# SCHOOL RISK ASSESSMENT – COVID-19

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

## PART A. ASSESSMENT DETAILS:

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

**Location of activity**:

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| **Team/School name: Address & Contact details:** | Charles Saer Community Primary School | **Name of Person(s) undertaking Assessment:** | Michael Lees |
| | | **Signature(s):** | *Michael Lees* |
| **Line Manager/ Headteacher (Name/Title):** | Carolyn Thackway | **Date of Assessment:** | 14/07/20<br>05/10/20<br>03/01/21<br>05/03/21 |
| **Signature:** | *Carolyn Thackway* | **Planned Review Date:** | 01/09/20<br>05/11/20<br>01/02/21<br>05/04/21 |
| **How communicated to staff:** | Staff briefing | **Date communicated to staff:** | 14/07/20<br>07/10/20<br>03/01/21<br>05/03/21 |

## PART B. HAZARD IDENTIFICATION AND CONTROL MEASURES:

| **List of significant hazards** (something with the potential to cause harm) | **Who might be harmed** | **Type of harm** | **Existing controls** (actions already taken to control the risk - include procedure for the task/activity where these are specified) |
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| Changes to official COVID-19 guidance and advice | Staff, pupils, visitors, contractors, parents | Potential spread of infectious disease | • School regularly refers to official advice from the DfE, PHE, HS&Q and HR; |

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| | | | ○ Coronavirus (Covid-19): guidance for schools and other educations settings<br>○ LCC Schools HR guidance<br>○ LCC Health & Safety COVID-19 web page<br>• Headteacher or other senior person 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, household members | Becoming seriously ill from the effects of coronavirus, potential to be life threating | • Adults who were considered to be clinically extremely vulnerable and received a letter advising them to shield are/were advised by the Government that they can/could return to work from 1 August 2020 as long as they maintain social distancing;<br>• Pupils who were considered to be clinically extremely vulnerable and received a letter advising them to shield are/were advised by the Government that they can/could return to school from 1 August 2020 (when the rest of their class returns);<br>• If infection rates rise in local areas, individuals (or family members) from that area, and that area only, will be advised to shield during the period where rates remain high and therefore may be temporarily absent;<br>• Some pupils no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school. The school works closely with parents of children who are extremely vulnerable to support a return to school, carrying out an individual risk assessment as necessary;<br>• School applies the measures set out in the government Guidance for full opening: schools as far as is reasonably practicable to reduce the risk to all staff including those who are extremely clinically vulnerable and clinically vulnerable;<br>• Staff members who are in the most at risk categories are reminded to take particular care. Where an employee expresses concerns, An individual risk assessment will be completed to assess the risks to that individual and identify ways to reduce these risk to an acceptable level including where possible the need for any reasonable adjustments such as temporarily |

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| | | | 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;<br>• People who live with those who are clinically extremely vulnerable or clinically vulnerable attend the workplace as normal;<br>• Some people with particular characteristics may be at comparatively increased risk from coronavirus (COVID-19), as set out in the COVID-19: review of disparities in risks and outcomes report. If people with significant risk factors express concerns an individual risk assessment will be completed to assess the risks to that individual and identify ways to reduce them to an acceptable level;<br>• People who live with those who have comparatively increased risk from coronavirus (COVID-19) attend the workplace as normal;<br>• (Advice for those who are extremely clinically vulnerable can be found in the guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19). |
| Staff, pupils & household members displaying signs of COVID-19 | Staff, pupils, visitors, contractors, household members | Potential spread of infectious disease | • Staff, parents and pupils are made aware of the virus symptoms;<br>• Staff, other adults and pupils are instructed not to come into school if they or members of their household have coronavirus (COVID-19) symptoms, in-line with the guidance for households with possible coronavirus infection;<br>• Staff or pupils showing COVID-19 symptoms are sent home, reminded to self-isolate for 7 days and instructed to arrange a test to see if they have COVID-19;<br>• Staff and parents are advised that other members of their household (including any siblings) should self-isolate for 10 days from date of onset of symptoms;<br>• Staff and parents have been instructed to inform school immediately of the results of a test so that an assessment can be made of the potential impact on school;<br>• If someone tests negative, if they feel well and no longer have any symptoms similar to those identified for coronavirus (COVID-19), they can stop self-isolating. They may still have another virus, such as a cold or flu, |

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| | | | therefore it is still advisable to avoid contact with others until they recover. However other members of their household can stop self-isolating;<br>• Staff who have assisted someone who has taken ill with COVID-19 symptoms and any pupils who have been in close contact with them, will wash their hands with warm, running water and soap for a minimum of 20 seconds. They do not need to go home unless they display the symptoms themselves or are advised to do so by NHS Test and Trace or Local Health Protection Team;<br>• If a pupil displays symptoms their parent/carer will be required to take them home. Where this is not immediately possible, the pupil will be placed in a separate room until they can be collected, whilst being mindful of the individual pupils' needs;<br>• Ideally, a window will be opened in the room for increased ventilation;<br>• 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;<br>• 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;<br>• The area around the person with symptoms will be cleaned with normal household bleach after they have left to reduce the risk of passing the infection on to other people as per the COVID-19: cleaning of non-healthcare settings guidance;<br>• When caring for someone with symptoms of coronavirus (COVID-19) a face mask should be worn if a distance of 2 metres cannot be maintained. If direct contact is necessary, then gloves, an apron and a face mask should be worn;<br>• If a risk assessment determines that there is a risk of splashing to the eyes, e.g. from coughing, spitting, or vomiting, then eye protection will also be worn by the supervising adult. |
| Staff, pupils & household members test positive for COVID-19 | Staff, pupils, visitors, contractors, household members | Potential spread of infectious disease | • 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 7 days from the onset of their |

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| | | | symptoms and will only be allowed to return to school when they do not have symptoms including; a high temperature, cough or loss of sense of smell/taste. They will be advised that other members of their household must continue self-isolating for the full 10 days;<br>• The School will contact the local health protection team as soon as they have been notified of a positive result. (This team may also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace);<br>• The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate;<br>• Based on the advice from the health protection team, 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 when they were infectious. Close contact means:<br>– direct close contact - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin);<br>– proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual;<br>– travelling in a small vehicle, i.e. a car, with an infected person;<br>• 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;<br>• 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;<br>• 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 |

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| | | | instructed to follow the 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' and instructed to get a test;<br>• 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 coronavirus (COVID-19) within the remaining days;<br>• If the test result is positive, they are instructed to inform school immediately, and must isolate for at least 7 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period);<br>• They are advised that their household should self-isolate for at least 10 days from when the symptomatic person first had symptoms. |
| Outbreak of Covid-19 within school | Staff, pupils, visitors, contractors, household members | Spread of infectious disease | • The school will work closely with the local health protection team if there are two or more confirmed cases within 14 days, or there is an overall rise in sickness absence where coronavirus (COVID-19) is suspected. The local health protection team will advise if additional action is required;<br>• School is aware that in consultation with the local Director of Public Health, where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person's class, followed by their year group, then the whole school if necessary, in line with routine public health outbreak control practice. |
| Transmission of Covid-19 due to lack of consultation on safe working practices and provision of information & instruction on safe ways of working. | Staff, pupils, visitors, contractors, parents | Spread of infectious disease | • Guidance and training is provided for staff to ensure they understand, and can enforce, the new routines and support pupils in understanding them and are familiar with revised physical arrangements;<br>• Senior leaders within school ensure staff are consulted when considering local arrangements and there is ongoing engagement with staff (including through trade unions and employee representative groups) to monitor and understand any unforeseen impacts of changes to working environments;<br>• Senior personnel, are available to offer support and advice and to monitor the current working arrangements on a daily basis; |

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| | | | • All new staff and volunteers are provided with a site induction and adequate information, instruction and training on local health, safety and COVID secure arrangements and their key roles and responsibilities;<br>• Signage, posters and other instructions are displayed to support implementation of COVID secure measures;<br>• Up to date information and guidance on how to manage the risks associated with COVID -19 are available on the Health & Safety Website. |
| Spread of Covid-19 during travel to and from school on public transport | Staff, pupils, household members, members of the public | Potential spread of infectious disease<br>Pupils stranded or missing | • Strategies have been implemented to reduce the use of public transport by pupils to get to and from school particularly at peak times including;<br>– We have introduced rolling drop off and collection times to avoid congestion at peak times;<br>– Staff and pupils are encouraged to walk or cycle to school where possible;<br>– Facilities are in place to store bikes securely. This will be continually monitored to ensure sufficient facilities are in place to meet demand;<br>• Families who use public transport have been referred to safer travel guidance for passengers which includes guidance on how to wear a face covering. |
| Spread of Covid-19 when arriving at school | Staff, pupils, household members, members of the public | Potential spread of infectious disease<br>Pupils stranded or missing | • Parents/carers are requested not to enter school unless absolutely necessary and by appointment only. When it is necessary for parent/carer to enter the school building they will be instructed to follow handwashing and social distancing guidelines; parents must also wear face coverings if they are required to enter the building<br>• Arrangements are in place for parents/carers to drop off and collect children at specified times, without physically entering the premises – (rolling drop off and collection – external classroom doors)<br>• Parents have been advised that only one parent should accompany their child to the school entrance;<br>• Parents are required to wear face coverings during drop off and collection |

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| | | | • All staff and pupils wash their hands thoroughly with warm, running water and hand soap for at least 20 seconds on arrival at school;<br>• A one way system will be in operation around the school building for drop offs and collection<br>• Staff are required to wear face coverings when arriving at school and continue to wear them when accessing ALL communal areas. |
| Transmission of Covid-19 through insufficient personal hygiene | Staff, pupils, visitors, contractors, household members | Potential spread of infectious disease | • Good hand hygiene and the need to wash hands more frequently is promoted around school;<br>• All visitors will be required to wear a face covering when entering the building and in communal areas. If sufficient social distance allows then face coverings may be removed during a meeting providing everyone involved is comfortable doing so<br>• Staff, pupils and visitors are instructed to wash hands when they arrive at school, when they return from breaks, when they change rooms, before and after eating, after using the bathroom, or after touching their face, blowing their nose, sneezing, coughing;<br>• 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;<br>• Wall mounted hand sanitisers have been installed at every entry point to the build and in high access areas around school<br>• Where necessary pupils are supervised and monitored to ensure safe and appropriate hand hygiene;<br>• Skin cleaning wipes have been made available for use with very young pupils or pupils with complex needs;<br>• Pupils are encouraged to avoid touching their faces whenever possible particularly with unwashed hands;<br>• 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);<br>• 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; |

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| | | | • Posters are displayed on good hand washing technique and government guidelines on good respiratory hygiene;<br>• Young pupils and pupils with complex needs are supported to follow the catch it, bin it, kill it guidance;<br>• Tissues are readily available around school including in all classrooms and sufficient numbers of bins are in place for the disposal of tissues. |
| Spread of COVID-19 virus via germs on surfaces and furniture within the building | Staff, pupils, visitors, contractors, household members | Potential spread of infectious disease | • An enhanced cleaning schedule is followed which includes;<br>– More frequent cleaning of rooms/shared areas that are used by different groups;<br>– Sanitising of tables in the dining area between different groups (bubbles) having their lunch;<br>– More frequent cleaning of touched objects such as railings/bannisters, door and window handles, taps, desk/table tops, play equipment, toys, sports equipment, teaching & learning aids, computer equipment, telephones and bathroom facilities;<br>– thorough cleaning of all occupied areas at the end of the day;<br>– an additional cleaner has been employed to maintain cleaning regime during the school day<br>• When cleaning, the usual products i.e. detergents and bleach will be used as these are effective at getting rid of the virus on surfaces;<br>• Staff have been instructed on cleaning and sanitising requirements including the use of chemicals and cleaning materials and instructions on the use of PPE;<br>• PPE is provided for staff to wear during cleaning activities and must be worn as instructed e.g. gloves etc.;<br>• COSHH risk assessments are in place and followed for cleaning products and have been shared with staff as necessary;<br>• A documented cleaning checklist is in place to ensure the enhanced cleaning schedule is followed and maintained;<br>• As the ability to social distance in early years setting is limited, additional meticulous attention is given to the cleaning regime; |

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| | | | • Individual equipment such as pencils, rulers etc are sanitised daily. Children wash or sanitise their hands before every session<br>• Classroom based resources, such as books and games are used and shared within the bubble; these are cleaned regularly, along with all frequently touched surfaces;<br>• Resources that are shared between classes or bubbles, such as sports, art and science equipment are cleaned frequently and meticulously between bubbles;<br>• Resources that are shared between classes or bubbles, such as sports, art and science equipment are rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles; PE has been organised into specific sports for each class, they will maintain and use their own equipment<br>• Pupils are only allowed to bring essentials into school each day including school bag, lunch boxes, hats, coats, books<br>• Pupils and teachers are permitted to take books and other shared resources home that contribute to the pupil's education and development. Unnecessary sharing including the sharing of items that do not contribute to a pupil's education or development is not permitted;<br>• Shared resources are cleaned frequently and meticulously and before being shared and taken home or;<br>• Shared resources are rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) before being shared and taken home;<br>• Waste bins are emptied at least daily or more often as necessary and the contents disposed of safely;<br>• School follows the procedures set out in the Government guidance Cleaning in Non-Health Care Settings following a confirmed or suspected case of COVID-19 on site;<br>• Contaminated or suspected contaminated waste will be double bagged, labelled and stored for 72 hours before being disposed of with general waste; |

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| | | | • 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;<br>• Waste cleaning materials are disposed of in the usual way unless it is confirmed or suspected that they are contaminated as a result of a member of staff or pupil displaying symptoms;<br>• Staff have been instructed to store personal items and clothing in areas not widely accessible during the working day e.g. in lockers. |
| Transmission of Covid-19 through airborne particles due to interaction with a large number of other pupils | Staff, pupils, visitors, contractors, household members | Potential spread of infectious disease | • The school has applied the Government's principles of keeping groups separate (bubbles), keeping bubble sizes as small as is reasonably practicable and maintaining social distancing based on the age and ability of the pupils and the feasibility of measures when offering a broad curriculum;<br>• Pupils have been placed in 'phase bubbles' and interaction between other classes minimised as far as is reasonably practicable;<br>• Children in early years settings are kept in small groups as far as possible;<br>• Staff members in early years settings stay within a single group (bubble) on a day to basis as far as possible;<br>• Classrooms are not shared with other phase bubbles;<br>• Measures have been put in place to limit interaction, between groups (bubbles) as much as possible;<br>• Start and finish times are rolling to keep groups apart as they arrive and leave school;<br>• Children in different groups are encouraged not to play together/socialise 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;<br>• Classroom selection and timetabling have been carefully managed to reduce movement around the building and to prevent mixing of different groups of pupils;<br>• Where possible rooms are accessed directly from outside; |

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| | | | • Pupils in different groups are encouraged not to mix together at break times and groups are supervised and kept apart as far as possible;<br>• Lunch breaks are staggered allowing for time for cleaning of surfaces in dining areas between groups;<br>• Different groups in the dining area will be kept apart as much as possible; each class group has a dedicated area and is looked after by dedicated staff. Groups do not move around and are kept apart as much as is practical<br>• As far as practicable groups will be kept apart with only brief transitory contact where this is unavoidable;<br>• Phase assemblies may take place<br>• Pupils are kept in consistent groups during P.E and outdoor sports are prioritised where possible;<br>• When indoor sport is unavoidable a large indoor space is used maximising distancing between pupils and scrupulous attention is given to cleaning and hygiene; |
| Transmission of Covid-19 through airborne particles due to close proximity to others | | | • Staff to maintain a 2 metre distance from each other at all times wherever possible;<br>• Primary school staff maintain a 2 metre distance from pupils as far as is reasonable and when circumstances allow;<br>• Primary school staff avoid close face to face contact and minimise time spent within 1 metre distance of anyone; all staff meetings and briefings will be conducted online while restrictions remain in place<br>• Staff that work with more than one group or individuals from different bubbles must wear appropriate PPE – face visors<br>• All staff and pupils are expected to adhere to the current social distancing guidelines as far as is reasonably practicable;<br>• Where space allows, pupils who are old enough are supported to maintain a distance from each other and are encouraged not to touch staff and their peers where possible; |

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| | | | • Classrooms have been adapted to support social distancing where possible including;<br>– Pupils assigned seating for specific lessons<br>– moving unnecessary furniture out of classrooms to make more space;<br>• Where practical desks have been assigned to individuals or to the smallest number of pupils possible. Where desk sharing cannot be avoided desks are wiped down between changes of pupils;<br>• As much as possible, fresh air is increased within buildings by opening windows and doors frequently to encourage ventilation, taking account of any potential security or fire safety issues;<br>• Where mechanical ventilation is present, re-circulatory systems have been adjusted to full fresh air. Where this is not possible mechanical ventilation will be switched off<br>• Staff may choose to wear face coverings within their classroom/class bubble - this remains a personal choice |
| 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 | • Singing, and playing wind and brass instruments will not take place in larger groups such as school choirs and ensembles, or school assemblies;<br>• A 2 metre social distance will be maintained and pupils will be positioned side by side;<br>• Instruments will not be shared where at all possible, where this is not possible frequent cleaning of instruments between use will take place;<br>• When practical, singing and wind/brass instruments will be played outside. If this is not possible windows will be opened to encourage good ventilation. |
| Transmission of Covid-19 staff work areas | Staff, pupils, visitors, contractors, household members | Potential spread of infectious disease | • Where practical and the role allows, staff are supported to work from home; teaching staff can take PPA time at home.<br>• The occupancy of the school office and PPA rooms is restricted to ensure social distancing rules can be observed;<br>• The school office layout has been rearranged to facilitate side by side working rather than face to face; |

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| | | | • Dividing screens have been placed in-between work areas where necessary;<br>• Shared work areas are avoided. Where this is not possible work areas are thoroughly sanitised before and after use by different people;<br>• Sanitising wipes are available to enable shared desks and equipment to be cleaned before and after use, staff are reminded of this requirement regularly;<br>• Measures have been put in place to protect office staff when dealing with contractors, parents and visitors. |
| Transmission of Covid-19 staff rest areas | Staff, pupils, visitors, contractors, household members | Potential spread of infectious disease | • 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 if available;<br>• The number of staff allowed in the staff room at any one time is restricted to enable social distancing to be maintained;<br>• Staff room furniture has been reconfigured to maintain social distancing and reduce face to face contact.<br>• Signage and floor markings support staff to maintain 2 metre distance;<br>• Staff are encouraged to bring their own food to work or use the school kitchen.. |
| Transmission of Covid-19 through airborne particles due to face-face meetings | Staff, pupils, visitors, contractors, household members | Potential spread of infectious disease | • Meetings to be held via remote working tools wherever possible;<br>• 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;<br>• Hand sanitiser is provided in designated meeting rooms where handwashing facilities are not immediately available;<br>• Disinfectant wipes are available in designated meeting rooms to enable staff to wipe down shared equipment before and after use;<br>• Meetings are held outdoors or in a well-ventilated designated rooms; |
| Manual Handling | Staff | Musculoskeletal injuries | • A dynamic risk assessment is carried out when moving furniture & resources which takes into account; |

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| | | | – the task being undertaken;<br>– the capabilities of individual carrying out the task;<br>– the load being lifted or moved;<br>– the surroundings (environment) and;<br>– consideration of social distancing in 2 person manual handling activities/lifts. |
| Need for Personal Protective Equipment (PPE) | Staff, pupils, visitors, contractors, household members | Potential spread of infectious disease | • Staff are aware of the need to use the appropriate PPE when completing specific tasks e.g. cleaning or supporting an individual with coronavirus symptoms;<br>• PPE is sourced through normal school procurement routes;<br>• 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;<br>• When caring for someone with symptoms of COVID-19 a face mask should be worn if a distance of 2 metres cannot be maintained and if contact is necessary, gloves, an apron and a face mask should be worn.<br>• If a risk assessment determines that there is a risk of splashing to the eyes, e.g. from coughing, spitting, or vomiting, eye protection will also be worn by the supervising adult.<br>• Staff and pupils are instructed on the need to wear a face covering by law on public transport and have been given guidance on wearing and making face coverings;<br>• Staff are provided with information and instruction on the use and disposal of PPE including face masks;<br>• Staff that work with more than one group or individuals from different bubbles must wear appropriate PPE – face visors<br>• Further guidance is available on safe working in education, childcare and children's social care . |
| Dealing with emergency situations including | All building occupants | Untreated injuries, | • In an emergency, e.g. an accident or fire, people do not have to stay 2m apart if it would be unsafe but should do so where this is possible; |

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| accidents, security and evacuation during the COVID-19 pandemic | | potential spread of infectious disease | • First Aiders are aware of and follow the Government guidance for first responders;<br>• The First Aid Needs Assessment has been reviewed and amended to take account of current occupancy, numbers of first aiders required and additional PPE needed during the COVID-19 pandemic including provision of disposal gloves, disposal plastic aprons, fluid repellent surgical face masks and visors as required;<br>• Pupils who require first aid will continue to receive care in the same way; No additional PPE is needed because of COVID-19 for any pupil who does not have symptoms;<br>• When administering first aid to an adult a face mask should be worn if a distance of 2 metres cannot be maintained. If direct contact is necessary, gloves, an apron and a face mask should be worn;<br>• If a risk assessment determines that there is a risk of splashing to the eyes, e.g. from coughing or vomiting, eye protection will also be worn by the first aider;<br>• Staff involved in the provision of assistance to others in an emergency including first aid are instructed to pay particular attention to sanitation measures immediately afterwards including washing hands for 20 seconds under warm, running water or using hand sanitiser; |
| Reduced premises inspections, tests, servicing and maintenance | All building occupants | Accidents or incidents resulting from poorly maintained premises & plant | • Premises management inspections, testing and servicing of plant, equipment, etc. have been brought up to date for all parts of the building from September 2020 onwards;<br>• Records of all testing and checks are stored and available to all interested parties. |
| Transmission of Covid-19 through airborne particles from customers, visitors and contractors accessing the building | Staff, pupils, visitors, contractors, household members | Potential spread of infectious disease | • Visitors to site including contractors, parents and visitors are limited to essential persons only and wherever possible by appointment only;<br>• Supply teachers, peripatetic teachers and/or other temporary staff are permitted and can move between schools;<br>• They will be instructed to ensure they minimise contact and maintain as much distance as possible from other staff. |

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| | | | • Specialists, therapists, clinicians and other support staff for pupils with SEND will provide interventions as usual within appropriate break out areas;<br>• 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;<br>• Visitor/Contractor site rules & procedures have been revised to include additional controls to mitigate the risk of transmission of COVID-19;<br>• Reception staff responsibilities have been established in relation to COVID-19 and the communication of procedures required by contractors and visitors to site;<br>• Office staff are aware of and explain additional hygiene and social distancing rules required by contractors and visitors on arrival;<br>• A procedure is in place to sanitise touchscreen sign-in systems each time they are used;<br>• Contractors must obtain permission before attending site;<br>• When necessary, contractors to familiarise themselves with the asbestos survey for the building prior to works commencing – this can be downloaded from the PAM system. Alternatively, the executive summary to be provided as a laminate which must be wiped clean with disinfectant wipes after use;<br>• Contractors will wear appropriate PPE as determined by their employer, however they may be asked to wear additional PPE (provided by the school) upon arrival e.g. gloves, mask, coveralls, shoe covers, etc. where this is considered necessary. Contractors will comply with any additional PPE or hygiene requirements made by the school prior to entry;<br>• Contractors will be asked to keep the time spent on site to a minimum and will make all efforts to only attend site to carry out work during periods of reduced occupation;<br>• 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; |

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| | | | • The number of site deliveries has been reduced where possible;<br>• A procedure is in place to wipe down deliveries with sanitiser on entering the school premises where possible;<br>• Staff handling deliveries will observe good hand hygiene, washing hands using warm, running water and soap for a minimum of 20 seconds or using hand sanitiser after handling new deliveries that have not been sanitised. |
| Stress and Anxiety | Staff | Increased levels of stress/anxiety and lower than normal levels of wellbeing | • Senior personnel monitor working arrangements and offer support and advice where necessary;<br>• Staff are able to contact colleagues or managers for advice and support, or just for reassurance, during the normal working day;<br>• A process is available for individuals to report concerns over breaches of school safe working policy/guidelines so that intervention can occur;<br>• Where a member of staff returning to the workplace has raised concerns about their safety or wellbeing due to the risk of COVID-19, where necessary their line manager will complete a risk assessment addressing COVID-19 concerns for an employee to help identify key concerns and any further adjustments required to support them at work;<br>• Staff are made aware of sources of information that will assist staff wellbeing such as:<br>○ Employee Wellbeing<br>○ MIND web site<br>○ H&S COVID-19 web page<br>• The Department for Education is providing additional support for both pupil and staff wellbeing in the current situation. Information about the extra mental health support for pupils and teachers is available;<br>• The Education Support Partnership provides a free helpline for school staff and targeted support for mental health and wellbeing. |

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 ……Charles Saer Community Primary School…

Signed: Carolyn Wilson Name: Carolyn Wilson Risk Assessor: Michael Lees

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