

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 Revisited October 2020 Revisited November 2020 Revisited January 2021 Revisited March 2021 Revisited June 2021
Signature:	Nick Ward	Planned review date:	At least weekly. Following any further government guidance.
How communicated to staff:	Email / Staff Meeting	Date communicated to staff:	July 2020 Revisited September 2020 Revisited October 2020 Revisited November 2020 Revisited January 2021 Revisited March 2021 Revisited June 2021

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; COVID-19: guidance for education settings

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			<ul style="list-style-type: none"> • 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; • Arrangements are in place to comply with the Government and NHS requirements for rapid coronavirus testing of staff and pupils; • The School will contact the DfE Helpline (0800 046 8687) as required for support on what action to take when responding to a positive case or possible outbreak.
Poor uptake of COVID-19 vaccination	Staff, pupils, household members	Becoming seriously ill from the effects of coronavirus, potential to be life threatening	<ul style="list-style-type: none"> • All staff are strongly encouraged to participate in the national vaccination programme and to take up the offer of the COVID-19 vaccine when they are invited to do so; • All staff and pupils who have had the COVID-19 vaccine will continue to follow all national and local COVID-19 prevention measures, including the use of face coverings in recommended circumstances, social distancing and regular hand washing;
Impact of reduced staffing levels on H&S roles and responsibilities and arrangements	Employees, pupils, visitors, contractors, parents	Potential spread of infectious disease, stress, injury or harm from accidents/incidents	<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

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			<ul style="list-style-type: none"> ○ 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.
Vulnerable & extremely vulnerable staff or pupils with pre-existing health conditions	Staff, pupils, household members	Becoming seriously ill from the effects of coronavirus, potential to be life threatening	<ul style="list-style-type: none"> ● Staff who are identified as clinically extremely vulnerable through a current letter from the NHS or specialist doctor are advised to follow current government guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19. The government will write to people if they are required to follow more restrictive formal shielding measures due to an increase in risk; ● Most children originally identified as clinically extremely vulnerable no longer need to follow original shielding advice. Parents are advised to speak to their child's Doctor to clarify whether their child should still be classed as clinically extremely vulnerable; ● Children whose Doctor has recently confirmed they are clinically extremely vulnerable are advised to follow current government guidance on shielding and protecting people who are clinically extremely vulnerable from

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			<p>COVID-19 or the specific advice of their Doctor;</p> <ul style="list-style-type: none"> • Pupils who are 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. 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, visitors and pupils including those who are extremely clinically vulnerable and clinically vulnerable; • The Headteacher will take steps to discuss the concerns of parents of pupils with possible risk factors and provide reassurance of the measures in place to reduce the risk in school. • Where an employee expresses concerns or is identified as being in the clinically vulnerable categories an individual risk assessment will be completed to assess the risks to them and identify ways to reduce these to an acceptable level including where possible the need for any reasonable adjustments such as temporarily working from home or temporary deployment to a role where it is possible to maintain social distancing. This will be done in consultation with the member of staff and will be reviewed on a regular basis or in the event of any significant changes; • Pregnant women are categorised as ‘clinically vulnerable’ as a precautionary measure and are advised to follow the Government guidance Coronavirus (COVID-19): advice for pregnant employees. In accordance with the Management of Health and Safety at Work Regulations 1999 (MHSW) a new & expectant mother risk assessment and individual Covid-19 concerns risk assessment will be completed for all pregnant staff; • Staff and pupils who live with someone who is clinically extremely

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			<p>vulnerable or clinically vulnerable are required attend School as normal;</p> <ul style="list-style-type: none"> It is acknowledged that some staff and pupils with particular characteristics may be at comparatively increased risk from coronavirus (COVID-19), as identified in the COVID-19: review of disparities in risks and outcomes report. If staff and pupils with significant risk factors express concerns an individual risk assessment will be completed to assess the risks to them and identify ways to reduce the risks to an acceptable level; Staff and pupils who live with those who have comparatively increased risk from coronavirus (COVID-19) are required to attend School as normal;
Staff, pupils, visitors & household members who are asymptomatic	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	<ul style="list-style-type: none"> School is actively engaging with the asymptomatic testing programme, promoting its benefits to staff, pupils and parents/carers; School/Nursery offers testing to all staff who work within the setting including those supporting wraparound and holiday childcare; Staff and pupils who have received their COVID-19 vaccine are encouraged to continue to participate in the LFD testing programme; The asymptomatic testing programme does not replace the current testing policy for those with symptoms. Anyone with symptoms (even if they recently had a negative LFD test result), will be advised to self-isolate immediately according to government guidelines and book a test; On site LFD testing is available for a small number of pupils who are unable or unwilling to test themselves at home.
Spread of COVID-19 virus via germs on surfaces and furniture within the building	Employees, pupils, visitors, contractors, parents, members of the public	Potential spread of infectious disease	<ul style="list-style-type: none"> From June 2021 – temperatures will be taken should anyone complain of feeling hot or look unwell. Any temperatures 37.8 or over then person to be kept separate for 10 minutes, jumper off, etc. and then have temperature retaken. If still 37.8 or over then sent home for Covid-19 test. Parents and staff have been made aware of this. Negative result and lower temperature before return to school.

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			<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; • 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;

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			<ul style="list-style-type: none"> • 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, desk/table tops, sports equipment, teaching & learning aids, computer equipment, etc.; • 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. Each year group has at least their own designated toilet and sink to use; • Children may be allowed to mix more widely in larger phase groups for outdoor provision but will maintain social distancing if possible.

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			<ul style="list-style-type: none"> • Staff to avoid face to face contact and time spent within a 1m distance where possible. • 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; • From June 2021 – Parents can gather for outdoor events in maximum number of 30. However, they will still be seated 2m+ apart and told to wear a face covering at all times not seated. Separate Risk Assessment written for Sports Days 2021. • 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 remain as class bubbles. 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. Staff in both Breakfast and After School Club to wear face coverings when near other children and adults;

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			<ul style="list-style-type: none"> • 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; • All welfare staff to wear gloves and face coverings in the hall at lunchtime • Meals will be ordered in advance. June 2021 – children go up to the hatch for their own food, however kitchen staff are 1m+ away from them and wear face coverings and gloves. They are at the hatch for less than 1 minute. 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. • Healthy breaktime 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;

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			<ul style="list-style-type: none"> • From June 2021 – all staff to wear face coverings in corridors if they feel social distancing cannot be followed. • 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; • 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. • Parents to wear face coverings once on the school grounds, same rule for St. Mary's next door. Staff to wear a face covering when greeting/seeing out children if in close proximity with parents. • 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.

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			<ul style="list-style-type: none"> • 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 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. Staff to wear PPE if they wish, and to wear visors if in a classroom they are not normally in. From May 2021 – KS2 PPA can be covered by staff in different bubbles, although 2m distance rules should be applied wherever possible. • 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 theory and appreciation activities. • Singing will be allowed in the Infants, however, the children should all be facing the same way. • Wonderful Wednesday PPA cover will have the same staff each week, in the same area. Since November 2020, this will be the staff who are normally in that 'bubble'. • 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

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			reduce the amounts of contacts. • Mixed age extra-curricular activities suspended until further notice.
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. Should the weather be good, this be outside the extension. Should this not be possible then the HT office will be used; • 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

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			<p>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.</p> <ul style="list-style-type: none"> • 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.
Staff, pupils & household members test positive for COVID-19	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	<ul style="list-style-type: none"> • 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; • 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, or from their test date if they are asymptomatic. They 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 have a cough or loss of sense of smell/taste as these symptoms can last for several weeks after the infection has gone; • Where the staff member or pupil has been in school during the infectious period for COVID-19, 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

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			<p>the infectious period prior to the onset of their symptoms; if the staff member / pupil has not been in school during the infectious period the school do not need to take any further action;</p> <ul style="list-style-type: none"> • Based on the outcome from the rapid risk assessment, school will send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 10 days since they were last in close contact with that person. Close contact means: <ul style="list-style-type: none"> ○ face to face contact including being coughed on or having a face to face conversation within one metre; ○ being within 1 metre for 1 minute or longer without face to face contact; ○ being within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day); ○ travelling in a small vehicle, i.e. a car, with an infected person; • 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; • Household members of those contacts who are sent home do not need to self-isolate themselves unless the pupil or staff member who is self-isolating subsequently develops symptoms; • If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 10-day isolation period they are instructed to follow the ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’ and instructed to get a test; • If the test is negative they are instructed to remain in isolation for the remainder of the 10-day isolation period as they could still develop the

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			coronavirus (COVID-19) within the remaining days; <ul style="list-style-type: none"> • If the test result is positive, they are instructed to inform school immediately, and must isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 10-day isolation period); • They are advised that their household should self-isolate for at least 10 days from when the symptomatic person first had symptoms; • In the event that a parent or guardian insists on a child attending school, the Headteacher will take the decision to refuse the child if in their reasonable judgement it is necessary to protect other pupils and staff from possible infection with coronavirus (COVID-19). Any such decision will be carefully considered in light of all the circumstances and current public health advice.
Spread of Covid-19 during foreign travel	Staff, pupils, household members, members of the public	Potential spread of infectious disease	<ul style="list-style-type: none"> • School is aware of current Government Guidance relating to foreign travel and ensures that parents are reminded that they must adhere to this including adhering to any requirement to quarantine or isolate upon return. • All reasonable steps are taken to ensure that pupils who are known to have travelled abroad are not permitted to return to school until quarantine or self-isolation periods have been completed.
Spread of Covid-19 when arriving at school	Staff, pupils, household members, members of the public	Potential spread of infectious disease Pupils stranded or missing	<ul style="list-style-type: none"> • Parents/carers are requested not to enter school unless absolutely necessary and by appointment only. When it is necessary for parent/carer to enter the school building they will be instructed to wear a face covering and to follow handwashing and social distancing guidelines; • Arrangements are in place for parents/carers to drop off and collect children at specified times, without physically entering the premises e.g. front gate drop-off with staff meeting pupils at the school door; • Parents have been advised that only one parent should accompany their child to the school entrance;

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			<ul style="list-style-type: none"> All staff and pupils wash their hands thoroughly with warm, running water and hand soap for at least 20 seconds, or hand sanitiser, on arrival at school; (Provide further detail about your specific arrangements here as required).
Transmission of Covid-19 through insufficient personal hygiene	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	<ul style="list-style-type: none"> Good hand hygiene and the need to wash hands more frequently is promoted around school; Staff, pupils and visitors are instructed to wash hands or use hand sanitiser when they arrive at school, when they return from breaks, when they change rooms, before and after eating, after using the toilet, after touching shared resources or after touching their face, blowing their nose, sneezing, coughing; Hand washing facilities are readily available. Where hand washing facilities are not readily available, hand sanitiser stations have been positioned to allow pupils and staff to clean their hands regularly; Where necessary pupils are supervised and monitored to ensure safe and appropriate hand hygiene; Pupils are encouraged to avoid touching their faces whenever possible particularly with unwashed hands; The Catch it, Bin it, Kill it guidance is promoted to catch coughs and sneezes in tissues and throw them in the bin immediately (hands to be washed immediately after disposal); Pupils are reminded how to catch coughs and sneezes if a tissue is not readily available i.e. in the crook of the elbow rather than in the hands; Posters are displayed on good hand washing technique and government guidelines on good respiratory hygiene; Young pupils and pupils with complex needs are supported to follow the

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			catch it, bin it, kill it guidance;
Transmission of COVID-19 during physical education	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	<ul style="list-style-type: none"> • Only team sports whose national governing bodies have developed guidance which has been approved by the government will be played i.e. the list available at grassroots sports guidance. • Formally organised sporting activities can take place outdoors including competition between different schools with any number of people where national guidance and COVID secure measures are observed; • Indoor organised sporting activities can take place including competition between different schools. The recommended occupancy and ventilation levels will be considered when making decisions on participant and spectator numbers taking into account the guidance on grassroots sports; • The number of pupils will be restricted to 15 when it is not possible to maintain the school day bubble; • Outdoor sport provision will be prioritised over indoor provision; • Current social gathering limits and social distancing will be adhered to before and after organised sporting events; will be maintained; • Training and game-play will be adapted using the governing body's guidance to reduce the level of contact as far as reasonably possible to minimise the risk of close contact; • Spectators will be managed to ensure adherence to the legal gathering limits, and that social distancing can be maintained by people who do not live together (or share a support/childcare bubble); • Spectators will be encouraged to minimise shouting or raising of voices; • Spectators are not permitted to attend organised sport activities on private land; • Pupils are kept in consistent groups during P.E and outdoor sports are

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			<p>prioritised where possible;</p> <ul style="list-style-type: none"> When indoor sport is unavoidable a large indoor space is used, maximising natural ventilation flows through opening windows and doors or using air conditioning systems wherever possible, distancing between pupils and scrupulous attention is given to cleaning and hygiene; Where necessary external facilities are also used in line with government guidance for the use of, and travel to and from, those facilities; Specialist curriculum risk assessments will be put in place for indoor & outdoor P.E taking into account specific guidance on physical education;
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"> Specialist curriculum risk assessments are in place for music dance and drama, taking into account specific government guidance on the performing arts and COVID-19, and guidance on the suggested principles of safer singing; Singing, and playing wind and brass instruments does not take place in larger groups such as school choirs and ensembles. Particular care is taken in music, dance and drama lessons to observe social distancing including limiting group sizes, maintaining consistent bubbles and preventing the physical correction by teachers and contact between pupils in dance and drama; These activities only take place in larger well-ventilated spaces, or outdoors whilst maintaining a distance of at least 2 metres apart in all directions; Pupils are positioned back-to-back or side-to-side when playing or singing (rather than face-to-face) whenever possible. Wind and brass players are positioned so that the air from their instrument does not blow onto another player; Performances to a live audience are not permitted;

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			<ul style="list-style-type: none"> • Background or accompanying music is reduced to a level so that teachers or other performers do not have to raise their voices unduly. • Singing is performed at a reduced level of noise. • Where microphones are shared guidance on handling equipment is followed; • The sharing of instruments is avoided wherever possible, where this is not possible frequent cleaning of instruments between use will take place; • The latest advice in the working safely during COVID-19 in the performing arts guidance will be followed when planning an indoor or outdoor face-to-face performance in front of a live audience. Live streaming and recording performances will continue to be considered as alternatives; • Further detailed guidance is available on working safely during coronavirus (Covid-19): performing arts
Transmission of COVID-19 during Wraparound Provision	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	<ul style="list-style-type: none"> • All parents are permitted to access wraparound and extra-curricular provision without any restrictions on the reason for which their children may attend; • Indoor and outdoor wraparound provision will ensure that the children are in their year group bubbles; • The number of children who can attend indoor and outdoor wraparound provision is not restricted; as the transmission risk outside is low; • The number of children who can attend indoor and outdoor wraparound provision is not restricted. The recommended occupancy and ventilation levels will be considered when making a decision on group sizes taking into account any relevant guidance; • Parents are advised to only use one out-of-school setting in addition to the school as far as possible;

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			<ul style="list-style-type: none"> • As far as is possible, children are kept in a group with other children from the same bubble they are in during the school day or; • Where it is impractical to keep children in their school day bubbles, as far as possible they will be kept in the same, small consistent groups each time they attend; • Resources are meticulously cleaned before being shared with a different bubble or; • Resources shared between bubbles are left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles; • For more information on wraparound provision see LCCs guidance & checklist on Extended Services in Schools.
Transmission of COVID-19 during Educational Visits	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	<ul style="list-style-type: none"> • Schools and Nurseries can currently participate in non-overnight domestic educational visits, including domestic residential educational visits; • Domestic residential educational visits will be conducted in line with current COVID-19 guidance and regulations; • Pupils will be kept within their consistent groups (bubbles) for the duration of the visit; • The school will refer to LCCs Educational Visits COVID-19 Risk Assessment Guidance and Annex C of the Schools COVID-19 Operational Guidance before undertaking a full and thorough risk assessment will be undertaken prior to all educational visits to ensure they can be done safely taking into account COVID-19 controls, national and local government guidelines. The risk assessment will be approved depending on the visit type, either by the school/nursery or LCCs Educational Visits Team via Evolve prior to the visit taking place.
Transmission of Covid-19	Staff, pupils, visitors,	Potential spread of	<ul style="list-style-type: none"> ○ Visits from parents and carers to the early years setting are restricted to

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in early years settings from visiting prospective or current parents & carers	contractors, household members	infectious disease	only those that are absolutely necessary, remote contact is utilised when possible; <ul style="list-style-type: none"> ○ Virtual tours are carried out for prospective parents and carers where possible; ○ If parents need to visit in person, wherever possible this will be arranged after hours. If the visit takes place during working hours it will be restricted to outdoor play areas only; ○ Parents and carers entering the setting to help settle their child will be permitted to stay for a limited amount of time (no more than an hour); ○ Parents & carers are required to wear a face covering in line with locally agreed arrangements, regularly sanitise their hands including on entering and leaving the setting and maintain strict social distancing from staff, other visitors and children other than those in their care at all times.
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"> ● Meetings are held via remote working tools wherever possible; ● Face to face meetings only take place when absolutely necessary. These will involve the minimum number of participants, whilst observing social distancing rules, preferably in an outdoor space or where this is not possible, in a well ventilated area indoors; ● Hand sanitiser is provided in designated meeting rooms where handwashing facilities are not immediately available; ● Disinfectant wipes are available in designated meeting rooms to enable staff to wipe down shared equipment before and after use;
Need for Personal Protective Equipment (PPE)	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 need to use the appropriate PPE when completing specific tasks e.g. cleaning; ● 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

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			Up of Bodily Fluids.
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 areas of the building are to be used; • 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.

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			<ul style="list-style-type: none"> ○ CHILDREN AND ADULTS WILL LEAVE BUILDING, AS PER POLICY, VIA CLOSEST EXIT. <p>In the event of a lock-down -</p> <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 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.

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			<ul style="list-style-type: none"> ○ <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. ● 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; ● 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	<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.

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		musculoskeletal injuries or health conditions	<ul style="list-style-type: none"> • 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 setup; and, if they continue to experience any issues: ○ the Posturite webinar – Working from home – quick fixes; <p>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;</p> • Good housekeeping and cable management must be implemented whilst working at home; cables must not present tripping hazards to self or other

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			family members; <ul style="list-style-type: none"> • 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') 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

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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