

SCHOOL RISK ASSESSMENT – COVID-19

NOTE: Due to the constantly changing situation, dynamic risk assessments must be carried out.



PART A. ASSESSMENT DETAILS:

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

Location of activity: Pear Tree School

Team/School name: Address & Contact details:	29 Station Road Kirkham PR4 2HA	Name of Person(s) undertaking Assessment:	Kate Walker and SLT
		Signature(s):	K.M.Walker
Line Manager/ Headteacher (Name/Title):	Mrs Kate Walker Headteacher	Date of Assessment:	15/7/20
			25/8/20
			2/9/20
			7/9/20
			9/9/20
			23/9/20
			5/10/20
			15/10/20
			4/11/20
			12/11/20
			26/11/20
			17/12/20
Signature:	K.M.Walker	Planned Review Date:	25/8/20
			1/10/20 (or before)
			23/10/20
			18/12/20
			4/1/20
How communicated to staff:	Via email and school website	Date communicated to staff:	17/7/20
			25/8/20
			2/9/20
			9/9/20
			23/9/20
			5/10/20
			15/10/20
			4/11/20

		27/11/20 17/12/20
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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 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 ○ 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.
Vulnerable & extremely vulnerable staff or pupils with pre-existing health conditions	Staff, pupils, household members	Becoming seriously ill from the effects of coronavirus, potential to be life threatening	<ul style="list-style-type: none"> • 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; • Any staff member who previously received a shielding letter must complete an individual risk assessment with the Headteacher or deputy headteacher; • Any staff member who is aged 60 or over and/or has underlying health conditions must complete an individual risk assessment with the Headteacher or deputy headteacher; • 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 ; • Pupils who were considered to be clinically extremely vulnerable and received a letter advising them to shield are/were advised by the

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			<p>Government that they can/could return to school from 1 August 2020.</p> <ul style="list-style-type: none"> • 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; • Pupils who have an Aerosol Generated Procedure (AGP) are currently unable to return to the school environment due to current NHS guidance and protocols. Individual risk assessments have been completed for each child and a bespoke home learning package implemented. This is under constant review with the school nursing team. • School applies the measures set out in the government https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/guidance-for-full-opening-special-schools-and-other-specialist-settings 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 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 risks 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; • 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

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			<p>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;</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). • All parents must sign the updated home school agreement prior to their children returning to school • All pupils will receive a handbook and access to a Facebook film for returning to school to support their transition
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 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, in-line with the guidance for households with possible coronavirus infection; • Staff or pupils showing COVID-19 symptoms are sent home, reminded to self-isolate 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) should self-isolate for 10 days from date of onset of symptoms following a positive test; • 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;

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			<ul style="list-style-type: none"> • 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. Other members of their household can stop self-isolating also; • 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; • 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 or outside 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; • If it is not possible to isolate the pupil e.g. if it causes them undue distress or they need to remain under adult observation, an assessment will be carried out to see whether it is sufficient to move them to an area which is at least 2 metres away from others; • If an individual (adult or child) showing COVID-19 symptoms, needs to use the bathroom while waiting to go home, they will use a separate bathroom if possible. The bathroom will then be cleaned and disinfected before being used by anyone else; • 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; • When caring for someone with symptoms of coronavirus (COVID-19) a

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			<p>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 and/or face shield should be worn;</p> <ul style="list-style-type: none"> • 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 and will only be allowed to return to school when they do not have symptoms other than a cough or loss of the sense of taste or smell. They will be advised that other members of their household must self isolate for 10 days • The School will contact the Department of Education as soon as they have been notified of a positive result. This information will be sent to Public Health and the Schools Advisors may be in contact with the school if necessary • Based on the advice from the Department of Education, 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: <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 keep a record of pupils and staff in each group (bubble) and

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			<p>any close contact that takes places 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;</p> <ul style="list-style-type: none"> Household members of those contacts who are sent home do not need to self-isolate themselves unless the pupil or staff member who is self-isolating subsequently develops symptoms; If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 10-day isolation period they are instructed to follow the ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’ and instructed to get a test; If the test is negative they are instructed to remain in isolation for the remainder of the 10-day isolation period as they could still develop the 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 10-day isolation period); They are advised that their household should self-isolate for at least 10 days from when the symptomatic person first had symptoms.
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 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; 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

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			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. In the event that the Headteacher <u>and</u> Deputy Headteacher are both unable to undertake their leadership roles due to illness, leadership responsibility will be given to the Lead Practitioner and School Business Manager with overall responsibility given to Chair of Governors. The School Advisor and nominated local special school Headteacher (Red Marsh School) will be available for any support with decision making • 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 dedicated transport	Staff, pupils, household members, members of the public	Potential spread of infectious disease Pupils stranded or missing	<ul style="list-style-type: none"> • The school has arrangements for advising parents and carers that pupils must not board home to school transport if they, or a member of their household, has symptoms of coronavirus (Covid-19); • If a pupil develops symptoms whilst at school, the school will contact the

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			<p>parent or carer who should make arrangements for the child or young person's journey home;</p> <ul style="list-style-type: none"> • Pupils on dedicated school services do not mix with the general public on those journeys and tend to be consistent. Therefore the usual social distancing measures will not apply from the autumn term 2020 on dedicated transport; • Hand sanitiser is used upon boarding and/or disembarking transport; • Assurances have been given by transport providers that transport is cleaned regularly and that high touch points are sanitised prior to a school pick up/drop off; • A system is in place to manage queuing, boarding and disembarking from transport to prevent unnecessary close contact with others; • Where possible social distancing within vehicles will be maintained; • A seating assessment of all school transport has taken place to minimise contact between pupils in different bubbles. Wherever possible, pupils from the same bubble are seated together. • Ventilation within the vehicle is maximised by opening windows and ceiling vents to allow fresh air to circulate; • Pupils in years 7 and above are required to wear a face covering when travelling on dedicated school transport. However for pupils with additional needs for whom wearing a face covering would cause distress, they can refrain from wearing one; • School have been assured that transport providers, as far as possible, follow hygiene rules and try to keep distance from passengers; • School have been assured that drivers have been instructed that they must not undertake duties for school if they or a member of their household are displaying any symptoms of coronavirus;

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			<ul style="list-style-type: none"> • School staff are not to access the vehicle to support a child unless in essential situations e.g the behaviour the young person is displaying requires more than one person to support them off the vehicle. In this case, they are to wear appropriate PPE such as a face shield; Immediately after assisting pupils staff will wash their hands thoroughly with warm running water and hand soap for at least 20 seconds. • Passenger assistants and drivers are required to wear PPE. The driver can remove a mask whilst driving but must wear a mask to complete any other task. Updated protocol in place for all transport staff. • <i>For more information see Government Guidance: Transport to school and other places of education: Autumn Term 2020</i> • Start and finished times will be staggered to support staff to safely bring the children into school and adhere to school hygiene rules on entry; • Transport providers will be allocated a specific location for drop off and pick up • A senior leader will be available to direct transport and ensure safety rules are adhered to at the start and end of the day • Children are to remain on transport until a member of class staff arrives at the vehicle to collect the children. This may mean that pupils are waiting on the vehicle for a longer length of time than previously; • One staff member (or 2 if agreed with a senior leader) from each bubble will be designated to bring children into school in the morning. They will wear they high visibility vest and be outside at the front of school to bring in pupils from their own bubbles;
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

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			<p>out of peak times;</p> <p>— Staff and pupils are encouraged to walk or cycle to school where possible;</p> <ul style="list-style-type: none"> • Where this is not possible, use of private transport or a dedicated school bus 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 handwashing and social distancing guidelines; • All visitors into school are now required to wear masks at all times including when outside on school property e.g. when dropping off or collecting children • Arrangements are in place for parents/carers to drop off and collect children at specified times, without physically entering the premises. Children can be dropped off between 9 a.m. and 9.15 a.m. and collected between 2.30 p.m. and 2.45 p.m. Parents dropping off children must wear a mask at all times and adhere to the social distancing markings on the floor outside reception and only go into the foyer when instructed to; • Parents have been advised that only one parent should accompany their child to the school entrance; • Office staff will phone down to classes once pupils who have been brought in by parents arrive and a member of class staff will arrive to take the pupil

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			<p>to class</p> <ul style="list-style-type: none"> • Pupils have been instructed not to touch the front of their face covering during use or when removing them on arrival at school; • Reusable face coverings must be placed in a plastic bag that the wearer has brought with them and stowed in a safe place such as a school bag to be taken home; • 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 wash their hands thoroughly with warm, running water and hand soap for at least 20 seconds on arrival at school;
Transmission of Covid-19 through insufficient personal hygiene	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	<ul style="list-style-type: none"> • Good hand hygiene and the need to wash hands more frequently is promoted around school; • Staff, pupils and visitors are instructed to wash hands when they arrive at school, when they return from breaks, when they change rooms, before and after eating, after using the bathroom, 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

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			<p>appropriate hand hygiene including those pupils with PMLD;</p> <ul style="list-style-type: none"> • Skin cleaning wipes have been made available for use with very young pupils or pupils with complex needs; • Pupils are encouraged to avoid touching their faces whenever possible particularly with unwashed hands; • The Catch it, Bin it, Kill it guidance is promoted to catch coughs and sneezes in tissues and throw them in the bin immediately (hands to be washed immediately after disposal); • Pupils are reminded how to catch coughs and sneezes if a tissue is not readily available i.e. in the crook of the elbow rather than in the hands; • Posters are displayed on good hand washing technique and government guidelines on good respiratory hygiene; • Young pupils and pupils with complex needs are supported to follow the 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 followed which includes; <ul style="list-style-type: none"> — More frequent cleaning of rooms/shared areas that are used by different groups; — 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. An additional cleaner has been employed to carry out spot cleaning of frequently used areas throughout the school day including more frequent cleaning of toilets; — thorough cleaning of all occupied areas at the end of the day by all staff;

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			<ul style="list-style-type: none"> • 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; • 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 (apron and gloves) is provided for staff to wear during cleaning activities and must be worn as instructed • 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; • In all classrooms, the use of soft toys and toys with intricate parts or that are otherwise hard to clean are not in use; • For individual and very frequently used equipment, such as pencils and pens, staff and pupils are instructed to have their own items that are not shared; • 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 sensory equipment are cleaned frequently and meticulously between bubbles; • Pupils are only allowed to bring essentials into school each day including a small school bag, lunch boxes, hats, coats, books, communication aids, home school diary; • All pupils must arrive in school in clean school uniform each day;

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			<ul style="list-style-type: none"> • All pupils must have a clean, spare set of clothes kept in school; • 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 cleaned frequently and meticulously and before being shared and taken home ; • Waste bins are emptied at least daily or more often as necessary 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; • Contaminated or suspected contaminated waste will be double bagged, labelled and stored for 72 hours before being disposed of with general waste; • Where it is not possible to store waste for 72 hours, arrangements will be made for collection by the school's specialist clinical waste contractor; • 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. • Food preparation sessions should be limited and only included if it is an essential part of the curriculum. If pupils do prepare food, they should only do it for their own consumption and not to share with others. Careful and thorough hand washing must take place before and after handling any food;

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			<ul style="list-style-type: none"> Staff preparing food for pupils should wear gloves and an apron. It must be served to each pupil on an individual plate rather than encouraging sharing. Staff must adhere to strict hand washing prior and after serving food;
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; Type 2R Masks must now be worn by all staff members when not in their own bubble including communal areas when social distancing measures cannot be adhered to. Staff are also permitted to wear a mask or visor in classrooms when they are unable to practice social distancing providing it does not impede on teaching and learning; All staff have been informed of the correct protocol for putting on and taking off a mask and have been instructed to watch the short film https://www.youtube.com/watch?v=-GncQ_ed-9w&feature=youtu.be Pupils have been placed in 'small class bubbles' and interaction between other classes minimised as far as is reasonably practicable; The majority of staff members in each class to stay within a single group (bubble) on a day to basis as far as possible. Teachers (and some key staff) will be able to work across a small number of bubbles linked to their class group but will be advised to practice social distancing when with pupils. If a teacher or teaching assistant is unable to practice social distancing whilst in another bubble, they should wear a face mask. Personalised timetables will be adhered to and school will take steps to

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			minimise social contact and mixing as far as is practicable; <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; • Breaks 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; • Breaks are staggered to restrict the number of children playing at one time and groups are supervised and kept apart as far as possible; • Classroom selection and timetabling have been carefully managed to reduce movement around the building and to prevent mixing of different groups of pupils; • Lunch breaks are staggered to avoid multiple groups accessing the playground at the same time and pupils will eat lunch within their own classroom; • 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; • Pupils are kept in their bubbles during P.E and outdoor sports are prioritised where possible; • Specialist curriculum risk assessments will be put in place for indoor & outdoor P.E taking into account specific guidance on physical education; • When indoor sport is unavoidable a large indoor space is used maximising

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			distancing between pupils and scrupulous attention is given to cleaning and hygiene; <ul style="list-style-type: none"> • Where necessary external facilities are also used in line with government guidance for the use of, and travel to and from, those facilities; • Individual and small group sessions will continue but only within each child's bubble • Careful attention will be given to the cleaning of sensory equipment and resources following its use by the person using it • Any staff member who is employed at a second workplace must ensure that they should minimise the potential transfer of infectious disease by always arriving at school in clean clothes which have been changed between the two workplaces • Staff must adhere to the school code of conduct and not put themselves knowingly at increased risk of catching an infectious disease by not adhering to government guidance and policy;
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"> • School staff should adhere to social distancing measures with pupils as far as it is reasonable and when circumstances allow • School staff avoid close face to face contact and minimise time spent within 1 metre distance of anyone; • Staff must wear a Type 2R face mask at all times when not in their own bubble and unable to practice social distancing; • In light of the mitigating measures the school is taking e.g. setting up of class bubbles, face coverings will not be compulsory to be worn in classrooms by school staff however they are able to use them if not able to practice social distancing • Staff and pupils have been instructed to sanitise their hands before putting on and removing a face covering, not to touch the front of their face

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)
			<p>covering during use or when removing it and to place reusable face coverings in a sealable plastic bag (that the wearer has brought with them) between uses as per government guidance on face coverings;</p> <ul style="list-style-type: none"> • A small contingency supply of disposable face coverings will be available for instances where staff, pupils or visitors have forgotten to bring one of theirs has become soiled during the course of the day; • Bins are provided throughout the school for the disposal of disposable face masks. The contents of bins is disposed of as normal domestic waste unless the wearer has symptoms of COVID-19 in which case they will be disposed of in line with the guidance on cleaning for non-healthcare settings; • 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 and able to are supported to maintain a distance from each other and are encouraged not to touch staff and their peers where possible; • Where staff or pupils cannot maintain social distancing due to space restrictions the risk is reduced by keeping pupils in smaller, class-sized group bubbles; (See above) • Classrooms have been adapted to support social distancing where possible including; <ul style="list-style-type: none"> — seating pupils side by side and facing forwards, rather than face to face or side on; — moving unnecessary furniture out of classrooms to make more space; • 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;

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)
			<ul style="list-style-type: none"> • 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; • 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; <p><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></p> <ul style="list-style-type: none"> • All pupils will be supervised at all times when out of the classroom and moving around school should be avoided wherever possible; • Supervised movement around school will limit the number of people in corridors and staff should conduct a dynamic risk assessment when entering the corridor with pupils to ensure it is safe to do so; • At lunchtime one staff member from each bubble will collect pupil lunches from the school hall for consumption in classrooms. Plates will then be returned to the school hall once finished. The lunch time rota must be strictly adhered to and plates must be returned to the school kitchen by the designated time; • Specific toilet areas are designated to different groups of children • Access to the toilets will be fully supervised to limit the number of pupils who use them at one time in order to manage social distancing
Transmission of Covid-19 through airborne particles due to singing, chanting, playing wind or brass	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	<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; • Particular care will be taken in music, dance and drama lessons to

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)
instruments or shouting.			<p>observe social distancing including limiting group sizes and preventing the physical correction by teachers and contact between pupils in dance and drama;</p> <ul style="list-style-type: none"> • Background or accompanying music will be reduced to a level so that teachers or other performers do not have to raise their voices unduly. Where possible, microphones will be used; • If microphones are shared guidance on handling equipment will be followed; • 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; • Instruments will not be shared where at all possible, where this is not possible frequent cleaning of instruments between use will take place; • When practical, singing and wind/brass instruments will be played outside. If this is not possible a room will be used with as much space as possible including rooms with high ceiling to enable dilution of aerosol transmission; • <i>Further detailed guidance is available on working safely during coronavirus (Covid-19): performing arts</i> • Visiting music teachers can be welcomed into school; they can teach in multiple schools and across bubbles with mitigations;
Transmission of Covid-19 staff work areas	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	<ul style="list-style-type: none"> • Teaching staff are encouraged to take PPA time from home • The occupancy of the school office is restricted to ensure social distancing rules can be observed;

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)
			<ul style="list-style-type: none"> • The number of staff working in the office at any one time has been reduced to ensure that staff are not facing each other at desks • 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 to be cleaned before and after use, staff are reminded of this requirement regularly; • When speaking to parents and visitors at the office window, the office staff are not to open the window but to speak to visitors through it. A note informing visitors of this will be displayed in the foyer;
Transmission of Covid-19 staff rest areas	Staff, pupils, visitors, contractors, household members	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 has been created by using other parts of the school. Lower school staff (staff room), upper school staff (meeting place), Compass Centre staff (Classroom 1), Sixth Form staff (sixth form office) • Additional outside seating has been made available • Office based staff are to eat their lunch in their office base or outside. An additional microwave and small fridge has been purchased for use by office staff. • The number of staff allowed in the staff room at any one time is restricted to enable social distancing to be maintained; • Staff are encouraged to bring their own food to work. Staff are encouraged not to purchase food off site to prevent possible transmission of the COVID-19 virus through contact with other people and/or contaminated surfaces. • Staff must sign in and out of the staff room to support contact tracing in the event of a positive case. These are collected daily by a member of the

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)
			admin team and taken home by either the Headteacher or Deputy Headteacher;
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; • 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; • Hand sanitiser is provided in designated meeting rooms where handwashing facilities are not immediately available; • Disinfectant wipes are available in designated meeting rooms to enable staff to wipe down shared equipment before and after use; • Meetings are held outdoors or in a well-ventilated designated rooms;
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; — the surroundings (environment) and; — consideration of social distancing in 2 person manual handling activities/lifts.
Moving and Handling of pupils	Staff, pupils	Potential spread of infectious disease	<ul style="list-style-type: none"> • Any child requiring moving and handling will have an individual risk assessment which all staff need to adhere to; • Careful consideration has been given to the requirement of PPE when involved in the moving and handling of children and in the vast majority of cases staff should wear a clean disposable apron and gloves. Any

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)
			additional PPE will be clearly identified on the pupil's risk assessment. <ul style="list-style-type: none"> All staff have completed mandatory moving and handling training remotely prior to the start of the new academic year
Personal care of pupils	Staff, pupils	Potential spread of infectious disease	<ul style="list-style-type: none"> Any child requiring support with their personal care will have an individual risk assessment which all staff need to adhere to; Careful consideration has been given to the requirement of PPE when involved in supporting pupils with their personal care and in the vast majority of cases staff should wear a clean disposable apron and gloves in addition to a Type 2R mask. A new apron and gloves should be worn for each pupil however if supporting a number of pupils in quick succession with their personal care, a mask does not need to be changed during that period. Any additional PPE will be clearly identified on the pupil's risk assessment; Staff should attempt to identify a common time when pupils will be able to access the bathroom one after another to avoid having to replace their face masks every time. The bathroom beds and surfaces will be thoroughly cleaned by staff in between every pupil that accesses it;
Administering medication to pupils	Staff, pupils	Potential spread of infectious disease	<ul style="list-style-type: none"> Any staff supporting the administering of medication should wear an apron and gloves If the procedure involves a pupil's gastrostomy, a Type 2R mask should also be worn by the staff member during the procedure
Pupils who due to their challenging behaviour may require a restrictive physical intervention to support them	Staff, pupils	Potential spread of infectious disease	<ul style="list-style-type: none"> All PHPs have been updated and staff informed; Any staff supporting a pupil in an RPI should be encouraged to avoid facing the young person and always attempt to look forward rather than at the pupil; Face guards are available for staff to use in the case of targeted spitting by a pupil;

PART B. HAZARD IDENTIFICATION AND CONTROL MEASURES:

<p>List of significant hazards (something with the potential to cause harm)</p>	<p>Who might be harmed</p>	<p>Type of harm</p>	<p>Existing controls (actions already taken to control the risk - include procedure for the task/activity where these are specified)</p>
			<ul style="list-style-type: none"> • If any member of staff requires additional PPE when involved in an RPI, it will be made available to them; • Following any RPI, staff members and the pupil must adhere to strict hygiene measures and thoroughly wash their hands. If required, the staff member and pupil could be encouraged to change their clothing. Scrubs and tracksuits are available for this purpose;
<p>Need for Personal Protective Equipment (PPE)</p>	<p>Staff, pupils, visitors, contractors, household members</p>	<p>Potential spread of infectious disease</p>	<ul style="list-style-type: none"> • Please see earlier sections on the need for PPE when carrying out specific tasks • 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; • All staff to wear a face mask when not in own bubble, including communal areas • 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; • When caring for someone with symptoms of COVID-19 a Type 2R 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 and/or face shield 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 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;

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)
			<ul style="list-style-type: none"> Any staff member who accesses the school mini bus as part of an educational visit is instructed to wear a mask for the duration of the journey. A plastic bag must be available for staff to dispose of their mask. Children over the age of 11 will also be encouraged to wear a face mask if appropriate; 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 . Staff must wear clean clothes into school every day. If they need to change their clothes due to any reason throughout the school days, scrubs are available to change into.
Dealing with emergency situations including accidents, security and evacuation during the COVID-19 pandemic	All building occupants	Untreated injuries, potential spread of infectious disease	<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; 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; No additional PPE is needed because of COVID-19 for any pupil who does not have symptoms; 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;

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)
			<ul style="list-style-type: none"> • 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 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; • 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 had granted a 3 month extension. School will endeavour to provide training ASAP but is aware that if this is not possible a further extension may be granted to no later than 30 September 2020 subject to evidence to support the reason why it has not been possible to arrange training. • <i>Further guidance on first aid is available on Health & Safety Executive website;</i>
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; • 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	<ul style="list-style-type: none"> • Visitors to site including contractors, parents and visitors are limited to essential persons only and wherever possible by appointment only; • All visitors to school are required to wear a face mask at all times whilst in the school building, including the foyer; • Supply teachers, peripatetic teachers and/or other temporary staff are permitted and can move between schools;

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)
			<ul style="list-style-type: none"> • They will be instructed to ensure they minimise contact and maintain as much distance as possible from other staff. • Specialists, therapists, clinicians and other support staff for pupils with SEND will provide interventions as usual; • 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 and peripatetic teachers as well as sports coaches, and those engaged to deliver before and after school clubs; • 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; • 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; • Signing in/out arrangements for visitors have been modified to prevent the handling of pens and paper by multiple people. A record of all visitors is kept in the event this may be required for track and trace purposes; • A procedure is in place to sanitise touchscreen sign-in systems frequently; • Contractors must obtain permission before attending site; • When necessary, contractors to familiarise themselves with the asbestos

PART B. HAZARD IDENTIFICATION AND CONTROL MEASURES:

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			<p>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;</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, 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; • 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; • Staff handling deliveries will wear gloves to receive the goods. They will then wash their hands;
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, Yogas, tablets, phones, etc.; • If in the future senior leaders need to work from home for prolonged periods, they will 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;

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)
			<ul style="list-style-type: none"> • Staff have access to H&S information and support to assist homeworking arrangements such as: • 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; • In the event of a bubble being disbanded, a protocol has been put in place and shared with all staff and governors to support staff emotional well-being during this period • Staff are able to contact colleagues or managers for advice and support, or just for reassurance, during the normal working day. Senior Leaders are on site at all times and should be contacted in these circumstances; • A process is available for individuals to report concerns over breaches of school safe working policy/guidelines so that intervention can occur – complete a near miss form and inform Fiona Wafer • 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; • Staff are made aware of sources of information that will assist staff

PART B. HAZARD IDENTIFICATION AND CONTROL MEASURES:

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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; • The school's new SHINE recovery curriculum is in place to support the mental health and well-being of the whole school community.

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 ...Pear Tree School

Signed: K.M.Walker

Name: Mrs Kate Walker

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
Potential spread of virus due to staff covering colleague's absence	<ul style="list-style-type: none"> • Create pods within school. Each pod will contain up to 3 bubbles. In a health and safety emergency (low staffing levels) following a dynamic risk assessment of the needs of the pupils, a staff member can be moved from their bubble into 	<ul style="list-style-type: none"> • AW & ARP produce new Pods paperwork • KW communicate new arrangement to 	High	To be reviewed every half term	Staff meeting on 29/9/20 Reviewed on 3/11/20 and to continue with current action	

	<p>another bubble within their pod.</p> <ul style="list-style-type: none"> • If staffing levels fall within the unsafe criteria for that pod (depending on meeting medical needs / Moving and Handling etc) a bubble within that pod will be disbanded until staffing levels rise. • There is to be no sharing of staff across pods. • SLT and SIG members can be called on to raise staffing levels within a single bubble 	<p>staff and parents</p>				
<p>Potential spread of virus when working within a 2 metre distance of others</p>	<ul style="list-style-type: none"> • Staff to wear Type 2R masks when unable to practice social distancing in non-teaching and learning activities 	<ul style="list-style-type: none"> • Share protocol for putting on and taking off masks – AH & WN • KW to communicate new guidance • FW to purchase more masks 	<p>High</p>	<p>To be reviewed at Christmas</p>	<p>Continue with measure</p>	