

RISK ASSESSMENT FORM



PART A. ASSESSMENT DETAILS:

Area/task/activity: School Full Reopening from September 2020 - COVID-19 restrictions

Location of activity: Euxton Church Primary School

Team/School name: Address & Contact details:	Euxton Church of England School, Bank Lane, off Wigan Road, Euxton, PR76BA	Name of person(s) undertaking assessment:	Nick Ward (Headteacher) Ian Ball (Chair of Governors)
		Signature(s):	Nick Ward Ian Ball
Line Manager/ Headteacher (Name/Title):	Nick Ward (Headteacher)	Date of assessment:	July 2020 Revisited September 2020
Signature:	Nick Ward	Planned review date:	At least weekly throughout the Autumn term. Following any further government guidance.
How communicated to staff:	Email / Staff Meeting	Date communicated to staff:	July 2020 Revisited September 2020

PART B. HAZARD IDENTIFICATION AND CONTROL MEASURES:

List of significant hazards (something with the potential to cause harm)	Who might be harmed	Type of harm	Existing controls (actions already taken to control the risk - include procedure for the task/activity where these are specified)
Changes to official COVID19 guidance and advice	Employees, pupils, visitors, contractors, parents	Potential spread of infectious disease	<ul style="list-style-type: none"> • School regularly refers to official advice from the DfE, PHE, H&S and HR; <ul style="list-style-type: none"> ○ COVID-19: guidance for education settings ○ COVID-19: maintaining educational provision ○ LCC Schools HR guidance ○ LCC Health & Safety COVID-19 web page • Headteacher or other senior leaders keep up to date with official COVID-19 Guidance and informs employees/school arrangements as required;

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<p>Impact of reduced staffing levels on H&S roles and responsibilities and arrangements</p>	<p>Employees, pupils, visitors, contractors, parents</p>	<p>Potential spread of infectious disease, stress, injury or harm from accidents/incidents</p>	<ul style="list-style-type: none"> • Employees at work, who are working together, have a discussion each morning to clarify key roles & responsibilities for the day, planned activities for pupils, essential employee tasks to be undertaken, etc.; • Via normal whole staff communication methods, staff are made aware of: <ul style="list-style-type: none"> ○ the staff on site & their key roles ○ the most Senior member of staff ○ who to report issues or concerns to ○ number of pupils, noting special needs, etc. ○ agreed times of pupil drop-off and collection ○ first aid provision e.g. named first aider or appointed person ○ fire arrangements ○ security/lock down arrangements ○ work tasks/activities to be undertaken that day ○ areas of the building that remain in use or have restricted use ○ any other relevant information • All employees have clear roles and responsibilities which are within their capabilities and are aware of how to raise any concerns; • All new employees and volunteers are provided with a site induction and adequate information, instruction and training on local health and safety arrangements and their key roles and responsibilities; • Staff to follow guidance should they need to isolate due to medical (their own and their household) or local advice. Should this happen then cover within school will be sought first, keeping staffing as consistent as possible and should the need arise then external support considered.
<p>Spread of COVID-19 virus via germs on surfaces and furniture within the building</p>	<p>Employees, pupils, visitors, contractors, parents, members of the public</p>	<p>Potential spread of infectious disease</p>	<ul style="list-style-type: none"> • All employees, pupils and visitors are required to follow guidelines re washing hands for 20 seconds upon arrival on site and/or use the hand sanitiser at the point of entry;

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			<ul style="list-style-type: none"> • All employees and pupils wash their hands more frequently, particularly before eating and drinking, applying first aid, before and after playtime and after using the toilet; • Each classroom has its own hand sanitiser point, as does the entrance/hall and out of school club. Sinks, soap and water also encouraged; • Posters are displayed on general hand hygiene; • Poster on cleaning and disinfection guidance is on display; • Pupils are reminded to avoid touching their faces 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 washed immediately after disposal). Bins in each room have foot pedal operation. Tissues are readily available in the areas being used; • 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 (Catch it, Bin it, Kill it); • Areas of the building that are in use are subject to frequent cleaning by employees and cleaning contractors. • A deep clean will be carried out every Friday evening by the cleaning contractors in all areas identified as being used; as well as extra at dinner times. Out of school club will also have increased cleaning schedules following sessions; • Good housekeeping is maintained at all times. Employees have been instructed on cleaning and sanitising requirements; • All key areas and surfaces are cleaned regularly during and after use; • Cleaning and disinfection of frequently touched objects and surfaces is carried out by employees e.g. door and window handles (although these will be kept open where possible and appropriate), taps,

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			<p>desk/table tops, sports equipment, teaching & learning aids, computer equipment, etc.;</p> <ul style="list-style-type: none"> • Should rooms be used by different children for intervention, then tables/chairs will be cleaned after use, ready for the next group. • If necessary, the Headteacher will arrange for a deep clean to be carried out for whole site. • Limiting things coming into and out of school to only essential to learning items; these items still need to be cleaned; • Waste bins are emptied at least daily and the contents disposed of safely; • Employees having to clean bodily fluids are aware of and implement the controls outlined in the establishment's Cleaning of Bodily Fluids risk assessment; PPE MUST BE WORN WHEN CARRYING OUT THIS TASK / Intimate care. • A strict colour coding system is in place to reduce the risk of cross contamination; • PPE is provided for employees to wear during certain cleaning activities and must be worn as instructed during close contact with pupils e.g. gloves, aprons, etc.; • Children in Reception to Y3 have their own designated toilet blocks. Children in Y4-Y6 are to share toilet blocks, but toilets are to be cleaned regularly and children MUST follow hand washing protocols after each toilet visit. Although Y4-Y6 children have shared toilet blocks, designated sinks and cubicles will be assigned to classes to use; • Children may be allowed to mix more widely in larger phase groups for outdoor provision but will maintain social distancing if possible. • Staff to avoid face to face contact and time spent within a 1m distance where possible.

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			<ul style="list-style-type: none"> • Staffroom to be limited. Staffroom can be used for breaktimes as breaks are in phases, however staff must keep and sit 2m apart. Lunchtimes: Infant staff are able to use the staffroom between 12:00 and 12:45pm, and the Junior staff between 12:45 and 1:30pm. Again, staff must sit 2m apart; • Large gatherings restricted until further notice; • Worship will be either in classrooms or in small phase groups in the hall. No parental attendance for the time being; • Staggered starts/ends and timetable variations to avoid contacts in place, and limited movement around school. Children and adults encouraged to keep to the left; • Staff and children encouraged to walk to and from school; • School uniform to return for September. PE kit to be kept at home and children to wear PE kit for one of the PE sessions for the day; • Breakfast and After School Club to return in consistent groups as class bubbles are not able to be maintained. New procedures in place to reduce 'bubbles' mixing as much as possible. Infants will be in the Out of School Club room, but on class tables where possible; Juniors will be in the hall, on separate class tables as much as they can. When outside, they may be in phase bubbles. Out of School Club to follow same hygiene procedures as in the school day, Staff to remain 2m away from children as much as possible and not less than this distance for more than 15 minutes of face to face; • Lunches will remain at the staggered times, with classes sitting in their own area. Once a class has left the hall, the tables/chairs will be cleaned. Children will have designated areas to play outside and this will be in class or phase groups. Welfare staff will remain with the same group as much as possible; • Meals will be ordered in advance, and brought to the children at their

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			<p>tables. This will limit movement in the hall and also minimise contact with others. Kitchen staff will be kept separate as the children will not be going up to the hatch as choices will already have been made. Cold meals will be provided up to the end of the second week to help support the new procedures in place. Should the kitchen need to be closed for any reason, then the school will find an alternative way of providing a meal for those children on FSM. Children will be reminded not to share any food from their packed lunches.</p> <ul style="list-style-type: none"> • Healthy breacktime snacks can be brought in by the children but must be kept to themselves and not shared with others. Toast can continue to be ordered by the children and this will be delivered to classrooms, as normal. • SLT will manage confirmed cases of COVID-19 amongst the local community and aim to contain any outbreak by following advice from local health protection team. School will be provided with a number of testing kits; • Note: For instances where it is necessary for a deep clean to be carried out following a suspected case of COVID-19 virus on site a deeper clean will be required in accordance with the guidance COVID-19: cleaning in non-healthcare settings.
Spread of COViD-19 virus via air borne particles	Employees, pupils, visitors, contractors, parents, members of the public	Potential spread of infectious disease	<ul style="list-style-type: none"> • Guidance on Social Distancing MUST be adhered to at all times; • DfE COVID-19 guidance on implementing social distancing in educational settings is reviewed regularly; • Employees are socially distancing themselves from each other and parents/carers at all times, and as much as possible from pupils; • Staff to remain in their small groups and reminded to reduce contact with staff from other groups. • Parents/carers will not enter the school unless absolutely necessary and, if they do need to enter the school, they will follow the strict handwashing and social distancing guidelines;

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			<ul style="list-style-type: none"> • Arrangements are in place for parents/carers to drop off and collect children at specified times, without physically entering the premises e.g. gate drop-off with employee meeting the pupil at the school door. Markings will guide parents when entering the premises with signs reminding them of social distancing. • Only one parent encouraged to drop off/collect children. Parents of Year 6 children encouraged to allow them to walk part of the journey themselves, if deemed safe by the parent and the child able to socially distance. • Pupils are instructed to socially distance themselves from staff and other pupils in their own class as much as appropriate, and also at play and lunch times - this is supervised; staff must also maintain distance from pupils as much as possible and with other adults. Staggered phase break times and zones will be in place. • Room layouts and table settings in class and other spaces used have been adjusted to reduce risks. Children in the Juniors will sit in rows facing forwards. This is not deemed appropriate for Reception and Y1 children, and Y2 will implement as much of this as possible if appropriate. • Rooms will be well ventilated with windows open as much as possible. Doors to be kept open where appropriate to reduce touching surfaces. • Staff working with whole classes of children are advised not to spend longer than 15 minutes within 2m of any individual child, and limit face to face contact where possible. • Staff working in more than one class will be encouraged to work with as few children as possible; often they are working 1:1 with children. Staff delivering PPA cover in different classes from their own to remain 2m away from children as much as possible and not less than this distance for more than 15 minutes or face to face. • Music PPA cover will be different for the Autumn Term, not using brass/woodwind instruments. Performing using percussion instruments which can easily be cleaned after use, will be interspersed with music

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			<p>theory and appreciation activities.</p> <ul style="list-style-type: none"> • Wonderful Wednesday PPA cover will have the same staff each week, in the same area. Staff not normally in that class to reduce contact with the children as much as possible and appropriate. • School drive not be used during school hours, unless in an emergency or unavoidable, to ensure parents/children have as much space as possible to socially distance when arriving or leaving the school grounds. • Any child showing symptoms of COVID-19 or any member of their household must remain at home until they are tested. • School will actively engage with the 'NHS Track and Trace' programme and liaise with Lancashire's Director of Public Health as and when appropriate. • Out of school representations from staff/school trips limited for at least the Autumn term – all visits/visitors need clearing by Headteacher. This is to reduce the amounts of contacts. • Mixed age extra-curricular activities suspended for the Autumn Term initially.
Employee or pupil displaying signs of COVID-19 whilst in school	Employees, pupils, visitors, contractors, parents, members of the public	Potential spread of infectious disease	<ul style="list-style-type: none"> • Employees 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; • Employees who have assisted someone who has taken ill with COVID-19 symptoms will wash their hands for 20 seconds, they do not need to go home unless they display the symptoms themselves. Full PPE will have been worn; • Employees showing symptoms are sent home and reminded to self-isolate following current government guidance for staying at home; • If a pupil displays symptoms they will be placed in a separate space until they can be collected, whilst being mindful of individual pupils' needs. Ideally, a window will be opened in the room for increased ventilation.

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			<p>Should the weather be good, this be outside the extension. Should this not be possible then the HT office will be used;</p> <ul style="list-style-type: none"> • If an individual (adult or child) showing COVID-19 symptoms, needs to use the bathroom while waiting to go home, they will use a separate bathroom if possible. The bathroom will then be cleaned and disinfected by a staff member and/or cleaner before being used by anyone else; • 999 is called if anyone is seriously ill. • The following expectations and protocol for what should happen if a child or member of staff develop symptoms of Covid-19, in school or at home, will be put in place: Everyone over the age of 4 years old, who is displaying symptoms, is now able to be tested and therefore a test would need to be arranged immediately, as a matter of urgency. Should the test be negative then they may return to school. However, should it be positive then they, and all they have been in close contact with (which may be whole class 'bubbles' or even wider 'bubbles') would need to self-isolate for 2 weeks, depending on guidance at the time, and the rooms used by the affected groups will be deep cleaned. Should it be deemed necessary, then the whole school community may be asked to follow this protocol. The incident will be reported to the relevant organisation and advice will be sought as to how to manage this. • All staff taking care of a pupil with symptoms will wear PPE provided by school: facemask, aprons, goggles and gloves. Should the child display signs of possible vomiting, etc. then plastic face visors will be worn. • Any outbreak will be contained by following local/national advice from our health counterparts, including any 'local lockdowns.' • Home learning will be set, as was organised during the Summer Term, should classes, groups of children or individual children need to isolate at home. Email communication will be encouraged and phone calls made should deemed appropriate.
Need for Personal	Employees, pupils,	Potential spread of	<ul style="list-style-type: none"> • Employees are aware of the need to use the appropriate PPE when

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Protective Equipment (PPE)	visitors, contractors, parents, members of the public	infectious disease	completing specific tasks e.g. cleaning; <ul style="list-style-type: none"> • Insufficient levels of PPE should be reported to the most senior member of staff; • PPE is provided as detailed in task risk assessments e.g. for the Cleaning Up of Bodily Fluids. • Should staff wish to wear a visor if working 1:1 with children for a sustained amount of time then that can be arranged.
Possible reduced first aid provision	All building occupants	Untreated injuries	<ul style="list-style-type: none"> • Daily consideration is given should there be a reduced level of first aid provision on site; • First Aiders are aware of the Government guidance for first responders; • Employees working in the school are kept informed of the first aid arrangements via the usual signage; • 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 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.
Reduced fire and lock-down arrangements	All building occupants	Burns, smoke inhalation, fire related injuries, death, injuries relating to violence/aggression	<ul style="list-style-type: none"> • Employees 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.; • Daily checks are made to ensure all required fire doors are kept unlocked and are will be available in the event of an emergency; • Room fire safety capacity levels are considered when deciding which

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			<p>areas of the building are to be used;</p> <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. ○ CHILDREN AND ADULTS WILL LEAVE BUILDING, AS PER POLICY, VIA CLOSEST EXIT. 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. ○ social distancing rules will apply at all times unless there is an imminent risk to life.
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 as part of the reopening process. ○ <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

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			<p>weekly flushing regime to sterilize the hot water system and reduce the proliferation of legionella bacteria.</p> <ul style="list-style-type: none"> ○ <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.
Contractors and visitors to site	Employees, 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; ● 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; ● 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 made by the school prior to entry; ● 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;

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			<ul style="list-style-type: none"> 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.
Homeworking with DSE	Employees and members of their household	Development or worsening of existing musculoskeletal injuries or health conditions	<ul style="list-style-type: none"> Employees 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. Employees will be required to work in isolation in a separate room, or from home if possible, in line with the school's needs, if they are not able to attend work to undertake their normal duties. Medical evidence will be needed to support this. This work may involve the use of Display Screen Equipment (DSE) in the form of mobile laptops, tablets, phones, etc.; Homeworkers can refresh their DSE knowledge if they feel this is necessary by undertaking the DSE eLearning on Astute accessible on the Schools Portal; Where possible and only when requested, employees will be provided with ancillary equipment to allow them to attain good working posture whilst using DSE at home e.g. a separate keyboard, mouse, laptop rise; Employees take regular breaks e.g. if a 'good' homeworking set-up is achieved a 5 minute break taken every hour is adequate. If a good set-up cannot be achieved then more frequent breaks must be taken e.g. 5 minutes in every 25 minutes (or in every 15 minutes if the employee is experiencing any discomfort); Employees will report any health issues they experience which they believe is related to their homeworking set-up to their line manager as soon as possible so that further action can be taken; DSE 'exercises' should be undertaken to avoid static workstation postures; Employees are required to watch: <ul style="list-style-type: none"> The HSE video on temporary working at home – workstation

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			<p>setup; and, if they continue to experience any issues:</p> <ul style="list-style-type: none"> ○ the Posturite webinar – Working from home – quick fixes; Note: Any queries arising from watching this webinar must be addressed to the LCC Health, Safety & Quality Team on Tel: 01772 538877 or email HS&Q Team and NOT to Posturite; ● Good housekeeping and cable management must be implemented whilst working at home; cables must not present tripping hazards to self or other family members; ● Employees are reminded keep confidential or personal sensitive information secure in line with GDPR rules whilst working from home; ● Employees are aware of other sources of useful H&S information to assist homeworking arrangements such as: <ul style="list-style-type: none"> ○ Display Screen Equipment guidance and exercise sheets (scroll down to DSE Forms, templates & guidance section): ○ Agile Working ○ Employee Wellbeing ○ 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.dafety@lancashire.gov.uk</p>

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Employee isolation and reduced communication	Employees	Increased levels of stress/anxiety and lower than normal levels of wellbeing	<ul style="list-style-type: none"> • The Headteacher, or other senior leaders, will keep in regular contact with employees to monitor the working arrangements and offer support and advice where necessary; • Communication with employees is accommodated via zoom meetings, emails, text, phone calls, use of a shared drive on the LCC network, the Schools Portal, etc.; • There is flexibility in working hours and the amount of work completed by employees from home due to the current exceptional circumstances where employees may be looking after their own children at home or caring for other vulnerable family members; • Employees are able to make contact with a colleague or manager for advice and support, or just for reassurance, during the normal working day; • Employees are made aware of sources of information that will assist employee wellbeing such as: <ul style="list-style-type: none"> ○ Employee Wellbeing ○ MIND web site ○ H&S COVID-19 web page

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 Euxton Church of England Primary School.

Signed: Nick Ward and Ian Ball

Name: Nick Ward (Headteacher) and Ian Ball (Chair of Governors) – Risk Assessors

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