or Tel: 0344 225 0562 (office hours) or 0151 434 4819 (out of hours);</li> </ul> <p>(This team may also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace);</p>



			<p>□ <u>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</u>Based on the <u>advice from the health protection team</u> outcome from the rapid risk assessment, school will send home those people who have been in close contact with the person who has tested positive, advising them to selfisolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means:</p> <ul style="list-style-type: none"> <li>○ 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);</li> </ul>
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			<ul style="list-style-type: none"> <li>○ proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual;</li> <li>○ travelling in a small vehicle, i.e. a car, with an infected person;</li> <li>• School will follow the guidance in the latest PHE (Lancashire) Schools Resource Pack (circulated to schools via the Schools Bulletin) which provides advice on managing positive cases and who to contact for help;</li> <li>• School will keep a record of pupils and staff in each group (bubble) and any close contact that takes place between children and staff in different groups. School will not share the names or details of people with coronavirus (COVID-19) unless essential to protect others;</li> <li>• Household members of those contacts who are sent home do not need to self-isolate themselves unless the pupil or staff member who is selfisolating subsequently develops symptoms;</li> <li>• If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they are instructed to follow the 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' and instructed to get a test;</li> <li>• If the test is negative they are instructed to remain in isolation for the remainder of the 14-day isolation period as they could still develop the coronavirus (COVID-19) within the remaining days;</li> <li>• 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 14-day isolation period);</li> <li>• They are advised that their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms.</li> </ul>
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Outbreak of Covid-19 within school	Staff, pupils, visitors, contractors, household members	Spread of infectious disease	<ul style="list-style-type: none"> <li>• The school will work closely with the local health protection team if there are two or more confirmed cases within 14 days, or there is an overall rise in sickness absence where coronavirus (COVID-19) is suspected. The local health protection team will advise if additional action is required;</li> <li>• Schools is aware that in consultation with the local Director of Public Health, where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person's class, followed by their year group, then the whole school if necessary, in line with routine public health outbreak control practice.</li> </ul>
Transmission of Covid-19 due to lack of consultation on safe working practices and provision of information & instruction on safe ways of working.	Staff, pupils, visitors, contractors, parents	Spread of infectious disease	<ul style="list-style-type: none"> <li>• Guidance and training is provided for staff to ensure they understand, and can enforce, the new routines and support pupils in understanding them and are familiar with revised physical arrangements;</li> <li>• 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;</li> <li>• Senior personnel, are available to offer support and advice and to monitor the current working arrangements on a daily basis;</li> <li>• 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;</li> <li>• Signage, posters and other instructions are displayed to support implementation of COVID secure measures;</li> <li>• Up to date information and guidance on how to manage the risks associated with COVID -19 are available on the Health &amp; Safety Website.</li> </ul>
Spread of Covid-19 during travel to and from school	Staff, pupils, household	Potential spread of infectious disease	<input type="checkbox"/> Pupils on dedicated school services do not mix with the general public on

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<p>on dedicated transport – particularly for swimming and trips, etc</p>	<p>members, members of the public</p>	<p>Pupils stranded or missing</p>	<p>those journeys and tend to be consistent. Therefore the usual social distancing measures will not apply from the autumn term 2020 on dedicated transport, e.g. swimming;</p> <ul style="list-style-type: none"> <li>• 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;</li> <li>• Hand sanitiser is used upon boarding and/or disembarking transport;</li> <li>• 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;</li> <li>• A system is in place to manage queuing, boarding and disembarking from transport to prevent unnecessary close contact with others;</li> <li>• Where possible social distancing within vehicles will be maintained;</li> <li>• Pupils over the age of 11 (Year 6), 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;</li> <li>• Additional dedicated school transport services have been put in place to reduce the number of pupils needing to use public transport;</li> <li>• School have been assured that transport providers, as far as possible, follow hygiene rules and try to keep distance from passengers;</li> <li>• 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;</li> <li>• 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</li> </ul>
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			pupils staff will wash their hands thoroughly with warm running water and hand soap for at least 20 seconds.
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"> <li>• 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;</li> <li>• Families who use public transport have been referred to <a href="#">safer travel guidance for passengers</a> which includes guidance on how to wear a face covering.</li> </ul>

<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"> <li>• Parents/carers are requested not to enter school unless absolutely necessary and by appointment only. When it is necessary for parent/carer to enter the school building they will be instructed to follow handwashing and social distancing guidelines;</li> <li>• Arrangements are in place for parents/carers to drop off and collect children at specified times, without physically entering the premises</li> <li>• Parents have been advised that only one parent should accompany their child to the school entrance;</li> <li>• <b>Parents have been asked to wear face coverings when on school grounds</b></li> <li>• Pupils have been instructed not to touch the front of their face covering during use or when removing them on arrival at school;</li> <li>• Reusable face coverings must be placed in a plastic bag that the wearer has brought with them and stowed in a safe place such as a school bag to be taken home;</li> <li>• Those removing face coverings are required to wash or sanitise their hands immediately after removing it;</li> <li>• A covered bin is in place for non-reusable face coverings on arrival at the</li> </ul>
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			<p>school grounds;</p> <ul style="list-style-type: none"><li>• 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 <a href="#">guidance on cleaning for non-healthcare settings</a>;</li><li>• Staff members and pupils will clean their hands regularly, including when they arrive at school, when they re-enter the classroom from breaks or group/individual activities or interventions, and before and after eating.</li><li>• Children will sanitise their hands on the way out for breaks.</li><li>• Visitors will use hand sanitiser before using the electronic signing in system. On entry to the building, they will immediately visit the staff bathrooms to wash their hands before proceeding about their business.</li><li>• Visitors will be asked to give contact details for Track and Trace</li><li>• Hand sanitiser will be available in all classrooms, offices and shared areas. It is the responsibility of the staff in each class to ensure that the hand sanitisers are refilled as necessary.</li><li>• Staff will be provided with a hand sanitiser bottle to attach to their ID badge lanyards. Staff members will be responsible for ensuring their own bottle is refilled.</li><li>• A stock of hand sanitiser will be available in the Site Supervisor's room and in the school office.</li><li>• Young children or those with additional needs will be supervised when using hand sanitiser.</li><li>• At the start of the Autumn Term, all pupils will be taught to wash their hand thoroughly for 20 seconds using warm, running water with a dedicated lesson, modelling by the adults and practice. Reminders of how to do this will take place every Monday morning.</li></ul> <p>Posters showing good hand-washing technique will be displayed near all sinks. All children will be reminded of hand-washing techniques in January and on the 8<sup>th</sup> March 2021</p>
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<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"> <li>• Good hand hygiene and the need to wash hands more frequently is promoted around school;</li> <li>• 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 toilet, after touching shared resources or after touching their face, blowing their nose, sneezing, coughing;</li> <li>• Pupils are encouraged to avoid touching their faces whenever possible particularly with unwashed hands;</li> </ul>
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			<ul style="list-style-type: none"><li>• At the start of the Autumn Term, all pupils will be taught the 'catch it, bin it, kill it' approach for coughs, sneezes and nose blowing. This approach will be revisited each week. This is being re-taught in January 2021 and March 2021</li><li>• Posters promoting 'catch it, bin it, kill it' will be displayed in all classrooms.</li><li>• Pupils will also be taught to catch coughs and sneezes in the crook of their elbow if they cannot get to a tissue.</li><li>• Tissues will be available in all rooms. These will be restocked by the site and cleaning staff, and by the class team if necessary.</li><li>• The Site Supervisor will ensure that a stock of tissue boxes is easily accessible in his room each day.</li><li>• Small, lidded bins will be provided in all classrooms for the express purpose of disposing of tissues. These bins will be emptied daily.</li><li>• Young children or those with additional needs will be supported to use this approach.</li><li>• Classroom doors and windows will be kept open where possible to provide good ventilation.</li></ul>
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<p>Spread of COVID-19 virus via germs on surfaces and furniture within the building</p>	<p>Staff, pupils, visitors, contractors, household members</p>	<p>Potential spread of infectious disease</p>	<ul style="list-style-type: none"> <li>• An enhanced cleaning schedule is followed which includes;             <ul style="list-style-type: none"> <li>• All classrooms, offices, shared spaces, toilets, sinks and food preparation areas will be cleaned daily by the site and cleaning team.</li> <li>• Teaching and support staff will clean tables, chairs and other equipment during the day as necessary.</li> <li>• The site and cleaning staff will clean all frequently touched surfaces, e.g. light switches, door handles and push plates, keyboards, telephones, etc. daily.</li> </ul> </li> <li>• 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;</li> <li>• Staff have been instructed on cleaning and sanitising requirements including the use of chemicals and cleaning materials and instructions on the use of PPE;</li> <li>• PPE is provided for staff to wear during cleaning activities and must be worn as instructed e.g. gloves etc.;</li> <li>• Lunchtime staff will clean tables after the pupils have eaten.</li> <li>• Doors will be propped open to minimise the touching of door handles and push plates.</li> <li>• Boys will use the cubicles rather than the urinals to safeguard their modesty whilst the bathroom doors are propped open.</li> <li>• After breaks and lunchtimes, the teaching and support staff and welfare will clean the toilet seats, toilet flush handles, cubicle door handles and taps with detergent.</li> <li>• Antibacterial wipes will be placed near shared staff equipment, e.g. photocopier, laminator, coffee machine, telephones. Staff will clean the surfaces of these items using the wipes prior to using it themselves.</li> <li>• Pupils will not be permitted to use the photocopier.</li> <li>• Staff and pupils will have their own accessible supply of stationery and regularly used items, e.g. pens, pencils, felt tips, scissors, ruler, glue, place value counters, etc.</li> <li>• The sharing of equipment will be permitted within each class but any shared items will be cleaned by teachers and support staff after use.</li> <li>• In the Infant Classes, access to equipment and toys for continuous provision will be limited to reduce the need for staff members to clean</li> </ul>
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			<p>during the day. Those which are used during the day will be cleaned by teachers and support staff.</p> <ul style="list-style-type: none"><li>Resources that are shared between classes, such as sports, music or art equipment, will be cleaned meticulously after use. Where it is not possible to carry out a full clean of the equipment, e.g. for the climbing frame in the Hall, it will be left unused for 48 hours (102 hours for plastics) and labelled clearly with 'Do not use until [DATE + TIME]'. </li><li>The outdoor gym will not be used during playtimes but can be used by a class during a PE lesson if booked out on the staffroom board and cleaned meticulously after use.</li><li>Pupils will be allowed to bring essential items such as outdoor clothing, their school bag and lunch bag into school. Non-essential items will not be permitted.</li><li>Reading books will be taken home on Monday and returned on Friday. This will allow for a 48-hour period without use over the weekend, before the books are returned to the Home Reader drawers on Monday. Pupils will bring their reading books to school every day. Teachers may choose to direct parents/carers to online reading resources, e.g. Oxford Owls, over the weekend.</li><li>Reading books will go home every day but when they need changing will be placed in a box for at least 48 hours before being added back into the stock.</li><li>Where possible, homework will be posted on the website and make use of our online learning platform Seesaw, to minimise the use of books. If paper-based homework is set, similar protocols to those for the Home Readers will be employed so that there is a 48-hour period where the books are untouched.</li></ul> <p>Online learning is via the Online Platform 'Seesaw' which teaches use at regular intervals throughout the day. Work is uploaded in a variety of formats and feedback given regularly.</p>
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<b>PART B. HAZARD IDENTIFICATION AND CONTROL MEASURES:</b>			
<b>List of significant hazards</b> (something with the potential to cause harm)	<b>Who might be harmed</b>	<b>Type of harm</b>	<b>Existing controls</b> (actions already taken to control the risk - include procedure for the task/activity where these are specified)
			<ul style="list-style-type: none"> <li><input type="checkbox"/> COSHH risk assessments are in place and followed for cleaning products and have been shared with staff as necessary;</li> <li><input type="checkbox"/> A documented cleaning checklist is in place to ensure the enhanced cleaning schedule is followed and maintained;</li> <li><input type="checkbox"/> As the ability to social distance in early years setting is limited, additional meticulous attention is given to the cleaning regime;</li> <li><input type="checkbox"/> 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;</li> <li><input type="checkbox"/> 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;</li> </ul>

- 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;
- Pupils are only allowed to bring essentials into school each day including school bag, lunch boxes, hats, coats, books.
- 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

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			<p>to a pupil's education or development is not permitted;</p> <ul style="list-style-type: none"> <li>• Shared resources are cleaned frequently and meticulously and before being shared and taken home or;</li> <li>• 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;</li> <li>• Waste bins are emptied at least daily or more often as necessary and the contents disposed of safely;</li> <li>• School follows the procedures set out in the Government guidance <a href="#">Cleaning in Non-Health Care Settings</a> following a confirmed or suspected case of COVID-19 on site;</li> <li>• Contaminated or suspected contaminated waste will be double bagged, labelled and stored for 72 hours before being disposed of with general waste;</li> <li>• 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;</li> <li>• 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;</li> <li>• Staff have been instructed to store personal items and clothing in areas not widely accessible during the working day e.g. in lockers.</li> </ul>
Transmission of Covid-19 through airborne particles due to interaction with a large number of other pupils	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>• 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;</li> <li>• Pupils have been placed in 'class bubbles' and interaction between other</li> </ul>

**PART B. HAZARD IDENTIFICATION AND CONTROL MEASURES:**



<b>List of significant hazards</b> (something with the potential to cause harm)	<b>Who might be harmed</b>	<b>Type of harm</b>	<b>Existing controls</b> (actions already taken to control the risk - include procedure for the task/activity where these are specified)
			classes minimised as far as is reasonably practicable; <ul style="list-style-type: none"> <li>• Following an assessment of the school circumstances and the practical logistics, pupils have been placed in 'year group' bubbles to enable the school to offer a full curriculum.</li> <li>• Classrooms are not shared with other class groups;</li> <li>• Measures have been put in place to limit interaction, between groups (bubbles) as much as possible;</li> <li>• Start and finish times are staggered where appropriate to keep groups apart as they arrive and leave school;</li> <li>• Vulnerable and Critical worker children are attending school in their year group bubbles. These groups are kept apart at all times following social distancing guidance.</li> <li>• Start and finish times and breaks are staggered where appropriate to ensure that corridors or circulation routes have a limited number of pupils using them at any time and to reduce mixing between groups;</li> <li>• Breaks are staggered to restricted the number of children playing at one time and groups are supervised and kept apart as far as possible;</li> <li>• Classroom selection and timetabling have been carefully managed to reduce movement around the building and to prevent mixing of different groups of pupils;</li> </ul>

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			<ul style="list-style-type: none"> <li>• Where possible rooms are accessed directly from outside;</li> <li>• Lunch breaks are organised and staggered allowing for time for cleaning of surfaces in dining areas between groups;</li> <li>• Different groups in the dining area will be kept apart</li> <li>• As far as practicable groups will be kept apart with only brief transitory contact where this is unavoidable;</li> <li>• Large gatherings such as assemblies or collective worship with more than one group is prohibited;</li> <li>• Pupils are kept in consistent groups during P.E and outdoor sports are prioritised where possible;</li> <li>• When indoor sport is unavoidable a large indoor space is used maximising distancing between pupils and scrupulous attention is given to cleaning and hygiene;</li> <li>• Where necessary external facilities are also used in line with government guidance for the use of, and travel to and from, those facilities;</li> </ul>

<p>Transmission of Covid-19 through airborne particles due to close proximity to others</p>			<ul style="list-style-type: none"> <li>• Staff to maintain a 2 metre distance from each other at all times;</li> <li>• Primary school staff maintain a 2 metre distance from pupils as far as is reasonable and when circumstances allow;</li> <li>• Primary school staff avoid close face to face contact and minimise time spent within 1 metre distance of anyone;</li> <li>• All staff and pupils are expected to adhere to the current social distancing guidelines as far as is reasonably practicable;</li> <li>• It is recognised that young children cannot socially distance from staff members or each other. Therefore, as an additional protective measure, each class will form its own 'bubble'. Records of which staff and pupils have been involved in each class will be kept by the Headteacher. Contact between the classes will be kept to a minimum.</li> <li>• Teachers, support and welfare staff will be permitted to operate across different classes wearing appropriate PPE.</li> <li>• Our older pupils will be encouraged to maintain social distancing and avoid touching each other or staff members.</li> <li>• Where possible, staff will endeavour to maintain a 2m distance from each other and from children.</li> <li>• Staff will avoid close face-to-face contact and minimise time spent within 1m of each other or the children.</li> <li>• If children need close-contact care, staff will wear the appropriate PPE for the task and wash their hands thoroughly for 20 seconds with warm, running water afterwards.</li> <li>• Where possible, classrooms will be arranged so that pupils are seated side-by-side and facing forwards.</li> <li>• In Year Two, two children will be seated, facing forwards, at each of the 'flower' tables. An additional 9 tables will be borrowed from the Hall and Group Room.</li> <li>• From Years Two to Year Six, each child will have a designated seat in the classroom.</li> <li>• Staff will avoid the use of 'talk partners' or any activities that involve close face-to-contact between children.</li> <li>• In order to create space in the classrooms, some furniture may need to be removed and stored safely in the Dawn to Dusk room.</li> </ul>
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- The external doors of classrooms will be used where possible to minimise use of the corridors and Hall, although it is acknowledged that passing briefly in a corridor is low risk.
- Any activities involving singing or shouting will take place outdoors or in well ventilated classrooms and in groups of no more than 15 pupils. Pupils will be positioned back to back or side to side, at a 2m distance for these activities.
- Contact sports will not be permitted.
- School start, finish, break and lunchtimes will be staggered.
- From Year Two onwards, pupils will eat their lunches in the classrooms. From Year 3 onwards, pupils will eat in their classrooms
- Reception Class and Year One will eat their lunches in the Hall, two children, side-by-side, at each table. Year 2 will be playing out at this time. Then Year 2 will eat in the hall. Tables and chairs will be cleaned between use.
- Reception, Year 1 and Year 2 will eat in the hall (12:00-12:30) with 2metres between each of the bubbles. Tables will be cleaned between use. Children will have their meals brought to them at their table. Children will need to stay seated throughout their time in the hall.
- Year 3 and 4 children will eat in the hall (12:30-1:00pm). Year 5 and Year 6 will eat in their classrooms.
- Staff members will have a break of a reasonable length during the day. The use of the staffroom at lunchtime will be timetabled into half-hour slots to reduce the number of staff using it at once. This will be cleaned between use.
- A one-way system will operate outside school for families dropping off and collecting their children.
- Only one adult will be permitted on site to collect or drop off a child.
- Parents and carers will be required to queue, maintaining social distancing, when dropping off or collecting their children.
- Any staff or pupils wearing facemasks will remove them on arrival and store them safely in a plastic bag provided by themselves and placed inside their own bags. Disposable face coverings will be placed in the lidded tissue bins. Staff or pupils who have removed face coverings will be required to wash their hands thoroughly again.
- The system for dropping off and collecting children will be communicated to parents via email prior to the start of school in September.

			<ul style="list-style-type: none"> <li>• This will be communicated in January with the arrangements for Key worker children and again in March 2021</li> <li>• Parents will be encouraged not to come onto site other than to drop off or collect a child, or to speak urgently with the office staff. Alternative means of communication, such as telephone and email, will be encouraged.</li> <li>• Where possible, the glass hatch to the office will remain closed and communication will take place from behind the glass.</li> <li>• Members of staff from other essential agencies, e.g. specialist teachers, counsellors, will be permitted to provide their services as usual, following the school's protocols as outlined within this document. A brief overview will be provided on arrival for staff from other agencies.</li> <li>• Where possible, other visitors or contractors will attend outside of school hours. If this is not possible, our expectations will be made clear and an overview of protocols will be provided on arrival.</li> </ul> <p>All visitors and contractors will sign in using the electronic system ensuring that we have a record of all those who have been on site.</p>
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**PART B. HAZARD IDENTIFICATION AND CONTROL MEASURES:**

<p><b>List of significant hazards</b> (something with the potential to cause harm)</p>	<p><b>Who might be harmed</b></p>	<p><b>Type of harm</b></p>	<p><b>Existing controls</b> (actions already taken to control the risk - include procedure for the task/activity where these are specified)</p>
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Transmission of Covid-19 through airborne particles due to singing, chanting, playing wind or brass instruments or shouting.	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	<ul style="list-style-type: none"><li>• Singing, and playing wind and brass instruments will not take place in larger groups such as school choirs and ensembles, or school assemblies;</li><li>• During music lessons or clubs involving singing, shouting or the playing of wind and brass instruments group sizes will be restricted to 15;</li><li>• A 2 metre social distance will be maintained and pupils will be positioned</li></ul>

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<b>List of significant hazards</b> (something with the potential to cause harm)	<b>Who might be harmed</b>	<b>Type of harm</b>	<b>Existing controls</b> (actions already taken to control the risk - include procedure for the task/activity where these are specified)
			back to back or side by side; <ul style="list-style-type: none"> <li>Instruments will not be shared where at all possible, where this is not possible frequent cleaning of instruments between use will take place;</li> <li>When practical, singing and wind/brass instruments will be played outside. If this is not possible windows will be opened to encourage good ventilation.</li> </ul> <i>NB - Further detailed DfE guidance available</i>
Transmission of Covid-19 staff work areas	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>Where practical and the role allows, staff are supported to work from home;</li> <li>The occupancy of the school office, copying and PPE rooms is restricted to ensure social distancing rules can be observed;</li> <li>Shared work areas are avoided. Where this is not possible work areas are thoroughly sanitised before and after use by different people;</li> <li>Sanitising spray, cloths and wipes are available to enable shared desks and equipment to be cleaned before and after use, staff are reminded of this requirement regularly;</li> <li>Measures have been put in place to protect office staff when dealing with contractors, parents and visitors.</li> </ul>
Transmission of Covid-19 staff rest areas	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>The number of staff allowed in the staff room at any one time is restricted</li> </ul>

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<b>List of significant hazards</b> (something with the potential to cause harm)	<b>Who might be harmed</b>	<b>Type of harm</b>	<b>Existing controls</b> (actions already taken to control the risk - include procedure for the task/activity where these are specified)
			<p>to enable social distancing to be maintained. Staff are on a rota for using the staff room and this is cleaned between use.</p> <ul style="list-style-type: none"> <li>• Staff room furniture has been reconfigured to maintain social distancing and reduce face to face contact.</li> </ul>
Transmission of Covid-19 through airborne particles due to face-face meetings	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>• Meetings to be held via remote working tools wherever possible;</li> <li>• 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;</li> <li>• Hand sanitiser is provided in designated meeting rooms where handwashing facilities are not immediately available;</li> <li>• Disinfectant sprays, cloths and wipes are available in designated meeting rooms to enable staff to wipe down shared equipment before and after use;</li> <li>• Signs are used in designated meetings rooms to help participants to maintain appropriate social distancing.</li> </ul>



Manual Handling	Staff	Musculoskeletal injuries	<input type="checkbox"/> A dynamic risk assessment is carried out when moving furniture & resources which takes into account; <input type="checkbox"/> the task being undertaken; <input type="checkbox"/> the capabilities of individual carrying out the task; <input type="checkbox"/> the load being lifted or moved;
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**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)
			<input type="checkbox"/> the surroundings (environment) and; <input type="checkbox"/> consideration of social distancing in 2 person manual handling activities/lifts.

Need for Personal Protective Equipment (PPE)	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>• 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;</li> <li>• PPE is sourced through normal school procurement routes;</li> <li>• Disposable gloves are worn during normal cleaning regimes. Disposable gloves and impermeable aprons must be worn when cleaning areas that have been occupied by someone displaying symptoms of COVID-19;</li> <li>• When caring for someone with symptoms of COVID-19 a face mask should be worn if a distance of 2 metres cannot be maintained and if contact is necessary, gloves, an apron and a face mask should be worn.</li> <li>• 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.</li> <li>• Staff and pupils are instructed on the need to wear a face covering by law on <b>public transport</b> and have been given guidance on wearing and making face coverings;</li> <li>• Staff are provided with information and instruction on the use and disposal of PPE including face masks;</li> <li>• Further guidance is available on <a href="#">safe working in education, childcare and children's social care</a> .</li> </ul>
Dealing with emergency situations including accidents, security and evacuation during the	All building occupants	Untreated injuries, potential spread of infectious disease	<ul style="list-style-type: none"> <li>• 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;</li> <li>• First Aiders are aware of and follow the <a href="#">Government guidance for first</a></li> </ul>

**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)
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COVID-19 pandemic			<p><a href="#">responders</a>;</p> <ul style="list-style-type: none"> <li>□ 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;</li> <li>□ 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;</li> <li>□ 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;</li> <li>□ 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;</li> <li>□ 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;</li> <li>□ 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.</li> </ul>
Reduced premises inspections, tests, servicing and	All building occupants	Accidents or incidents resulting from poorly	<ul style="list-style-type: none"> <li>□ Premises management inspections, testing and servicing of plant, equipment, etc. have been brought up to date for all parts of the building</li> </ul>

**PART B. HAZARD IDENTIFICATION AND CONTROL MEASURES:**

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maintenance		maintained premises & plant	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"> <li><input type="checkbox"/> Visitors to site including contractors, parents and visitors are limited to essential persons only and wherever possible by appointment only;</li> <li><input type="checkbox"/> Supply teachers, peripatetic teachers and/or other temporary staff are permitted and can move between schools;</li> <li><input type="checkbox"/> They will be instructed to ensure they minimise contact and maintain as much distance as possible from other staff.</li> <li><input type="checkbox"/> Specialists, therapists, clinicians and other support staff for pupils with SEND will provide interventions as usual;</li> <li><input type="checkbox"/> 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;</li> <li><input type="checkbox"/> Visitor/Contractor site rules &amp; procedures have been revised to include additional controls to mitigate the risk of transmission of COVID-19;</li> <li><input type="checkbox"/> Reception staff responsibilities have been established in relation to COVID-19 and the communication of procedures required by contractors and visitors to site;</li> <li><input type="checkbox"/> Office staff are aware of and explain additional hygiene and social distancing rules required by contractors and visitors on arrival;</li> <li><input type="checkbox"/> 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;</li> </ul>

- A procedure is in place to sanitise touchscreen sign-in systems each time they are used;

**PART B. HAZARD IDENTIFICATION AND CONTROL MEASURES:**

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			<ul style="list-style-type: none"> <li><input type="checkbox"/> Contractors must obtain permission before attending site;</li> <li><input type="checkbox"/> When necessary, contractors to familiarise themselves with the asbestos survey for the building prior to works commencing – this can be downloaded from the PAM system. Alternatively, the executive summary to be provided as a laminate which must be wiped clean with disinfectant wipes after use;</li> <li><input type="checkbox"/> 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;</li> <li><input type="checkbox"/> 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;</li> <li><input type="checkbox"/> 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;</li> <li><input type="checkbox"/> The number of site deliveries has been reduced where possible;</li> <li><input type="checkbox"/> A procedure is in place to wipe down deliveries with sanitiser on entering the school premises where possible;</li> </ul>

			<input type="checkbox"/> Staff handling deliveries will observe good hand hygiene, washing hands using warm, running water and soap for a minimum of 20 seconds or using hand sanitiser after handling new deliveries that have not been sanitised.
Homeworking with DSE	Staff and members of their household	Development or worsening of existing	<input type="checkbox"/> Homeworking will usually involve the use of Display Screen Equipment (DSE) in the form of mobile laptops, Yogas, tablets, phones, etc.;

## PART B. HAZARD IDENTIFICATION AND CONTROL MEASURES:

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		musculoskeletal injuries or health conditions	<input type="checkbox"/> 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; <input type="checkbox"/> Staff have access to H&S information and support to assist homeworking arrangements such as: <input type="checkbox"/> <a href="#">H&amp;S COVID-19 web page</a> (section on 'How to support employees working from home'); <input type="checkbox"/> Remote H&S support is available via the Duty Officer by Tel: 01772 538877 or email HS&Q Team at: <a href="mailto:health.safety@lancashire.gov.uk">health.safety@lancashire.gov.uk</a> ; <input type="checkbox"/> In circumstances where staff are homeworking for more than one month at a time, a Homeworker Checklist & Risk Assessment (see link to above web page) will be completed to identify any issues or concerns. The finding will be discussed with the line manager at school and further action taken where necessary.
Stress and Anxiety	Staff	Increased levels of stress/anxiety and lower than normal levels of wellbeing	<input type="checkbox"/> Senior personnel monitor working arrangements and offer support and advice where necessary; <input type="checkbox"/> Staff are able to contact colleagues or managers for advice and support, or just for reassurance, during the normal working day;

**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"> <li>○ <a href="#">MIND web site</a> ○ <a href="#">H&amp;S COVID-19 web page</a> ○ ESP – Education Support Partnership ○ MindMatters</li> <li><input type="checkbox"/> The Department for Education is providing additional support for both pupil and staff wellbeing in the current situation. Information about the <a href="#">extra mental health support for pupils and teachers</a> is available;</li> <li><input type="checkbox"/> The <a href="#">Education Support Partnership</a> provides a free helpline for school staff and targeted support for mental health and wellbeing.</li> </ul>
			<ul style="list-style-type: none"> <li><input type="checkbox"/> A process is available for individuals to report concerns over breaches of school safe working policy/guidelines so that intervention can occur;</li> <li><input type="checkbox"/> 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 <a href="#">risk assessment addressing COVID-19 concerns for an employee</a> to help identify key concerns and any further adjustments required to support them at work;</li> <li><input type="checkbox"/> Staff are made aware of sources of information that will assist staff wellbeing such as: ○ <a href="#">Employee Wellbeing</a></li> </ul>

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 Worsthorne Primary School

Signed: *S Nicholls*

Name: Sarah Nicholls

Risk Assessor: Sarah Nicholls Headteacher

<b>PART C: ACTION PLAN Further action / controls required</b>						
<b>Hazard</b>	<b>Action required</b>	<b>Person(s) to undertake action?</b>	<b>Priority</b>	<b>Projected time scale</b>	<b>Notes / comments</b>	<b>Date completed</b>
Parents not adhering to social distancing when dropping off and collecting their children	Parents asked to wear face masks on school grounds from 01-03-21. Reminders sent to parents via text and in person.	S.Nicholls letter sent to parents 01-03-21 and follow up texts sent.	High	All parents to be wearing face masks by the 8 <sup>th</sup> March 2021 when all children return to school.		