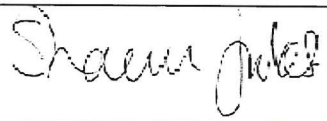
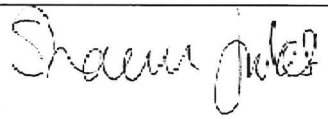
GENERAL SCHOOLS RISK ASSESSMENT

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

Lancashire County Council

PART A. ASSESSMENT DETAILS:

Area/task/activity: School opening arrangements during COVID-19 restrictions from 1 June 2020 – note this supplements previous organisational and operational plans, procedures and practises and assessments with the school being open to some students for the full period of COVID19 restrictions. This is an updated version of previous RA completed 10.04.20

Team/School name: Address & Contact details:	Sir Tom Finney Community High Ribbleton Hall Drive Ribbleton Preston PR2 6EE	**Name of Person(s) undertaking Assessment:**	Shaun jukes
		Signature(s):	
Headteacher	SHAUN JUKES	**Date of Assessment:**	15.6.2020 (updates previous)
Signature:		**Planned Review Date:**	Ongoing with dynamic review following government and LA guidance
How communicated to staff:	VIA all-staff email and in briefings	**Date communicated to staff:**	15.6.2020 email with follow up mentions at briefings

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	Staff, pupils, visitors, contractors, parents	Potential spread of infectious disease	• School regularly refers to official advice from the DfE, PHE, H&S and HR; o Coronavirus (Covid-19): guidance for schools and other educations settings o LCC Schools HR guidance o LCC Health & Safety COVID-19 web page

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			• Headteacher and other senior persons keeps up to date with official COVID-19 Guidance and informs employees/school arrangements as required.
Vulnerable & extremely vulnerable staff or pupils with pre-existing health conditions	Staff, pupils,	Becoming seriously ill from the effects of coronavirus, potential to be life threating	• Children who have been classed as *clinically extremely vulnerable* due to pre-existing medical conditions and have been advised to shield will not be expected to attend school and will continue to be supported at home using reasonable endeavours with access to home working and regular KIT calls • The parents of children who are classed as *clinically vulnerable* (but not clinically extremely vulnerable) must follow medical advice as to whether their child is able to attend school or not. If medical advice permits the child to attend school, an individual risk assessment will be carried out in consultation with the parents and other relevant parties. This will be reviewed on a regular basis. • If a member of staff has received an **official letter from the NHS** identifying them as *clinically extremely vulnerable* and recommending shielding, the member of staff will NOT be required to return to the workplace. **Where possible work will be allocated that they are able to undertake from home.** • An individual risk assessment addressing COVID-19 concerns for an employee may be completed for any staff member who is identified as *clinically vulnerable*. The individual risk assessment will assess the risks to that individual and identify ways to reduce these risk to an acceptable level including the need for any reasonable adjustments. This will be done in consultation with the member of staff and will be reviewed on a regular basis or in the event of any significant changes.
Impact of reduced staffing levels on H&S roles and responsibilities and arrangements	Staff, pupils, visitors, contractors, parents	Potential spread of infectious disease, stress, injury or harm from	• Staff at work have a briefing 3 X WEEK (reduced from daily to balance meeting in larger group with communicating necessary information) prior to pupils arriving on site.

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		accidents+/incidents	• Staff have clear roles and responsibilities which are within their capabilities and are aware of how to raise any concerns; • Any new staff and volunteers will be provided with a site induction and adequate information, instruction and training on local health and safety arrangements and their key roles and responsibilities; • The Headteacher and/or other senior personnel, are available to offer support and advice and to monitor the current working arrangements each day.
Impact of reduced staffing levels on pupil activities and work tasks	Staff, pupils, contractors, visitors	Potential infectious disease, Injury or harm from accidents,	• Staffing levels are reviewed in line with current DfE guidance and where necessary advice is taken from LCC Schools Advisory Service; • Staff are working on a rota basis to provide adequate cover and to balance meeting the needs of students and school facilities management and minimising persons on site – this will be dependent upon student numbers admitted to school each day. • Current risk assessments are referenced for pupil activities and work tasks. Where necessary these have been updated to reflect any new risks and control measures due to COVID-19. • Where required a dynamic risk assessment is completed to consider the impact on safety and to clarify what, if any, changes to existing control measures are required. The outcome from this exercise will identify whether an activity or task can be carried out safely or if an alternative is required; • Lone working will be monitored • The Headteacher and/or other senior personnel, will keep in regular contact with staff to monitor the working arrangements and provide support and advice where necessary.

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Spread of Covid-19 during transport to and from school	Pupils	Potential spread of infectious disease Pupils stranded or missing	• Coronavirus (COVID-19): safer travel guidance for passengers when planning their travel to and from work is available and should be followed by parents and staff as required • With encouragement to walk or cycle to school where possible; • Where this is not possible, use of private transport is recommended. • Public transport should be avoided wherever possible. If public transport has to be used, staff, parents and pupils are advised to follow requirements for use of face protection and coverage, social distancing rules and thoroughly wash their hands with warm running water and hand soap for at least 20 seconds on arrival to school. • Specific school transport providers have been made aware of the current arrangements **for** start and finish times; • School have been assured that transport providers, as far as possible, follow hygiene rules and try to keep distance from passengers; • School have been assured that drivers have been instructed that they must not undertake duties for school if they or a member of their household are displaying any symptoms of coronavirus; • Staff to wear appropriate PPE when supporting pupils with complex needs who require assistance to access the vehicle or fasten seatbelts; Immediately after assisting pupils; staff should thoroughly wash their hands with warm running water and hand soap for at least 20 seconds.
Spread of COVID-19 virus via germs on surfaces and furniture within the building	Staff, pupils, visitors, contractors, parents, members of the public	Potential spread of infectious disease	• Guidance advice and if required specific training will be 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, organisational and operational arrangements. • All staff, pupils and visitors are required to follow guidelines re washing hands thoroughly with warm running water and hand soap for at least 20

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			seconds upon arrival on site and/or use the hand sanitiser at the point of entry and exit where available • All staff and pupils to wash their hands more frequently, particularly before eating and drinking, administering first aid, before and after playtime/breaks, after using shared resources and after using the toilet; • Posters are displayed on good hand washing technique and government guidelines on good hygiene/social distancing; • Pupils should be reminded wherever possible to avoid touching their faces whenever possible particularly with unwashed hands; • Everyone should be following and reminded to use 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); • Tissues are 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; • Hand sanitiser has been made available where hand washing facilities are not readily accessible. **Hand washing with soap and water for 20 secs is considered to be the most effective way of keeping hands clean and safe.** • An enhanced cleaning schedule is followed for frequently touched objects such as railings/bannisters, door and window handles, taps, desk/table tops, sports equipment, teaching & learning aids, computer equipment, telephones, toys and bathroom facilities; • At lunchtime, tables in the dining area will be sanitised between groups having their lunch; • All occupied areas will be thoroughly cleaned at the end of the day;

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			• Outdoor equipment is cleaned between groups of pupils using it. Multiple groups are not permitted to use outdoor equipment simultaneously; • **If resources do not allow for the cleaning of outdoor equipment between different groups using it then it will be made off limits until cleaning can be carried out;** • Staff have been instructed on cleaning and sanitising requirements including the use of chemicals and cleaning materials and instructions on the use of PPE; • PPE is provided for staff to wear during cleaning activities and must be worn as instructed e.g. gloves, aprons etc. • 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 of pupil displaying symptoms. If this is the case either use yellow bins available or double bag and leave 72 hours prior to disposal. • COSHH risk assessments are in place and followed for cleaning products and have been shared with staff as necessary; • **Staff have been instructed to store personal items and clothing in areas not widely accessible during the working day e.g. in lockers or private vehicle.** • To facilitate social distancing and to limit the amount of touchable surfaces, unnecessary items have been removed or stored to one side in classrooms and other learning environments where they do not pose increased trips or fire risks. • Soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) should be removed and placed in storage; • Stationery and other equipment is not to be shared where possible by either staff or pupils;

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			• Good housekeeping is maintained at all times; • Waste bins are emptied at least daily or more often as necessary and the contents disposed of safely; • The school will follow the procedures as set out in the Government guidance Cleaning in Non-Health Care Settings following a confirmed or suspected case of COVID-19 on site; • Contaminated or suspected contaminated waste will be double bagged, labelled and stored for 72 hours before being disposed of with general waste; • Where it is not possible to store waste for 72 hours, arrangements will be made for collection by the school's specialist clinical waste contractor. • A colour coding system of cleaning equipment (in cleaners cupboards for info) is in place to reduce the risk of cross contamination;
Spread of COViD-19 virus via air borne particles	Staff, pupils, visitors, contractors, parents, members of the public	Potential spread of infectious disease	• Guidance on Social Distancing **MUST** be adhered to at all times with adults modelling the behaviour. (It is accepted that many young people with SEND do not and will not understand or follow social distancing rules; it is up to the adults to act appropriately and supportively in these cases. • DfE COVID-19 guidance on implementing social distancing in educational settings is implemented and reviewed regularly; • Classes have been split with a principle of no more than half in a 'general group' equivalent to 6 students at most in a single group • Room layouts and table settings in class and dining area have been adjusted to allow for social distancing • Pupils will remain in the same small groups at all times each day, and different groups will not mix during the day, or on subsequent days; • Where possible the same teacher and teaching assistants will be assigned

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			to each group and, as far as possible, these will stay the same during the day and on subsequent days when on rota, although some subject driven changes may require flexible teacher arrangements. • The teacher and pupils within an individual group will use the same classroom or area of a setting throughout the day; • A one-way circulation route along corridors is in operation wherever possible (there may be some behavioural and operational need for exceptions) • Breaks will be staggered to ensure that corridors or circulation routes have a limited number of pupils using them at any time; • Children in different groups are encouraged not to play together at break times. Breaks are staggered to restricted the number of children playing at one time and groups are supervised and kept apart as far as possible; • Lunch breaks are staggered with dining areas only being used at an agreed minimum capacity; • Pupils will enter the dining area in their class groups; • Different groups in the dining area will be kept apart as much as possible; • Lunch breaks for staff are staggered to limit the occupancy of the staff room and additional space for breaks will be created by using other parts of the school not in use; • Staff room use must take account of the requirements for social distancing • Specific toilet areas are designated to different groups of children; • Access to the toilets will be controlled to limit the number of pupils who use them at one time in order to manage social distancing; • As far as practicable groups will be kept apart with only brief transitory

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			(passing in corridors) contact if this is unavoidable; • Pupils will be encouraged to socially distance themselves from staff and other pupils and to stay within their small groups; wherever possible. • When possible, groups can work outdoors as this can limit transmission and more easily allow for social distancing between children and staff; • Parents/carers will not enter the school unless absolutely necessary, where this is unavoidable they will be instructed to follow handwashing/ antibacterial and social distancing guidelines; • Arrangements are in place for parents/carers to drop off and collect children without physically entering the premises • Meetings to be held via remote working tools wherever possible; • Only when absolutely necessary will a face to face meeting take place. This will be with the minimum number of participants, whilst observing social distancing rules either in an outdoor space or well ventilated area indoors. • Measures have been put in place to protect office staff when dealing with contractors, parents and visitors. • Wherever possible, contractors, parents and visitors should only attend by prior appointment. • The occupancy of the school office is restricted • The School office layout has been rearranged • Shared work areas are to be avoided wherever possible. Where this is not possible work areas to be thoroughly sanitized before and after use by different people, especially telephones and ICT equipment
Staff or pupil displaying signs of COVID-19 whilst	Staff, pupils, visitors, contractors, parents,	Potential spread of infectious disease	• Staff are aware of the virus symptoms and are vigilant in reporting all concerns to the **responsible person who will reference** DfE COVID-19:

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in school	members of the public		**guidance for education settings for advice on dealing with the situation;** • **Staff who have assisted someone who has taken ill with COVID-19 symptoms will wash their hands with warm running water and soap for a minimum of 20 seconds. They do not need to go home unless they display the symptoms themselves;** • Staff showing symptoms should not attend and will be sent home and reminded to self-isolate following current government guidance for staying at home; • **If a pupil displays symptoms they will not be permitted to remain in school. 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 individual pupils' needs. Room10 is designated for this.** • **Ideally, a window will be opened in the room for increased ventilation;** • **If it is not possible to isolate the pupil e.g. if it causes them undue distress or they need to remain under adult observation, an assessment will be carried out to see whether it is sufficient to move them to an area which is at least 2 metres away from others;** • **If an individual (adult or child) showing COVID-19 symptoms, needs to use the bathroom while waiting to go home, they will use a separate bathroom if possible. The bathroom will then be cleaned and disinfected before being used by anyone else;**
Manual Handling	Staff	Musculoskeletal injuries	• A dynamic risk assessment is carried out when moving furniture & resources which takes into account; o the task being undertaken;

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			○ the capabilities of individual carrying out the task; ○ the load being lifted or moved; ○ the surroundings (environment).
Need for Personal Protective Equipment (PPE)	Staff, pupils, visitors, contractors, parents, members of the public	Potential spread of infectious disease	• Staff are aware of the need to use the appropriate PPE when completing specific tasks e.g. cleaning; • PPE is sourced through the schools usual procurement routes; • If appropriate PPE cannot be obtained through the usual procurement routes the Headteacher will request support from the Local Resilience Forum via their Headteacher • 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; • Disposal gloves & aprons should be worn when administering first aid. A dynamic risk assessment should be carried out on individual circumstances before deciding if it is appropriate to also wear a fluid repellent surgical face mask and eye protection if there is a risk of splashing of bodily fluids and/or airborne contaminates. • Staff are provided with information and instruction on the use and disposal of PPE including face masks.
Reduced first aid provision	All building occupants	Untreated injuries	• Daily consideration is given to the level of first aid provision on site; • Staff working in the school are kept informed of the first aid arrangements – kits in all classrooms allocated for use • As a minimum an Appointed Person will be delegated to take charge in an emergency situation;

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			• 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.
Administering first aid during COVID1-19 Pandemic	All building occupants	Untreated injuries, potential spread of infectious disease	• First Aiders should be aware of and follow the Government guidance for first responders; • The First Aid Needs Assessment has been reviewed and amended to take account of current occupancy, numbers of first aiders required and additional PPE needed during the COVID-19 pandemic including provision of disposal gloves, disposal plastic aprons and fluid repellent surgical face masks; • First aiders will pay particular attention to sanitation measures immediately before and following the administration of first aid; washing their hands with warn running water and soap for a minimum of 20 seconds;
Reduced fire and lock-down arrangements	All building occupants	Burns, smoke inhalation, fire related injuries, death, injuries relating to violence/aggression	• Staff are aware of fire and lock-down procedures, they will be informed of any 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 not blocked and kept unlocked and are available in the event of an emergency; • Surplus furniture and resources have been stored away safely so as not to cause a fire hazard, block fire exits or obscure fire extinguishers or fire signage; • The nominated person will be the most senior on site at the time

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			supported by colleagues In the event of a fire alarm - o to liaise with the fire officer and report any concerns e.g. areas of a building that may not have been checked; o to act as Fire Wardens, take register and any emergency requirements. In the event of a lock-down - o to call/liaise with the Police. o to ensure pupils remain in a 'safe area' depending upon the type of security threat/lock-down. **In an emergency there is no requirement to adhere to the 2 metre social distancing rule if it would be unsafe to do so i.e. it would hinder evacuation;**
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	• 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.: o Fire Checks: 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. o Asbestos inspections: n/a o Legionella/Water hygiene: 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.

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			○ Contractor servicing and maintenance: servicing, etc., will continue wherever possible (see section on Contractors and visitors to the premises). The schools FM support will be contacted for advice prior to reopening areas of the school where it has not been possible to keep these up-to-date. ○ Testing of electrical items (PAT): PAT testing will continue where possible. • 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 including deliveries	Staff, pupils, visitors, contractors, parents, members of the public	Potential spread of infectious disease	• Visitors to site are limited to essential persons only and wherever possible by appointment; • All visitors will follow the Government's guidance and the school's strict hygiene and social distancing rules e.g. hand washing/sanitisation upon entry; • Contractors must obtain permission before attending site; • Site rules & procedures have been revised to include additional controls to mitigate the risk of transmission of COVID-19; • Reception staff responsibilities have been established in relation to COVID-19 and the communication of procedures required by contractors and visitors to site; • Office staff are aware of and can explain additional hygiene and social distancing rules required by contractors and visitors on arrival; • sign-in and sign-out is done electronically with sanitisation available to all • A procedure is in place to sanitise hands before and after using

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			touchscreen sign-in systems • Contractors are encouraged to access site asbestos surveys on PAMS prior to a site visit; • 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. • The number of site deliveries has been reduced where possible; • A procedure is in place to wipe down deliveries with sanitizer entering the school premises where possible; • Staff handling deliveries will observe good hand hygiene, washing hands using warm running water and soap for a minimum of 20 seconds or using in sanitiser after handling new deliveries that have not been sanitised.
Homeworking with DSE	Staff and members of their household	Development or worsening of existing musculoskeletal injuries or health conditions	• Staff are aware of the current Government guidance regarding self-isolation if they are in a 'high risk' category due to a health condition, or if they or any members of their household display symptoms of COVID-19. • Where possible, and in line with the School's needs, staff will be asked to work from home e.g. where they are shielding or to reduce the number of persons in school at any one time. Homeworking will usually involve the

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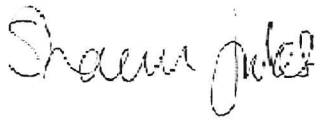
			use of Display Screen Equipment (DSE) in the form of mobile laptops, tablets, phones, etc.; • Staff working from home should undertake DSE eLearning so as not to cause additional health risks. Staff have access to H&S information and support to assist homeworking arrangements such as: o H&S COVID-19 web page (section on 'How to support employees working from home') • In circumstances where staff are homeworking consecutively more than one month at a time, a Homeworker Checklist & Risk Assessment (see link to above web page) will be completed to identify any issues or concerns. These can then be discussed with their line manager at school and further actions taken where necessary.
Stress and Anxiety	Staff	Increased levels of stress/anxiety and lower than normal levels of wellbeing	• The Headteacher and/or other senior personnel, will keep in regular contact with staff to monitor their working arrangements and offer support and advice where necessary; • Staff are able to make contact with a colleague or manager for advice and support, or just for reassurance, during the normal working day; • A process is available for individuals to report concerns over breaches of school safe working policy/guidelines so that intervention can occur; • Where a member of staff returning to the workplace has raised concerns about their safety or wellbeing due to the risk of COVID-19, where necessary their line manager can complete a risk assessment addressing COVID-19 concerns for an employee to help identify key concerns and any further adjustments required to support them at work; • Staff are directed to sources of information that will assist staff wellbeing such as: o Employee Wellbeing o MIND web site o H&S COVID-19 web page

This general risk assessment has been adapted to suit the named school and the control measures adopted will apply and there are no further local significant hazards. If further control measures are required following a change or advices this will be added/amended accordingly

I certify that the risk assessment above fully applies to the area/task/activity under assessment in Sir Tom Finney Community High School

Signed: 

Name: Shaun Jukes, Headteacher