

SCHOOL RISK ASSESSMENT – COVID-19

NOTE: Due to the constantly changing situation this general risk assessment MUST be amended to reflect each school's specific controls on an ongoing basis, including the impact of any local lockdown measures in line with the [Government's contain framework](#).



PART A. ASSESSMENT DETAILS:

Area/task/activity: Full School opening arrangements during COVID-19 restrictions

Location of activity: Lomeshaye Junior School

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| Team/School name: Address & Contact details: | Lomeshaye Junior School | Name of Person(s) undertaking Assessment: | A Spokes, Mr L Cooper, Mrs M Foote/ |
| | | Signature(s): | |
| Line Manager/ Headteacher (Name/Title): | Mrs A Spokes | Date of Assessment: | 16/12/2020 |
| Signature: | | Planned Review Date: | Continual assessment – update as required |
| How communicated to staff: | TA and Teacher meeting w/ 14/12/2020 | Date communicated to staff: | 16 th December 2020 |

PART B. HAZARD IDENTIFICATION AND CONTROL MEASURES:

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| Changes to official COVID-19 guidance and advice | Staff, 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, HS&Q and HR; <ul style="list-style-type: none"> ○ Coronavirus (Covid-19): guidance for schools and other educational settings ○ LCC Schools HR guidance |

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| | | | <ul style="list-style-type: none"> ○ LCC Health & Safety COVID-19 web page ● Headteacher or other senior person keeps up to date with official COVID-19 Guidance and informs employees/school arrangements as required. |
| <p>Vulnerable & extremely vulnerable staff or pupils with pre-existing health conditions</p> | <p>Staff, pupils, household members</p> | <p>Becoming seriously ill from the effects of coronavirus, potential to be life threatening</p> | <ul style="list-style-type: none"> ● Staff who are identified as clinically extremely vulnerable are advised to follow current government guidance; ● There are currently 4 members of staff identified as clinically extremely vulnerable and the appropriate people are aware. This will be updated as necessary if changes in circumstances arise. ● Risk Assessments are in place for clinically extremely vulnerable members of staff. ● The government will write to people who are clinically extremely vulnerable if due to an increased local risk of COVID-19 they are advised to shield; ● 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; ● There are 4 pupils that have been identified as being extremely vulnerable and appropriate people are aware and measures are in place ● 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 |

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| | | | <p>school, carrying out an individual risk assessment as necessary;</p> <ul style="list-style-type: none"> • School applies the measures set out in the government Guidance for full opening: schools as far as is reasonably practicable to reduce the risk to all staff including those who are extremely clinically vulnerable and clinically vulnerable; • Staff members who are in the clinically vulnerable categories are reminded to take particular care; • 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 that individual and identify ways to reduce these risk to an acceptable level including where possible the need for any reasonable adjustments such as temporarily working from home or temporary deployment to a role where it is possible to maintain social distancing. This will be done in consultation 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. As per 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; • People who live with those who are clinically extremely vulnerable or clinically vulnerable attend the workplace as normal; • 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 |

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| | | | <p>reduce them to an acceptable level;</p> <ul style="list-style-type: none"> • People who live with those who have comparatively increased risk from coronavirus (COVID-19) attend the workplace as normal; • (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 | <ul style="list-style-type: none"> • Staff, parents/carers and pupils are made aware of the virus symptoms; • Staff, other adults and pupils are instructed not to come into school if they or members of their household have coronavirus (COVID-19) symptoms, or have tested positive in at least the last 10 days in-line with the guidance for households with possible coronavirus infection; • Staff, other adults or pupils showing COVID-19 symptoms are sent home and advised to self-isolate for 10 days and instructed to arrange a test to see if they have COVID-19; • Staff and parents are advised that other members of their household (including any siblings) must self-isolate for 10 days from date of onset of symptoms (Day 0); • Staff, parents/carers and pupils are required to provide the school with details of anyone they or their child have been in close contact with if they test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace; • 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; • If someone with symptoms tests negative and have not been told by the Test & Trace Team to self-isolate, if they feel well and have been without |

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| | | | <p>a fever for 48 hours they can stop self-isolating.</p> <ul style="list-style-type: none"> • 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, the symptomatic person subsequently tests positive or are advised to do so by NHS Test and Trace, the School or Local Health Protection Team; • 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; • Ideally, a window will be opened in the room for increased ventilation; All windows to be left open when the room is unoccupied but closed at the end of each day. • 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 toilet while waiting to go home, they will use a separate toilet if possible. The toilet will then be cleaned and disinfected before being used by anyone else; • The area around the person with symptoms will be cleaned and disinfected using disposable cloths or paper towels and disposable mop heads. 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 |

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| | | | <p><u>guidance</u>;</p> <ul style="list-style-type: none"> • The first contact with the person displaying symptoms must be the one responsible for cleaning down the designated areas affected by the patient (disabled toilet – old building); • 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; • 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 | <ul style="list-style-type: none"> • 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 day if they are asymptomatic, and will only be allowed to return to school when they have been without a fever for at least 48 hours. • They can return to school after 10 days even if they still have a cough or loss of sense of smell/taste as these symptoms can last for several weeks after the infection has gone; • They will be advised that other members of their household must continue self-isolating for the full 14 days • Where the staff member or pupil has been in school during the infectious period for COVID-19 i.e. 48 hours before the onset of their symptoms, the school will undertake a rapid risk assessment to identify the bubble to which the pupil or staff member is allocated and/or any other staff or pupils who have been in close contact with them during the 48 hours prior to the |

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| | | | <p>onset of their symptoms; if the staff member / pupil has not been in school the 48 hours before the onset of their symptoms 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 14 days since they were last in close contact with that person when they were infectious. Close contact means: <ul style="list-style-type: none"> ○ 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); ○ proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual; ○ travelling in a small vehicle, i.e. a car, with an infected person; • 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; • 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; • A personalised school letter will be sent home instructing parents on the most current isolation guidelines; • All cases of Covid-19 are recorded on the school database and checked each morning by appropriate members of staff; • Household members of those contacts who are sent home do not need to |

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| | | | <p>self-isolate themselves unless the pupil or staff member who is self-isolating subsequently develops symptoms;</p> <ul style="list-style-type: none"> • If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they are instructed to follow the 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' and instructed to get a test; • If the test is negative they are instructed to remain in isolation for the remainder of the 14-day isolation period as they could still develop the coronavirus (COVID-19) within the remaining days; • If the test result is positive, they are instructed to inform school immediately, and must isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period); • They are advised that their household should self-isolate for at least 14 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 their 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. |
| Outbreak of Covid-19 within school | Staff, pupils, visitors, contractors, household members | Spread of infectious disease | <ul style="list-style-type: none"> • The school will work closely with the local health protection team if there are FIVE 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; • School is aware that in consultation with the local Director of Public |

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| | | | 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 | <ul style="list-style-type: none"> • 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; • 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; • Senior personnel, are available to offer support and advice and to monitor the current working arrangements on a daily basis; • 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; • Signage, posters and other instructions are displayed to support implementation of COVID secure measures; • 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 Pupils stranded or missing | <ul style="list-style-type: none"> • Strategies have been implemented to reduce the use of public transport by pupils to get to and from school particularly at peak times including; <ul style="list-style-type: none"> ○ Introducing staggered start and finish times to enable travel to take place out of peak times; ○ Staff and pupils are encouraged to walk or cycle to school where |


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| | | | <p>possible;</p> <ul style="list-style-type: none"> ○ Facilities are in place to store bikes securely. This will be continually monitored to ensure sufficient facilities are in place to meet demand; ● Where this is not possible, use of private transport is recommended; ● If public transport has to be used, staff, parents and pupils are advised to follow social distancing rules and to wear a face covering when on public transport; ● 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 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 follow sanitising and social distancing guidelines and wear a face covering; ● 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; ● Drop off time can be anywhere between 8:30 -9am; ● Staggered collection times are in place for each year group Y3-3:05pm, Y4-3:10pm, Y5-3:15pm, Y6-3:20pm; ● Parents have been advised that only one parent should accompany their child to the school entrance; ● From Jan 2021 regular reminders via text message and the school newsletter will be sent to enforce the above; ● arrangements have been made for 2m markings to be sprayed around the |

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| | | | <p>three designated entrance points to encourage social distancing</p> <ul style="list-style-type: none"> • Those removing face coverings are required to wash or sanitise their hands immediately after removing it; • A covered bin is in place for non-reusable face coverings on arrival at the school grounds; • The contents of the bin will be disposed of as normal domestic waste unless the wearer has symptoms of Covid-19 in which case it will be disposed of in line with the guidance on cleaning for non-healthcare settings; • All staff and pupils sanitise their hands on arrival at school; • Hand sanitising stations are located outside every classroom; |
| 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/sanitize hands 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 |

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| | | | <p>particularly with unwashed hands;</p> <ul style="list-style-type: none"> 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); The Catch it, Bin it, Kill it guidance is promoted through signage throughout school;  <ul style="list-style-type: none"> 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 catch it, bin it, kill it guidance; 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 | <ul style="list-style-type: none"> an enhanced cleaning schedule is in place and individual staff (office) are responsible for ensuring that their designated areas are cleaned appropriately and regularly" |

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| | | | <ul style="list-style-type: none"> • An enhanced cleaning schedule is followed which includes; <ul style="list-style-type: none"> ○ More frequent cleaning of rooms/shared areas that are used by different groups e.g. ICT suite, Library, Sports Hall; ○ 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 toilet facilities; ○ thorough cleaning of all occupied areas at the end of the day; • When cleaning, the usual products i.e. detergents and anti bacterial disinfectants will be used as these are effective at getting rid of the virus on surfaces; • 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 etc; • COSHH risk assessments are in place and followed for cleaning products and have been shared with staff as necessary; • A documented cleaning checklist is in place to ensure the enhanced cleaning schedule is followed and maintained; • Soft toys and toys and furnishings that are otherwise hard to clean are either not in use or have been removed; • Teaching Assistants are reminded about the use of soft furnishings via regular meetings; • For individual and very frequently used equipment, such as pencils and |

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| | | | <p>pens, staff and pupils are instructed to have their own items that are not shared;</p> <ul style="list-style-type: none"> • Classroom based resources, such as books and games are used and shared within the bubble; these are cleaned regularly, along with all frequently touched surfaces; • Resources that are shared between classes or bubbles, such as sports, art and science equipment are 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; • Reading books are sent home on a Thursday and returned to school on a Monday then quarantined for 48 hours before being returned to the shelf. • Pupils are only allowed to bring essentials into school each day including school bag, lunch boxes, hats, coats, books and stationery; • 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; • 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; • Classrooms that are empty during staff PPA are prioritised by LCC cleaning staff at the start of their shift; • Cleaning staff can find a list of empty PPA rooms on the staff notice board; • Outdoor play equipment has been distributed for use within class bubbles; • Outdoor adventure equipment is currently out of use (still being |

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| | | | <p>maintained by the site supervisor);</p> <ul style="list-style-type: none"> • Waste bins are emptied daily and the contents disposed of safely; • 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; • Staff have been emailed the above cleaning guidance; • Contaminated or suspected contaminated waste will be double bagged, labelled and stored for 72 hours before being disposed of with general waste in the bin store; • 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; • Staff have been instructed to store personal items and clothing in areas not widely accessible during the working day e.g. in lockers. • Internal doors will be kept open to avoid multiple touch points and increase the flow of ventilation; • Unoccupied room to have windows open but doors to remain closed; |
| Transmission of Covid-19 through airborne particles due to interaction with a large number of other pupils | Staff, pupils, visitors, contractors, household members | Potential spread of infectious disease | <ul style="list-style-type: none"> • 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; • Pupils have been placed in 'class bubbles' and interaction between other classes minimised as far as is reasonably practicable; • Pupils have been placed in 'class bubbles' for all subjects but are mixed in |

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| | | | <p>Y3 and Y6 SEN groups. Interaction between other years groups is minimised as far as is reasonably practicable;</p> <ul style="list-style-type: none"> • Classrooms are not shared with other class groups; • Measures have been put in place to limit interaction, between groups (bubbles) as much as possible; • Start and finish times are staggered to keep groups apart as they arrive and leave school; • Children can arrive any time between 8:30-9:00am; • Staggered finish times are in place for different year groups Y3-3:05pm, Y4-3:10pm, Y5 -3:15pm, Y6-3:20pm; • Breaks times and access are staggered to ensure that corridors or circulation routes have a limited number of pupils using them at any time and to reduce mixing between groups; • Children in different groups are encouraged not to play together/socialise at break times. Breaks are staggered to restrict the number of children playing at one time and groups are supervised and kept apart as far as possible; • The yard is separated into segregated areas and on a rota system. • All staff are to wear a face covering on the yard during break times and lunch times. • Classroom selection and timetabling have been carefully managed to reduce movement around the building and to prevent mixing of different groups of pupils; • Where possible rooms are accessed directly from outside; |

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| | | | <ul style="list-style-type: none"> • A marked walkway along corridors is in operation; • As far as practicable groups will be kept apart with only brief transitory contact where this is unavoidable; • Large gatherings such as assemblies or collective worship with more than one group is prohibited. • Monday news assemblies and Friday celebration assemblies to be completed in class bubbles within the classroom; |
| 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 listed on the <u>return to recreational team sport framework</u> will be played. Competition between different schools will not take place, in line with the wider restrictions on grassroots sport; • Pupils are kept in consistent groups during P.E and outdoor sports are prioritised where possible; • When indoor sport is unavoidable a large indoor space is used maximising 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 <u>indoor & outdoor P.E</u> taking into account specific <u>guidance on physical education</u>; |
| Transmission of Covid-19 through airborne particles due to close proximity to others | Staff, pupils, visitors, contractors, household members | Potential spread of infectious disease | <ul style="list-style-type: none"> • Staff to maintain a 2 metre distance from each other at all times; • Staff maintain a 2 metre distance from pupils as far as is reasonable and when circumstances allow; |

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| | | | <ul style="list-style-type: none"> • Staff avoid close face to face contact and minimise time spent within 1 metre distance of anyone; • Staff to wear a face covering in communal areas where a minimum distance of 1 metre from others cannot be guaranteed for example when moving along corridors. • In light of the mitigating measures the school is taking e.g. setting up of class bubbles, face coverings will not be required to be worn in classrooms due to the negative impact they can have on learning, teaching and communication; • A small contingency supply of disposable face coverings will be available for instances where staff or visitors have forgotten to bring one of theirs has become soiled during the course of the day; • All staff and pupils are expected to adhere to the current social distancing guidelines as far as is reasonably practicable; • 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; • Classrooms have been adapted to support social distancing where possible including; • moving unnecessary furniture out of classrooms to make more space; • Where desk sharing cannot be avoided desks are wiped down between changes of pupils; • During desk changeovers, all surfaces are disinfected with wipes/spray; • As much as possible, fresh air is increased throughout school by opening windows and doors frequently to encourage ventilation, taking account of |

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| | | | <p>any potential security or fire safety issues;</p> <ul style="list-style-type: none"> Where mechanical ventilation is present, re-circulatory systems have been adjusted to full fresh air. Where this is not possible mechanical ventilation systems have been switched off; School air conditioning has been turned off in the ICT suite but can be used if on full fresh air setting and not on re-circulatory; <i>For more information please see guidance note from health and safety and design and construction on Use of Ventilation and Air Conditioning during the coronavirus outbreak;</i> |
| 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 | <p>Activities are currently suspended until further notice but the following will apply when resumed:</p> <ul style="list-style-type: none"> Specialist curriculum risk assessments will be put in place for music dance and drama, taking into account specific government guidance on the performing arts and COVID-19, and guidance on the <u>suggested principles of safer singing</u>; Singing, and playing wind and brass instruments will not take place in larger groups such as school choirs and ensembles, or school assemblies unless significant space, natural airflow (at least 10l/s/person for all present, including audiences) and strict social distancing and other mitigating factors are maintained; Particular care will be 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 will only take place in larger well-ventilated spaces, or outdoors whilst maintaining a distance of at least 2 metres apart in all |

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| | | | <p>direction.</p> <ul style="list-style-type: none"> • Pupils will be positioned back-to-back or side-to-side when playing or singing (rather than face-to-face) whenever possible. Wind and brass players will be positioned so that the air from their instrument does not blow into another player; • Performance or rehearsal is for limited periods of time; • Background or accompanying music will be reduced to a level so that teachers or other performers do not have to raise their voices unduly. • Singing will be at a reduced level of loudness, using microphones for amplification if available; • If microphones are shared guidance on handling equipment will be followed; • Instruments will not be shared where at all possible, where this is not possible frequent cleaning of instruments between use will take place; • <i>Further detailed guidance is available on working safely during coronavirus (Covid-19): performing arts</i> |
| Transmission of Covid-19 staff work areas | Staff, pupils, visitors, contractors | Potential spread of infectious disease | <ul style="list-style-type: none"> • Where practical and the role allows, staff are supported to work from home; • The occupancy of the school office and PPA rooms is restricted to ensure social distancing rules can be observed; • The number of people occupying specific rooms at any one time is limited; • Staff office is limited to 3 people at any one time; • Repro room is limited to 1 person at any one time; • Main office is limited to 4 at any one time or 5 for a period of less than 15 |

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| | | | <p>minutes;</p> <ul style="list-style-type: none"> • Staff room is limited to a maximum of 7 people at any one time; • SLT office for periods of more than 15 minutes is limited to 2 people at the desk and 1 at the computer; • SLT office for periods of less than 15 minutes is limited to 3 people at the desk and 1 at the computer; • The school office layout is arranged to allow separate work areas; • Dividing screens have been placed in-between work areas where necessary e.g. main office, library; • Shared work areas are avoided. Where this is not possible work areas are thoroughly sanitised before and after use by different people; • Sanitising wipes are available to enable shared desks and equipment in PPA and SLT rooms to be cleaned before and after use, staff are reminded of this requirement regularly through staff meetings; • Measures have been put in place to protect office staff when dealing with contractors, parents and visitors. Perspex screens already exist in open reception areas. |
| Transmission of Covid-19 staff rest areas | Staff | Potential spread of infectious disease | <ul style="list-style-type: none"> • 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 e.g. the sports hall can be used; • The number of staff allowed in the staff room at any one time is restricted to a maximum of 7 people to enable social distancing to be maintained; • Staff room furniture has been reconfigured to maintain social distancing and reduce face to face contact. |

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| | | | <ul style="list-style-type: none"> • Staff are encouraged to wipe down the seating area after each use; • No communal food to be shared in the staff room. • Signage and floor markings support staff to maintain 2 metre distance; • Staff are encouraged to bring their own food to work. • When purchasing food off site, staff are encouraged to take the necessary precautions to prevent possible transmission of the COVID-19 virus through contact with other people and/or contaminated surfaces e.g. sanitisation of hands and purchased items, face coverings and maintaining a 2 metre distance from others; • Bins are emptied daily; |
| 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 to be held via remote working tools wherever possible; • All staff have been added to Microsoft Teams; • Staff meetings, SLT and PPA meetings are held via Zoom or Teams; • 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; • Meetings are held in a well ventilated rooms where disinfectant spray/wipes are available for before and after use; |
| Manual Handling | Staff | Musculoskeletal injuries | <ul style="list-style-type: none"> • A dynamic risk assessment is carried out when moving furniture & resources which takes into account; <ul style="list-style-type: none"> ○ the task being undertaken; ○ the capabilities of individual carrying out the task; ○ the load being lifted or moved; |

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| | | | <ul style="list-style-type: none"> ○ the surroundings (environment) and; ○ consideration of social distancing in 2 person manual handling activities/lifts. |
| Need for Personal Protective Equipment (PPE) | Staff, pupils, visitors, contractors, household members | Potential spread of infectious disease | <ul style="list-style-type: none"> ● 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; ● PPE is sourced through normal school procurement routes; ● Each class bubble to be provided with emergency PPE bum bag containing disposable apron, disposable gloves, disposable and hand sanitiser; ● 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; ● Disposable gloves are to be changed by the cleaning staff between bubbles; ● 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. ● 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. ● Staff are provided with information and instruction on the use and disposal of PPE including face masks; ● Further guidance is available on safe working in education, childcare and children’s social care; |

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|--|-----------------------------------|---|--|
| <p>Dealing with emergency situations including accidents, security and evacuation during the COVID-19 pandemic</p> | <p>All building occupants</p> | <p>Untreated injuries, potential spread of infectious disease</p> | <ul style="list-style-type: none"> • 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; • First Aiders are aware of and follow the Government guidance for first responders; • First Aiders are refreshed about the Government Guidance for first responders in regular meetings; • 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; • Pupils who require first aid will continue to receive care in the same way; Additional PPE is required because of the possibility of spread of COVID-19; • When administering first aid to a pupil, the staff member will wear a face mask and disposable gloves; • When administering a pupil with symptoms of Covid-19, the staff member will wear a face mask, disposable gloves, disposable apron and eye protection if necessary; • 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; • 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; • Staff involved in the provision of assistance to others in an emergency |

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| | | | <p>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;</p> <ul style="list-style-type: none"> All First Aid for staff is currently up to date and will be reviewed at various intervals for the relevant staff; 5 staff in October 2021, 11 staff in October 2023, 1 member of staff in July 2021 and November 2022; There are 18 staff with a First Aid at Work certificate; Further guidance on first aid is available on Health & Safety Executive website; |
| Reduced premises inspections, tests, servicing and maintenance | All building occupants | Accidents or incidents resulting from poorly maintained premises & plant | <ul style="list-style-type: none"> 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 are all up to date apart from PAT testing (LC to liaise with EW for availability during restrictions); Records of all testing and checks are stored in the main office and site manager's office and are available to all interested parties; |
| Transmission of Covid-19 through airborne particles from visitors and contractors accessing the building | Staff, pupils, visitors, contractors | Potential spread of infectious disease | <ul style="list-style-type: none"> Visitors to site including contractors, parents and visitors is restricted to essential persons only and wherever possible by appointment only; Where visits can happen outside of school hours, they will; Supply teachers and/or other temporary staff are permitted and can move between schools; To minimise the number of different temporary staff entering the school premises, wherever possible the school will use longer assignments with supply teachers and agree a minimum number of hours across the academic year. This will apply to supply teachers; They will be instructed to ensure they minimise contact and maintain as |

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| | | | <p>much distance as possible from other staff;</p> <ul style="list-style-type: none"> • Specialists, therapists, clinicians and other support staff for pupils with SEND will provide interventions as usual; • All visitors will follow the Government's guidance and the school's strict hygiene and social distancing rules e.g. sanitisation upon entry; • Visitor/Contractor 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 explain additional hygiene and social distancing rules required by contractors and visitors on arrival; • Office staff to instruct visitors to wear a face mask through intercom system upon arrival; • Visitors to sanitise before and after use of the inventory system; • A record will be kept of all visitors with sufficient detail to support rapid contact tracing if required by NHS Test and Trace; • A procedure is in place for all individuals to sanitise their hands before and after using the touchscreen sign-in system; • Contractors must obtain permission before attending site; • 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; (Contractors briefed upon arrival from Site Manager of |

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| | | | <p>areas concerning Asbestos)</p> <ul style="list-style-type: none"> 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, etc. where this is considered necessary. Contractors will comply with any additional PPE or hygiene requirements made by the school prior to entry; 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; 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 sanitiser on entering the school premises where possible. Spray with dettol/V1; Staff handling deliveries will observe good hand hygiene, washing hands using warm, running water and soap for a minimum of 20 seconds or using hand sanitiser after handling new deliveries that have not been sanitised. |
| Homeworking with DSE | Staff and members of their household | Development or worsening of existing musculoskeletal injuries or health conditions | <ul style="list-style-type: none"> Homeworking will usually involve the use of Display Screen Equipment (DSE) in the form of mobile laptops, tablets, phones, etc.; Staff working from home have undertaken DSE e-learning and are aware of how to set-up their workstation and equipment at home so as not to cause additional health risks; Staff have access to H&S information and support to assist homeworking |

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| | | | <p>arrangements such as:</p> <ul style="list-style-type: none"> • 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.safety@lancashire.gov.uk ; • In circumstances where staff are homeworking for more than one month at a time, a Homeworker Checklist & Risk Assessment (see link to above web page) will be completed to identify any issues or concerns. The finding will be discussed with the line manager at school and further action taken where necessary. |
| Stress and Anxiety | Staff | Increased levels of stress/anxiety and lower than normal levels of wellbeing | <ul style="list-style-type: none"> • Senior personnel monitor working arrangements and offer support and advice where necessary; • Staff are able to contact colleagues or managers for advice and support, or just for reassurance, during the normal working day; • School has a Mental Health at work practitioner to support staff with any concerns relating to Health and Well-being; • 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 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; • There are currently 5 members of staff who have an individual risk assessment in place; • Staff are made aware of sources of information that will assist staff |

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| | | | wellbeing such as: <ul style="list-style-type: none"> ▪ Employee Wellbeing ▪ MIND web site ▪ H&S COVID-19 web page <ul style="list-style-type: none"> • 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; • 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 Lomeshaye Junior School.

Signed:

Name: Mrs A Spokes

Risk Assessor:

| 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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