

RISK ASSESSMENT FORM



PART A. ASSESSMENT DETAILS:

Area/task/activity: School opening arrangements during COVID-19 restrictions for SEPTEMBER 2020

Location of activity: Moorside Community Primary Academy

Team/School name: Address & Contact details:	Moorside Community Primary Academy Back Lane Skelmersdale WN8-9EA	Name of person(s) undertaking assessment:	Richard Davis (Headteacher) Jane Lee (SBM)
		Signature(s):	Richard Davis Jane Lee
Line Manager/ Headteacher (Name/Title):	Richard Davis (Headteacher)	Date of assessment:	July 2020 Amended 3rd September 2020.
Signature:	Richard Davis	Planned review date:	At least weekly throughout the Autumn term.
How communicated to staff:	Email / Staff meeting / handbook	Date communicated to staff:	July 2020

PART B. HAZARD IDENTIFICATION AND CONTROL MEASURES:

List of significant hazards (something with the potential to cause harm)	Who might be harmed	Type of harm	Existing controls (actions already taken to control the risk - include procedure for the task/activity where these are specified)
Changes to official COVID19 guidance and advice	Employees, pupils, visitors, contractors, parents.	Potential spread of infectious disease	<ul style="list-style-type: none"> • School regularly refers to official advice from the DfE, PHE, H&S and HR; <ul style="list-style-type: none"> ○ COVID-19: guidance for education settings ○ COVID-19: maintaining educational provision ○ LCC Health & Safety COVID-19 web page ○ Guidance for full opening – schools (02/07/2020) • Headteacher/Senior person keeps up to date with official COVID-19 Guidance and informs employees/school arrangements as required;

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<p>Impact of staffing levels on H&S roles and responsibilities and arrangements</p>	<p>Employees, pupils, visitors, contractors, parents</p>	<p>Potential spread of infectious disease, stress, injury or harm from accidents/incidents</p>	<ul style="list-style-type: none"> • Employees at work, who are working together, have a discussion each morning to clarify key roles & responsibilities for the day, planned activities for pupils, essential employee tasks to be undertaken, etc. This will be socially distanced and led by each class teacher • Via normal whole staff communication methods, staff are made aware of: <ul style="list-style-type: none"> ○ who to report issues or concerns to ○ number of pupils, noting special needs, etc. ○ agreed times of pupil drop-off and collection ○ first aid provision e.g. named first aider or appointed person ○ fire arrangements ○ security/lock down arrangements ○ work tasks/activities to be undertaken that day ○ areas of the building that remain in use or have restricted use ○ any other relevant information • All employees have clear roles and responsibilities which are within their capabilities and are aware of how to raise any concerns; • Home testing kits (small in number) available to pupils/staff to take away if symptomatic. • SLT to have focus on mental health and workload of all staff and children.
<p>Spread of COVID-19 virus via germs on surfaces and furniture within the building</p>	<p>Employees, pupils, visitors, contractors, parents, members of the public</p>	<p>Potential spread of infectious disease</p>	<ul style="list-style-type: none"> • All employees, pupils and visitors are required to follow guidelines re washing hands for 20 seconds upon arrival on site and/or use the hand sanitiser at the point of entry; • All employees and pupils wash their hands more frequently, particularly before eating and drinking, applying first aid, before and after playtime and after using the toilet; • Posters are displayed on general hand hygiene; children to wash hands

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			<p>as they enter building, regularly throughout the day, after visiting toilets and before and after eating;</p> <ul style="list-style-type: none"> • Poster on cleaning and disinfection guidance is on display; • Pupils are reminded to avoid touching their faces with unwashed hands; • Everyone follows the Catch it, Bin it, Kill it guidance to catch coughs and sneezes in tissues and throw them in the bin immediately (hands to be washed immediately after disposal); • Tissues are readily available in the areas being used; • Pupils are reminded how to catch coughs and sneezes if a tissue is not readily available i.e. in the crook of the elbow rather than in the hands (Catch it, Bin it, Kill it); • Areas of the building that are in use are subject to frequent cleaning by employees and cleaning contractors. Staff to use standard detergent and bleach; • A deep clean will be carried out every Friday evening by the cleaning contractors in all areas identified as being used; as well as extra at dinner times; • Employees have been instructed on cleaning and sanitising requirements; • All key areas and surfaces are cleaned regularly during and after use; • Cleaning and disinfection of frequently touched objects and surfaces is carried out by employees e.g. door and window handles (although these will be kept open where appropriate), taps, desk/table tops, sports equipment, teaching & learning aids, computer equipment, etc.; • Good housekeeping is maintained at all times; • Limiting things coming into and out of school to only essential to learning items; these items still need to be cleaned; book bags, stationary, hats, lunch boxes and items children need to learn allowed in now. Resources can be shared between bubbles as long as they are wipe able and have been cleaned. 48 hours needed for wooden resources, 72 for plastics if

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			<p>not cleaned.</p> <ul style="list-style-type: none"> • Waste bins are emptied at least twice daily and the contents disposed of safely; • Employees having to clean bodily fluids are aware of and implement the controls outlined in the establishment's Cleaning of Bodily Fluids risk assessment; PPE MUST BE WORN WHEN CARRYING OUT THIS TASK / Intimate care. • A strict colour coding system is in place to reduce the risk of cross contamination; • PPE is provided for employees to wear during certain cleaning activities and must be worn as instructed during close contact with pupils e.g. gloves, aprons, etc.; • If necessary, the Headteacher will arrange for a deep clean to be carried out for whole site. • SLT will manage confirmed cases of COVID-19 amongst the local community and aim to contain any outbreak by following advice from local health protection team. • Children are to share toilet blocks, but toilets are to be cleaned regularly and children MUST follow hand washing protocols after each toilet visit. • Children allowed to mix in larger groups for specialist teaching (above the maximum double bubble). • Staff to avoid face to face contact and time spent within a 1m distance where possible. • Large gatherings restricted until further notice. • School will be provided with a number of testing kits. • Staggered starts/ends and timetable variations to avoid contacts still in place, as is the one-way system around school. • Staff and children encouraged to walk to and from school.

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			<ul style="list-style-type: none"> Uniform to return for September. Breakfast and After School Club to return in consistent groups if bubbles are not maintained. <p>Note: For instances where it is necessary for a deep clean to be carried out following a suspected case of COVID-19 virus on site a deeper clean will be required in accordance with the guidance COVID-19: cleaning in non-healthcare settings.</p>
Spread of COVID-19 virus via air borne particles	Employees, pupils, visitors, contractors, parents, members of the public	Potential spread of infectious disease	<ul style="list-style-type: none"> Guidance on most up-to-date social Distancing MUST be adhered to at all times; DfE COVID-19 guidance on implementing social distancing in educational settings is reviewed regularly; Employees are socially distancing themselves from each other and parents/carers at all times, and as much as possible from pupils; Staff to remain in their bubbles and reminded to reduce contact with staff from other bubbles. Staff keeping distance from children and each other. Staff can operate across different year groups in order to deliver the curriculum, but must maintain social distance. This also applies to BC/ASC. Small, consistent groups of up to 15 will be in operation in BC/ASC. Support staff can be deployed to cover other classes under the direction of a teacher, adhering to social distancing. Parents/carers will not enter the school unless absolutely necessary and, if they do need to enter the school, they will follow the strict handwashing and social distancing guidelines; Arrangements are in place for parents/carers to drop off and collect children at specified times, without physically entering the premises, in a one-way system and drop-off with employee meeting the pupil at the school doors. Markings will guide parents when entering the premises with signs reminding them of social distancing. Pupils are instructed to socially distance themselves from employees and

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			<p>other pupils in class, at play and lunch times and this is supervised; ruling says 2m and not for less than 1m for longer than 15 minutes. Staff must maintain distance from pupils and other staff as ‘much as possible.’</p> <ul style="list-style-type: none"> • Room layouts and table settings in class and other spaces used have been adjusted to allow for social distancing e.g. tables spaced out to the recommended distance, with all desks facing forwards and children sitting side by side. • Rooms will be well ventilated with windows open as much as possible. Doors to be kept open where appropriate to reduce touching surfaces. • School car park not be used during school hours (8:30am-3:30pm), unless in an emergency or unavoidable, to ensure parents/children have as much space as possible to socially distance when arriving or leaving the school grounds. • Only one parent encouraged to drop off/collect children. Parents of Year 5/6 children encouraged to allow them to walk part of the journey themselves, if deemed safe to do so by the parent. • Any child showing symptoms of COVID-19 or any member of their household must remain at home until they are tested. • School will actively engage with the ‘NHS Track and Trace’ programme and liaise with Lancashire’s Director of Public Health as and when appropriate (e.g. 2 positive tested cases within a 2-week period). Confirmed cases to be reported to the Local Health Protection Team. Schools to keep records of bubbles (staff and children) and close contact that happens between children and staff in different groups. • Out of school representations from staff/school trips limited for at least the Autumn term – all visits/visitors need clearing by Headteacher. This is to reduce the amounts of contacts. • Staff and children encouraged not to touch each other. This may not be possible for younger children and children with complex needs so PPE may need to be considered by individuals.

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			<ul style="list-style-type: none"> • Staff to use the staffroom/meeting room for less time and socially distance. Break time durations stay the same. • Support staff supporting SEND to provide interventions as usual.
Employee or pupil displaying signs of COVID-19 whilst in school	Employees, pupils, visitors, contractors, parents, members of the public	Potential spread of infectious disease	<ul style="list-style-type: none"> • Employees are aware of the virus symptoms and are vigilant in reporting all concerns to the responsible person who will reference DfE COVID-19: guidance for education settings for advice on dealing with the situation; • Employees who have assisted someone who has taken ill with COVID-19 symptoms will wash their hands for 20 seconds, they do not need to go home and get tested unless they display the symptoms themselves; • Employees showing symptoms are sent home and reminded to self-isolate following current government guidance for staying at home; • If a pupil displays symptoms they will be placed in the ventilated medical room until they can be collected, whilst being mindful of individual pupils' needs; The door needs to be closed over where possible. • If an individual (adult or child) showing COVID-19 symptoms, needs to use the bathroom while waiting to go home, they will use the medical room if possible. The medical room will then be cleaned and disinfected by a staff member and/or cleaner before being used by anyone else; • 999 is called if anyone is seriously ill. • The following expectations and protocol for what should happen if a child or member of staff develop symptoms of Covid-19, in school or at home, will be put in place: Everyone over the age of 5 years old, who is displaying symptoms, is now able to be tested and therefore a test would need to be arranged immediately, as a matter of urgency. All adults and children who have been in the related group/area would need to go home when the result of the test comes back as positive and will then they be required to remain at home for 10 days/be tested. If staff help people with symptoms they do NOT need to go home unless they develop

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			<p>symptoms or a positive test result comes back. Children/adults who test negative and feel well, without any symptoms can return to school. However, should it be positive then they would all need to self-isolate for 10 days, depending on guidance at the time, and the rooms used by this group will be deep cleaned. Should it be deemed necessary, then the whole school community may be asked to follow this protocol.</p> <ul style="list-style-type: none"> All staff taking care of a pupil with symptoms will wear PPE provided by school: facemask, aprons, goggles and gloves. Should the child display signs of possible vomiting, etc. then plastic face visors will be worn. Contain any outbreak by following local/national advice from our health counterparts, including any 'local lockdowns.'
Need for Personal Protective Equipment (PPE)	Employees, pupils, visitors, contractors, parents, members of the public	Potential spread of infectious disease	<ul style="list-style-type: none"> Employees are aware of the need to use the appropriate PPE when completing specific tasks e.g. cleaning; intimate care and when 1m+ cannot be adhered to for a period of 15 minutes or more. Insufficient levels of PPE should be reported to the most senior member of staff; PPE is provided as detailed in task risk assessments e.g. for the Cleaning Up of Bodily Fluids. Adults who work with children with complex needs, for example those who spit uncontrollably, need to seek out SLT to discuss extra /alternative PPE equipment.
Reduced first aid provision	All building occupants	Untreated injuries	<ul style="list-style-type: none"> Daily consideration is given to the reduced level of first aid provision on site; First Aiders are aware of the Government guidance for first responders; Employees working in the school are kept informed of the first aid arrangements via the usual signage; As a minimum an Appointed Person will be delegated to take charge in an emergency situation;

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			<ul style="list-style-type: none"> • In the event of an incident requiring first aid, should there be no nominated first aider available, the Appointed Person can seek advice from the NHS by calling 111 and asking for medical advice, or call the emergency services on 999 to request an ambulance; • For instances where first aid qualifications are due for renewal and may expire during the current crisis i.e. due for renewal on or after 16 March 2020, the HSE has announced a 3-month extension to the validity of all first aid certificates, including Paediatric First Aid.
Reduced fire and lock-down arrangements	All building occupants	Burns, smoke inhalation, fire related injuries, death, injuries relating to violence/aggression	<ul style="list-style-type: none"> • Employees are made aware of the current fire and lock-down procedures, including amendments to normal working practices due to the current limited resources and building use, etc.; • Daily checks are made to ensure all required fire doors are kept unlocked and will be available in the event of an emergency; • In the event of a fire alarm the Headteacher/SLT will- <ul style="list-style-type: none"> ○ liaise with the fire officer and report any concerns e.g. areas of a building that may not have been checked; ○ to act as Fire Wardens, take out the register and emergency grab bag. ○ CHILDREN WILL LEAVE BUILDING, AS PER POLICY, VIA CLOSEST EXIT. The revised fire exit plans are clearly displayed in each room on blue paper. <p>In the event of a lock-down the Headteacher/SLT is-</p> <ul style="list-style-type: none"> ○ to call/liaise with the Police. ○ to lead pupils to a 'safe area' depending upon the type of security threat/lock-down. ○ social distancing rules will apply at all times unless there is an imminent risk to life.
Reduced premises inspections, tests,	All building occupants	Accidents or incidents resulting in	<ul style="list-style-type: none"> • Premises management inspections, testing and servicing of plant, equipment, etc. are kept up-to-date for all parts of the building that remain

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servicing and maintenance		injury, occupational disease, or a risk to health e.g. electrocution, fire, legionellosis, asbestosis	<p>in use e.g.:</p> <ul style="list-style-type: none"> ○ <u>Fire Checks</u>: weekly fire alarm checks continue to be made and recorded for occupied parts of the building. The same principle applies to emergency lighting, fire extinguishers etc. ○ <u>Asbestos inspections</u>: undertaken on any areas of the building containing asbestos which remain open. If there is no prospect of areas containing asbestos being disturbed they will be safely left until the school fully reopens, at which point checks will be made as part of the reopening process. ○ <u>Legionella/Water hygiene</u>: weekly flushing regimes will continue; prior to undertaking the flushing regime, the domestic hot water plant will be switched on and fully operational to ensure water is stored above 60 °C for at least 1 hour prior to commencing the weekly flushing regime to sterilize the hot water system and reduce the proliferation of legionella bacteria. ○ <u>Contractor servicing and maintenance</u>: servicing, etc., will continue wherever possible (see section on Contractors and visitors to the premises). The school's property consultant will be contacted for advice prior to reopening areas of the school where it has not been possible to keep these up-to-date. ○ <u>Testing of electrical items (PAT)</u>: PAT testing will continue where possible. If not possible, the school will put local controls in place e.g. by undertaking pre-use visual checks for signs or damage or scorching, removing any damaged or faulty equipment from use, switching off and unplugging all equipment after use etc. <ul style="list-style-type: none"> ● Records of all testing and checks will be kept; ● Records will also be kept of those areas that have not been checked and why e.g. due to building closure, reduced resource, etc. These areas will be fully checked before reopening. ● Visits must happen out of school hours where possible.

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Contractors and visitors to site	Employees, pupils, visitors, contractors, parents, members of the public	Potential spread of infectious disease	<ul style="list-style-type: none"> • Visitors to site are limited to essential persons only; • All visitors will follow the Government's guidance and the school's strict hygiene and social distancing rules e.g. hand washing/sanitisation upon entry; • Contractors must obtain permission before attending site; • Contractors will wear appropriate PPE as determined by their employer, however they may be asked to wear additional PPE (provided by the school) upon arrival e.g. gloves, mask, coveralls, shoe covers, etc. Contractors will comply with any additional PPE or hygiene requirements made by the school prior to entry; • Contractors will keep the time spent on site to a minimum and will make all efforts to only attend site to carry out work during periods of reduced occupation; • Alternative routes around or through the premises will be used as instructed by the school e.g. the school may usher the contractor through a fire escape door to access an adjacent room, rather than walking them through the school to reach their destination; • ITT to continue as normal, ALL other placements need clearing by Headteacher. • Record of all visitors kept by the office and office staff to sign visitors in, under the digression of SLT.
Homeworking with DSE	Employees and members of their household	Development or worsening of existing musculoskeletal injuries or health conditions	<ul style="list-style-type: none"> • Employees are aware of the current Government guidance regarding self-isolation if they are in a 'high risk' category due to a health condition, or if they or any members of their household display symptoms of COVID-19. • Employees will be required to work from home where possible, in line with the School's needs, if they are not able to attend work to undertake their normal duties. This will usually involve the use of Display Screen

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			<p>Equipment (DSE) in the form of mobile laptops, yogas, tablets, phones, etc.;</p> <ul style="list-style-type: none"> • Homeworkers can refresh their DSE knowledge if they feel this is necessary by undertaking the DSE eLearning on Astute accessible on the Schools Portal; • Where possible and only when requested, employees will be provided with ancillary equipment to allow them to attain good working posture whilst using DSE at home e.g. a separate keyboard, mouse, laptop rise; • Employees take regular breaks e.g. if a 'good' homeworking set-up is achieved a 5-minute break taken every hour is adequate. If a good set-up cannot be achieved, then more frequent breaks must be taken e.g. 5 minutes in every 25 minutes (or in every 15 minutes if the employee is experiencing any discomfort); • Employees will report any health issues they experience which they believe is related to their homeworking set-up to their line manager as soon as possible so that further action can be taken; • DSE 'exercises' should be undertaken to avoid static postures at the workstation; • Employees are required to watch: <ul style="list-style-type: none"> ○ The HSE video on temporary working at home – workstation setup; and, if they continue to experience any issues: ○ the Posturite webinar – Working from home – quick fixes; Note: Any queries arising from watching this webinar must be addressed to the LCC Health, Safety & Quality Team on Tel: 01772 538877 or email HS&Q Team and NOT to Posturite; • Good housekeeping and cable management must be implemented whilst working at home; cables must not present tripping hazards to self or other family members; • Employees are reminded keep confidential or personal sensitive

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			<p>information secure in line with GDPR rules whilst working from home;</p> <ul style="list-style-type: none"> • Employees are aware of other sources of useful H&S information to assist homeworking arrangements such as: <ul style="list-style-type: none"> ○ Display Screen Equipment guidance and exercise sheets (scroll down to DSE Forms, templates & guidance section): ○ Agile Working ○ Employee Wellbeing ○ H&S COVID-19 web page (section on 'How to support employees working from home') <p>Remote H&S support is available via the Duty Officer by Tel: 01772 538877 or email HS&Q Team at: health.safety@lancashire.gov.uk</p>
Employee isolation.	Employees	Increased levels of stress/anxiety and lower than normal levels of wellbeing	<ul style="list-style-type: none"> • The Headteacher, or other senior leaders, will keep in regular contact with employees to monitor the working arrangements and offer support and advice where necessary; • Shielding ended on 1st August and if there are reasons for staff to need to be off need clearing with Jane Lee (SBM), in line with latest guidance. • Communication with employees is accommodated via skype/zoom meetings, emails, text, phone calls, use of a shared drive on the LCC network, the Schools Portal, etc.; • There is flexibility in working hours and the amount of work completed by employees from home due to the current exceptional circumstances where employees may be looking after their own children at home or caring for other vulnerable family members; • Employees are able to make contact with a colleague or manager for advice and support, or just for reassurance, during the normal working day; • Employees are made aware of sources of information that will assist employee wellbeing such as: <ul style="list-style-type: none"> ○ Employee Wellbeing

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			<ul style="list-style-type: none"> ○ MIND web site ○ H&S COVID-19 web page

This general risk assessment will apply to this area/task/activity in most schools providing the control measures described are in operation and there are no further local significant hazards. If it does not fully apply and further control measures are required, please complete the Action Plan at Part C. If it fully applies, please sign below. I certify that the risk assessment above fully applies to the area/task/activity under assessment in Moorside Community Primary Academy.

Signed: Richard Davis and Jane Lee Name: Richard Davis and Jane Lee - Risk Assessors
 Authorised by Damien Farrelly (Chair of Governors) on 07/07/20.

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