



# Rainford High Risk Assessment for the September 2020 reopening



RAINFORD  
HIGH

<b>PART A. ASSESSMENT DETAILS:</b>			
<b>Area/task/activity:</b> School opening arrangements September 2020			
<b>Location of activity:</b>			
<b>Team/School name: Address &amp; Contact details:</b>	Rainford High	<b>Name of Person(s) undertaking Assessment:</b>	Ian Young
		<b>Signature(s):</b>	
<b>Line Manager/ Headteacher (Name/Title):</b>	Ian Young	<b>Date of Assessment:</b>	27 <sup>th</sup> July 2020
<b>Signature:</b>		<b>Planned Review Date:</b>	25 <sup>th</sup> October 2020
<b>How communicated to staff:</b>	Email	<b>Date communicated to staff:</b>	

<b>What are the hazards?</b>	<b>Who might be harmed and how?</b>	<b>Current control measures</b>	<b>Any additional control measures required</b>	<b>Date implemented</b>
Don't forget long term health hazards	Identify groups of people and how the hazard could cause them harm	List what is already in place to reduce the risk of harm. This may include reference to other procedures, systems of work, training, supervision, inspections, etc		
Inadequate planning and organising prior to opening	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Students</li> <li>• Parents &amp; Carers</li> <li>• Visitors (ie, Contractors, Suppliers and support staff for pupils with SEND etc.)</li> <li>• Vulnerable Groups</li> </ul> <p><i>(may feel tension and stress as a result of poor planning and not having robust arrangements in place to protect all from contracting and spreading COVID-19)</i></p>	<ul style="list-style-type: none"> <li>• Health and safety compliance checks will be undertaken by Headteacher/Site Manager before opening.</li> <li>• The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned.</li> <li>• Headteacher to keep up to date with the latest government guidance and adjust working practices as required.</li> <li>• Staff briefed on the control measures within this risk assessment and changes to policies and procedures.</li> <li>• Rigorous checks carried out by the Headteacher to ensure that all the necessary procedures are being followed.</li> <li>• The board of Trustees, Parents, Staff and Unions consulted when agreeing the best approaches for the circumstances, with regular opportunities for feedback on the new arrangements.</li> <li>• Close working with the Local Authority.</li> </ul>	<ul style="list-style-type: none"> <li>• Staff Handbook to be reviewed, revised and re-issued September 2020.</li> <li>• Business Continuity Plan to be reviewed to include possibility of local lock down.</li> <li>• Interserve to be consulted upon</li> </ul>	<p>4.9.20</p> <p>4.9.20</p>

What are the hazards?	Who might be harmed and how?	Current control measures	Any additional control measures required	Date implemented
Don't forget long term health hazards	Identify groups of people and how the hazard could cause them harm	List what is already in place to reduce the risk of harm. This may include reference to other procedures, systems of work, training, supervision, inspections, etc		
Inadequate Communication of Plans	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Students</li> <li>• Parents and Carers</li> <li>• Visitors (ie, Contractors, Suppliers and support staff for pupils with SEND etc. Vulnerable Groups</li> </ul> <p><i>(may feel tension and stress, and may not trust and co-operate with management, as a result of poor communication and not knowing what arrangements have been put in place to protect all from contracting and spreading COVID-19)</i></p>	<ul style="list-style-type: none"> <li>• Staying COVID-19 Secure in 2020 poster displayed upon entrance to the school to confirm the premises have complied with the government's guidance on managing the risk of COVID-19 (<a href="#">Staying-covid-19-secure.pdf</a>)</li> <li>• Staff briefed on the plans (for example, safety measures, timetable changes and staggered arrival and departure times).</li> <li>• Plans for re-opening clearly communicated to parents and carers, including what protective steps the school/setting has taken to make it a low risk place for their child, with regular updates provided as necessary.</li> <li>• Signage displayed at entrance points to the building asking individuals with symptoms not to enter the premises and to remind staff and students to always keep 2m from other people, wherever possible, and reiterating the kind of symptoms to look out for.</li> <li>• Parents informed that if their child needs to be accompanied to the school/setting, only one parent should attend.</li> <li>• Staff, parents and students informed of their allocated drop off and collection times and the process for doing so. Signage will be used to guide parents and carers to drop off/collection points.</li> <li>• Staff, parents and students briefed and signage provided to identify which entrances, exits and circulation routes to use.</li> <li>• Parents instructed that they cannot gather at entrance gates or doors or enter the site (unless they have a pre-arranged appointment, which will be conducted safely).</li> <li>• Parents and students provided with details of education resources such as e-bug and PHE schools resources.</li> </ul>	local lockdown plan	<p>4.7.20</p> <p>10.7.20</p> <p>21.7.20</p> <p>27.7.20</p> <p>Ongoing</p> <p>No change to school day times due to bus situation</p> <p>Ongoing</p>

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<p>Inability to maintain social distancing to prevent/limit the spread of the COVID-19 virus</p> <p><i>(The most common symptoms are a high temperature (over 37.8°C), a new, continuous cough, and a loss of, or change in normal sense of smell or taste (anosmia)</i></p>	<ul style="list-style-type: none"> <li>Staff</li> <li>Students</li> <li>Parents &amp; Carers</li> <li>Visitors (ie, Contractors, Suppliers and support staff for pupils with SEND etc.)</li> <li>Vulnerable groups (Older people, people with existing underlying health conditions, pregnant females (28 weeks+) and those from a Black, Asian and Minority Ethnic (BAME) background)</li> </ul> <p><i>(May become infected by coming into close contact with someone who has COVID-19, which is primarily spread from person to person, and by respiratory droplets produced when an infected person coughs, sneezes, or talks; or by</i></p>	<p>To reduce contact between people as much as possible and the transmission risk:</p> <ul style="list-style-type: none"> <li>Students in classrooms and other learning environments will be seated side by side with desks positioned forward facing rather than face to face or side on.</li> <li>Teachers' desks will be positioned at least 2 meters away from students' desks.</li> <li>Given the decrease in the prevalence of Coronavirus (COVID-19) and the resumption of a full range of curriculum subjects, students will be organised into full year group-sized groups, Staff will use their best endeavors to ensure classes within each year group will be kept together at all times in the day, to minimise contact and mixing with other year groups. Older students will be encouraged to keep distance within their year class group.</li> <li>Staff will modify their teaching approach to stay at the front of the class and maintain a distance from students in their class as much as possible (ideally 2m), particularly close face-to-face support (noting that this is not possible at all times, which is why hygiene and hand cleaning is so important). Time spent within 1m of any adult/young person should be minimized.</li> <li>Staff are required to practice effective social distancing while in and around the workplace, while involved in work activities and when travelling to and from work, whenever possible, by:</li> </ul>	<ul style="list-style-type: none"> <li>Science, tech and art should refer to CLEAPSS information on <a href="#">how to manage these areas during this outbreak.</a></li> <li>Teacher training on INSET day</li> </ul>	<p>31.8.20</p> <p>31.8.20</p> <p>21.7.20</p> <p>Ongoing</p> <p>CPD on INSET days</p> <p>This has been in place</p>

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	<p><i>touching a surface or object that has the virus on it, and then touching their mouth, nose, or eyes).</i></p> <p><i>COVID-19 symptoms can range from mild (or no symptoms) to severe respiratory illness, which can be fatal.</i></p>	<ul style="list-style-type: none"> <li>➤ Avoiding non-essential contact with others.</li> <li>➤ Avoiding physical contact (eg hugs, handshakes, etc).</li> <li>➤ Keeping a safe distance of at least 2 metres from other adults and students</li> <li>• Staff and students to be regularly reminded of the importance of social distancing both inside the school and outside of it, taking steps to minimise opportunities for the virus to spread by maintaining a distance of 2m between individuals, wherever possible.</li> <li>• Tape to be used for cordoning off areas and anti-slip adhesive tape for marking floors to help building users keep to a 2m distance and manage queuing, where required.</li> <li>• Clear signage displayed throughout the school, including classrooms, promoting social distancing.</li> <li>• The same Teacher(s) and other staff will be assigned to each year group, as far as possible, these stay the same during the day and on subsequent days, except for some subject specialist rotation of staff.</li> <li>• Wherever possible and to limit movement, students will use the same classrooms or area of the school throughout the day, with a thorough cleaning of the rooms at the end of the day. Wherever possible, students will be seated at the same desk each day if they attend on consecutive days.</li> <li>• When movement between classrooms is necessary, students will be provided with antibacterial spray and paper towel to wipe down desk surfaces.</li> <li>• One-way circulation in operation. Clear signage will be in place to depict the one-way system in operation.</li> <li>• Start and finish times will remain the same however busses will be redirected to different entrance points to the school to reduce mixing between groups and volume at entrance points.</li> <li>• Staggering of breaks to ensure that any corridors or circulation routes used have a limited number of students using them at any time, keeping contact to a minimum and avoiding pinch points and bottlenecks wherever possible.</li> <li>• Staggering of lunch breaks with students cleaning their hands beforehand.</li> <li>• Supervision levels enhanced at break/lunch times to support social distancing.</li> </ul>		<p>throughout key worker school and shall be continually reiterated</p> <p>20.5.20</p> <p>20.5.20</p> <p>21.7.20</p> <p>21.7.20</p> <p>21.7.20</p> <p>21.7.20</p> <p>21.7.20</p> <p>21.7.20</p>

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		<ul style="list-style-type: none"> <li>• Limiting the number of students who use the toilet facilities at one time to ensure the toilets do not become crowded, together with identified and marked queuing zones. These areas will be monitored closely by staff.</li> <li>• Use of outdoor space, wherever possible, for exercise and breaks and outdoor education, to limit transmission and more easily allow for distance between students and staff. External areas to be designated for different groups by line markings on floor.</li> <li>• Assemblies will not take place for the first half term of the academic year and will be reviewed in light of any new guidance available.</li> <li>• Where shared rooms such as halls, dining areas and internal and external sports facilities are used for lunch, exercise and breaks between lessons, there will be staggered use by different year group classes, they will not be allowed to mix, they will not play sports or games together and there will be adequate cleaning between groups.</li> <li>• Where lifts are installed for disabled persons, the maximum occupancy will be reduced, the lift operating controls will be frequently cleaned and hand sanitiser will be adjacent to lift landings/lobbies. Signage/floor marking to depict standing positions within any lift will be displayed as necessary.</li> <li>• Unnecessary items will be removed from classrooms and other learning environments where there is space to store it elsewhere.</li> <li>• Staggering the use of staff rooms and offices to limit occupancy. (Where it is not possible to move workstations further apart, screens will be used to separate staff from each other).</li> <li>• Staff will work from the same workstation and be instructed not to share equipment, wherever possible.</li> <li>• Antibacterial spray will be available in each workroom to enable staff to work down surfaces before and after use.</li> <li>• Only essential visitors/contractors will be allowed onto site by appointment.</li> <li>• Additional controls to be put in place where students need additional support to follow the measures implemented</li> <li>• A separate risk assessment will be carried out if it is deemed that a student may not be able to follow instructions, to determine what mitigations need to be put in place and whether, in rare circumstances, they should stay at home.</li> </ul>	<p>Sineage to be displayed and CPD for lift users</p> <p>Work rooms to be ammended and barriers put in place</p> <p>Reception staff have been briefed</p> <p>SEN / Pastoral to determine</p>	<p>21.7.20</p> <p>21.7.20</p> <p>27.7.20</p> <p>ongoing</p> <p>Ongoing</p> <p>27.7.20</p>

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<p>Ineffective cleaning and hygiene during the outbreak</p> <ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Students</li> <li>• Parents &amp; Carers</li> <li>• Visitors (ie, Contractors, Suppliers and <b>support staff for pupils with SEND etc.</b>)</li> <li>• Vulnerable groups (Older people, people with existing underlying health conditions, pregnant females (28 weeks+) and those from a Black, Asian and Minority Ethnic (BAME) background)</li> </ul> <p><i>(may become infected by coming into close contact with someone who has COVID-19, which is primarily spread from person to person, and by respiratory droplets produced when an infected person coughs, sneezes, or talks; or by touching a surface or object that has the virus on it, and then touching their mouth, nose, or eyes).</i></p>	<ul style="list-style-type: none"> <li>• School to be routinely cleaned prior to re-opening.</li> <li>• Sufficient handwashing facilities available for the expected number of building occupants, with soap, hot and cold running water and means of drying hands, i.e., paper towels/hand dryer.</li> <li>• Alcohol-based hand sanitiser (containing at least 60% alcohol) will be placed at building entrance/exit points, in either wall mounted or fixed floor mounted dispensers. Additional hand sanitizer/hand rub will be located in classrooms and other learning environments where access to handwashing is not readily available. These will be replenished regularly.</li> <li>• 'Use hand sanitiser' safety sign and NHS 'alcohol hand rub hand hygiene technique – for visibly clean hands' posters displayed adjacent to hand sanitiser dispensers. <a href="https://www.sthelensccg.nhs.uk/media/1641/hands-with-gel.pdf">https://www.sthelensccg.nhs.uk/media/1641/hands-with-gel.pdf</a></li> <li>• Objects and surfaces that are frequently touched (eg, books, desks, chairs, door handles, light switches, sinks, toilets, etc) will be cleaned more regularly using standard cleaning, following Public Health England (PHE) <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a>.</li> <li>• The use of high-touch items and equipment, for example, printers, photocopiers or whiteboards, will be limited and all have hand sanitized located next to the device and be included in the increased cleaning routine.</li> <li>• All staff and students will be reminded to: <ul style="list-style-type: none"> <li>➢ Frequently wash their hands with soap and running water for at least 20 seconds and dry them thoroughly (or use alcohol hand rub or sanitiser ensuring all parts of the hands are covered, where hand washing is not readily available and hands are not visibly soiled) .</li> <li>➢ Clean their hands upon arrival at the school, after using the toilet, after breaks, after changing rooms, before and after eating – including snacks, after blowing their nose, sneezing or coughing and before leaving the school.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• <b>A separate risk assessment to be completed for any pupils with complex needs who would struggle to maintain as good respiratory hygiene as their peers ie, those who spit uncontrollably or use saliva as a sensory stimulant.</b></li> </ul> <p>Wipes provided, sanitiser located by printers / biometric stations</p> <p>Posters in place</p>	<p>27.7.20</p> <p>21.7.20</p> <p>31.3.20</p>

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		<ul style="list-style-type: none"> <li>➤ Avoid touching their mouth, eyes and nose, and to use a tissue when coughing or sneezing, following the NHS 'Catch it, Bin it, Kill it' approach.</li> </ul> <p>Signage/posters reinforcing these messages will be displayed throughout the school.</p> <ul style="list-style-type: none"> <li>• Bins are provided in each classroom and throughout the school for disposal of used tissues, which are emptied regularly throughout the day.</li> <li>• All spaces will be well ventilated using natural ventilation (opening windows) or mechanical ventilation units.</li> <li>• Monitoring arrangements in place to ensure sufficient supplies of soap, hand towels, hand sanitiser and tissues are maintained.</li> <li>• Pupils will be instructed to limit the amount of equipment they bring into school each day to essentials. A list of expected equipment will be communicated to parents. Bags will be allowed.</li> <li>• <b>All staff / students are asked to wear face coverings in open / communal areas</b></li> </ul>	Intervise to open all windows when the building opens	31.3.20  Ongoing  31.3.20
Inappropriate use of offices and staff room	<ul style="list-style-type: none"> <li>• Staff</li> </ul> <p><i>(may become infected with COVID-19 through ineffective social distancing and hygiene control).</i></p>	<ul style="list-style-type: none"> <li>• Staggering the use of staff rooms and offices to limit occupancy.</li> <li>• Re-configuring seating, tables and workstations to maintain spacing and reduce face-to-face interactions.</li> <li>• Where it is not possible to reconfigure/move seating, tables and workstations, screens will be used to separate staff from each other or staff will work side by side or facing away from each other rather than face-to-face.</li> <li>• Staff will work from same workstation and be instructed not to share equipment, wherever possible.</li> <li>• Staff will be encouraged to bring in their own food, cutlery and dishes for personal use if possible.</li> <li>• Antibacterial spray has been provided in common areas for staff to regularly clean communal objects like coffee/tea containers.</li> <li>• <b>All staff / students are asked to wear face coverings in open / communal areas</b></li> </ul>	Screens installed   INSET CPD / Risk Assessment	27.7.20   4.9.20
Inappropriate cleaning methods adopted for cleaning and disinfection	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Students</li> <li>• Parents &amp; Carers</li> <li>• Visitors (ie, Contractors, Suppliers)</li> </ul>	<ul style="list-style-type: none"> <li>• Public areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids will be cleaned thoroughly as normal using standard cleaning products.</li> </ul>		31.3.20



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	<ul style="list-style-type: none"> <li>Vulnerable groups (Older people, people with existing underlying health conditions, pregnant females (28 weeks+) and those from a Black, Asian and Minority Ethnic (BAME) background)</li> </ul> <p><i>(may become infected with COVID-19 by touching a surface or object that has the virus on it, and then touching their mouth, nose, or eyes).</i></p>	<ul style="list-style-type: none"> <li>All surfaces that a symptomatic person has come into contact will be cleaned and disinfected, including: objects which are visibly contaminated with body fluids and all potentially contaminated high-contact areas such as bathrooms, door handles, telephones, grab-rails in corridors and stairwells.</li> <li>Cleaning will be undertaken in line with the Government's <a href="#">guidance on cleaning for non-healthcare settings</a>.</li> <li>Cleaning staff will be issued with suitable PPE, which will be worn at all times while cleaning. (see PPE section)</li> </ul>	Interserve have been consulted with  Interserve staff	31.3.20  31.3.20
Inappropriate handling and disposal of waste	<ul style="list-style-type: none"> <li>Staff</li> <li>Students</li> <li>Visitors (ie, Contractors, Suppliers and support staff for pupils with SEND etc.)</li> <li>Vulnerable groups (Older people, people with existing underlying health conditions, pregnant females (28 weeks+) and those from a Black, Asian and Minority Ethnic (BAME) background)</li> </ul> <p><i>(may become infected with COVID-19 through inappropriate handling, storage or disposal of infectious waste)</i></p>	<ul style="list-style-type: none"> <li>Waste will be disposed of in line with the Government's <a href="#">guidance on cleaning for non-healthcare settings</a>.</li> <li>Waste from possible cases and cleaning of areas where possible cases have been (including tissues, disposable cloths, disposable PPE) will be placed in a plastic rubbish bag and tied when full; then placed into a second bin bag and tied. It will then be stored in a suitable and secure location, away from children and separated from communal waste areas, and marked for storage for at least 72 hours and put in with the normal waste.</li> <li>Where storage of such waste for at least 72 hours is not appropriate, the waste will be placed into a clinical waste bag and a Category B infectious waste collection will be arranged via the school's/setting's usual specialist Clinical Waste Collection Service, so the waste can be sent for appropriate treatment.</li> </ul>	Interserve have been consulted with	31.3.20
Inadequate provision, handling or use of Personal	<ul style="list-style-type: none"> <li>Staff</li> <li>Students</li> </ul>	<ul style="list-style-type: none"> <li>Existing routine use of PPE will continue for care of non-symptomatic students who have intimate care needs or who present behaviors which may increase the risk of droplet transmission (such as spitting).</li> </ul>	First Aid Procedures updated	27.7.20

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Protective Equipment (PPE)	<i>(may become infected with COVID-19 due to a lack of suitable PPE when undertaking direct care, incompatibility of PPE, lack of instruction and training on its proper use)</i>	<ul style="list-style-type: none"> <li>• Appropriate PPE will be provided and worn by supervising staff should a student become unwell with symptoms of Coronavirus while in the school and need direct personal care until they can return home. These include: <ul style="list-style-type: none"> <li>➢ a fluid-resistant surgical face mask, if a distance of 2m cannot be maintained;</li> <li>➢ a fluid-resistant surgical face mask, disposable gloves and a disposable plastic apron if physical contact with the student is necessary.</li> <li>➢ eye protection (ie, face visor or goggles) where a risk assessment determines that there is a risk of splashing fluids entering the eyes (eg, from coughing, spitting, or vomiting).</li> </ul> </li> <li>• Cleaning staff will be issued with and wear disposable gloves and aprons for general cleaning. However, if an area has been heavily contaminated, such as with visible bodily fluids, from a person with suspected Coronavirus (COVID-19), the use protection for the eyes, mouth and nose, will also be worn.</li> <li>• Guidance on <a href="#">safe working in education, childcare and children's social care</a> referenced for preventing and controlling infection, including the use of PPE.</li> <li>• Relevant staff trained on <a href="#">how to put PPE on and take it off safely</a> and the need for scrupulous hand hygiene in order to reduce self-contamination.</li> <li>• Local supply chains established and maintained for the obtaining of PPE.</li> <li>• Only PPE that is CE marked and purchased from a reliable source will be used by staff.</li> <li>• Staff to be reminded: <ul style="list-style-type: none"> <li>➢ to avoid touching their face, eyes, nose or mouth when wearing PPE (ie, gloves).</li> <li>➢ that torn or otherwise damaged PPE is not to be used and removed immediately if this occurs during use.</li> <li>➢ to cover any cuts and abrasions with a waterproof dressing.</li> <li>➢ that the wearing of gloves is not a substitute for good hand washing protocols.</li> <li>➢ <b>All staff / students are asked to wear face coverings in open / communal areas</b></li> </ul> </li> </ul>		
Contact Dermatitis, skin irritation, exacerbation of	<ul style="list-style-type: none"> <li>• Staff</li> </ul>	<ul style="list-style-type: none"> <li>• Staff encouraged to regularly use moisturising hand cream to prevent skin from drying and cracking, and to report any skin conditions or new skin</li> </ul>	Inset CPD	4.9.20

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existing skin conditions	<i>(may suffer contact Dermatitis, skin irritation or exacerbation of an existing skin condition, such as Eczema or Psoriasis, as a result of frequent hand washing and use of hand sanitisers).</i>	<p>symptoms (ie, Psoriasis or Dermatitis) affecting the hands as a result of frequent handwashing.</p> <ul style="list-style-type: none"> <li>Mild, non-scented, moisturising soaps and hand sanitisers provided and used, wherever possible.</li> <li>Access to the Council's Occupational Health Advisor for further advice on skin care/monitoring if necessary</li> </ul>		15.5.20
Inappropriate use of Alcohol-based Hand Sanitisers or Hand Rub that contains at least 60% alcohol	<ul style="list-style-type: none"> <li>Staff</li> <li>Students</li> <li>Parents &amp; Carers</li> <li>Visitors (ie, Contractors, Suppliers and <b>support staff for pupils with SEND etc.</b>)</li> </ul> <p><i>(may cause alcohol poisoning if ingested and may be ineffective against the virus if used incorrectly)</i></p>	<ul style="list-style-type: none"> <li>COSHH Risk Assessment completed for use of hand rub/sanitiser within the school.</li> <li>Non-perfumed, moisturising hand sanitisers provided wherever possible.</li> <li>Hand sanitiser/hand rub will only be used where access to hand washing with soap and running water is not readily available and where hands are not visibly soiled.</li> <li>Use of hand sanitiser by students monitored by staff.</li> <li>Staff and students encouraged to report any adverse effects experienced with the use of hand sanitiser/hand rub, with advice sought from GP where serious reactions occur.</li> </ul>		15.5.20
Vulnerable Groups at higher risk of severe illness from Coronavirus (COVID-19)	<ul style="list-style-type: none"> <li>Older People</li> <li>People with underlying health conditions (such as: chronic respiratory/ heart/kidney/liver diseases, chronic neurological conditions, problems with their spleen, a weakened immune system, Diabetes, being seriously overweight (BMI of 40+)</li> <li>Pregnant females in the later stages of pregnancy (28 weeks+ gestation)</li> <li>People from a Black, Asian and Minority Ethnic (BAME) background</li> </ul>	<ul style="list-style-type: none"> <li>Headteachers to identify and be aware of Staff who fall into one of the vulnerable risk groups as determined by Public Health England or who are from a BAME background, to ensure they are given adequate protection and support to enable them to comply with Government Health recommendations. Separate individual risk assessments will be completed for such Staff who are more susceptible to severe illness or poor outcomes from COVID-19.</li> <li>Separate individual risk assessments will be completed for any students determined by a medical practitioner as being clinically extremely vulnerable and more susceptible to severe illness or poor outcomes from COVID-19.</li> <li>All reviews of staff roles and safety will be non-discriminatory and take into consideration equality considerations and protected characteristics as defined under the Equality Act 2010, eg, disabled staff.</li> <li>Reasonable adjustments will be made to avoid workers with disabilities or physical and mental health conditions being put at any substantial disadvantage, where necessary, for example: allowing someone with social anxiety disorder to have their own desk instead of hot-desking,</li> </ul>	<p>OH Risk Assessment completed</p> <p>Pastoral staff to keep records</p>	<p>31.8.20.</p> <p>ongoing</p>

What are the hazards?  Don't forget long term health hazards	Who might be harmed and how?  Identify groups of people and how the hazard could cause them harm	Current control measures  List what is already in place to reduce the risk of harm. This may include reference to other procedures, systems of work, training, supervision, inspections, etc	Any additional control measures required	Date implemented
	<i>(who are at potentially increased vulnerability to infection, or adverse outcomes from Coronavirus COVID-19)</i>	<p>ramps are already installed for wheelchair users and where possible ground floor classrooms are allocated. If not possible lift keys are allocated..</p> <ul style="list-style-type: none"> <li>• A separate individual risk assessment will be undertaken for pregnant women over 28 weeks gestation, or under 28 weeks with an underlying health condition, which may make them more susceptible to more severe symptoms or effects from the disease.</li> <li>• <b>All staff / students are asked to wear face coverings in open / communal areas</b></li> </ul>	OH Risk Assessment Completed	21.7.20
Use of Shared Equipment and Resources	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Students</li> </ul> <p><i>(may become infected by touching equipment and resources that have the COVID-19 virus on them, and then touching their mouth, nose, or eyes).</i></p>	<ul style="list-style-type: none"> <li>• The use of shared resources will be reduced by: <ul style="list-style-type: none"> <li>➢ minimising the number of shared resources in use within the classroom;</li> <li>➢ limiting the amount of shared resources that are taken home and limiting exchange of take-home resources between students and staff.</li> <li>➢ seeking to prevent the sharing of stationery and other equipment where possible. Staff and pupils will be provided with their own individual frequently used items such as pens and pencils.</li> <li>➢ Frequently cleaning any shared resources and equipment between class groups, such as sports and art equipment</li> </ul> </li> <li>• Soft furnishings and equipment that are hard to clean (such as those with intricate parts) will be removed from use.</li> <li>• Shared materials and surfaces will be cleaned and disinfected more frequently.</li> <li>• Classroom resources such as books and games shared within the designated groups will be cleaned regularly, along with all frequently touched surfaces.</li> <li>• Any resources that are shared between classes, such as sport, art and science equipment, will be cleaned frequently and meticulously and always between different class groups, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics). Practical lessons will only be undertaken if equipment can be cleaned thoroughly and the classroom or other learning environment is occupied by the same students in one day, or properly cleaned between cohorts.</li> </ul>	<p>Students informed to bring their own equipment.</p> <p>School resources sectioned into separate bubble packs</p> <p>Antibacterial spray to be located in each classroom</p>	21.7.20

What are the hazards?  Don't forget long term health hazards	Who might be harmed and how?  Identify groups of people and how the hazard could cause them harm	Current control measures  List what is already in place to reduce the risk of harm. This may include reference to other procedures, systems of work, training, supervision, inspections, etc	Any additional control measures required	Date implemented
Travelling to School during the outbreak	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Students</li> </ul> <p><i>(may become infected by coming into close contact with someone who has COVID-19, by respiratory droplets produced when an infected person coughs, sneezes, or talks; or by touching a surface or object that has the virus on it, and then touching their mouth, nose, or eyes).</i></p>	<ul style="list-style-type: none"> <li>• Travel arrangements will be revised in consultation with the School Bus/Home to School Transport Service, where required, for relevant students. This will include the measures being put in place to reduce contact.</li> <li>• Unnecessary non-essential work travel will be avoided/minimised wherever possible.</li> <li>• Staff and students are requested to avoid public transport if at all possible – where use of public transport is necessary, they are to conform with all requirements, eg, wearing mandatory face coverings, social distancing, etc.</li> <li>• Staff and students are supported to walk, cycle or drive to work wherever possible, with the provision of safe bike storage, showers, lockers, free parking, etc.</li> <li>• Flexible/staggered start and finish times enabled so that staff can avoid travelling at peak times.</li> <li>• Where travelling cannot be avoided for work purposes and staff have to travel together in one vehicle, the following mitigation methods have been implemented: <ul style="list-style-type: none"> <li>➢ Use of fixed travel partners;</li> <li>➢ Avoidance of sitting face-to-face;</li> </ul> </li> <li>• Refraining from playing music or radio broadcasts that may encourage shouting or raising of voices above normal conversation levels.</li> </ul>	Principals e mail / staff INSET	
Inadequate Induction of New and Temporary Staff	<ul style="list-style-type: none"> <li>• Staff (including Supply Teachers and other temporary workers)</li> </ul> <p><i>(may suffer injury or ill health through a lack of understanding on the hazards and risks they may face, the control measures in place and emergency procedures to be followed)</i></p>	<ul style="list-style-type: none"> <li>• Induction of staff will continue either remotely or in school in line with social distancing guidelines.</li> <li>• New and Temporary staff will be provided with clear instructions and information, and adequate training, on how to work safely, including arrangements for infection control, social distancing, first aid, fire and evacuation.</li> </ul>	Socially Distanced induction completed  Cover staff guidance to be updated and distributed	21.7.20
Inadequate First Aid Facilities, Personnel and Equipment and	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Students</li> <li>• Visitors</li> <li>• Designated First Aiders</li> </ul>	<ul style="list-style-type: none"> <li>• First aid needs assessment reviewed to determine adequate and appropriate equipment, facilities and personnel to ensure staff, and students receive immediate attention if they are injured or taken ill.</li> <li>• There will always be at least one person with a valid First Aid at Work or Emergency First Aid at Work certificate available within the school.</li> </ul>	<ul style="list-style-type: none"> <li>• First Aiders to complete the <a href="#">free online refresher training course</a></li> </ul>	

What are the hazards?  Don't forget long term health hazards	Who might be harmed and how?  Identify groups of people and how the hazard could cause them harm	Current control measures  List what is already in place to reduce the risk of harm. This may include reference to other procedures, systems of work, training, supervision, inspections, etc	Any additional control measures required	Date implemented
Information for First Aiders	<i>(may not receive immediate first aid treatment due to insufficient first aid facilities, personnel and equipment; and First Aiders may become infected through close contact with casualties infected with COVID-19 or spread infection through poor hygiene practices)</i>	<ul style="list-style-type: none"> <li>• Standard Infection Prevention and Control Procedures (ie, maintaining good hand, respiratory and personal hygiene, cleaning of potentially contaminated surfaces) followed at all times by First Aiders to protect themselves and others and limit the risk of spread of COVID-19.</li> <li>• Contact and time sharing a breathing zone with casualties potentially infected with COVID-19 to be limited as much as possible, with casualties directed to do things for themselves where possible avoid touching them, their immediate environment and any waste</li> <li>• PPE provided and used by first aiders as necessary (ie, fluid resistant surgical mask, disposable gloves, disposable apron</li>   <li>• The use of chest compressions only will be performed by First Aiders should cardiopulmonary resuscitation (CPR) be required. No rescue breaths or mouth-to-mouth ventilation will be performed. Where First Aiders have access to an AED, then this will be used, as using these carry no risk of virus spread.</li> <li>• Headteachers to share with first aiders the latest NHS advice on how to respond to a first aid incident and the Resuscitation Council's guidance on COVID-19 in relation to CPR and resuscitation in first aid and community settings, when dealing with first aid incidents during the outbreak. <a href="https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov">https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov</a> and <a href="https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/">https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/</a>.</li> <li>• Guidance provided to first aiders on how to respond to a first aid incident during the Coronavirus COVID-19 pandemic, including specific instructions on giving Cardiopulmonary Resuscitation (see <a href="https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/">Guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov</a> and specific guidance on giving cardiopulmonary resuscitation (CPR) from the <a href="https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/">Resuscitation Council UK</a></li> <li>• Medical Room, where provided, re-organised in line with social distancing provisions and cleaned after each use.</li> <li>• Antibacterial spray will be provided in each room within the school.</li> <li>• Higher risk activities have been suspended, where required..</li> </ul>	<p>offered by St John Ambulance prior to resuming duties in the workplace.</p> <ul style="list-style-type: none"> <li>• First aid procedures revised</li> </ul>	21.7.20

What are the hazards?	Who might be harmed and how?	Current control measures	Any additional control measures required	Date implemented
<p>Don't forget long term health hazards</p> <p>Individuals displaying Symptoms of Coronavirus (COVID-19) whilst attending the school/setting</p> <p><i>(The most common symptoms are a high temperature (over 37.8°C), a new, continuous cough, and a loss of, or change in normal sense of smell or taste (anosmia)</i></p>	<p>Identify groups of people and how the hazard could cause them harm</p> <ul style="list-style-type: none"> <li>• Staff</li> <li>• Students</li> <li>• Parents &amp; Carers</li> <li>• Visitors (ie, Contractors, Suppliers)</li> <li>• Vulnerable groups (Older people, people with existing underlying health conditions, pregnant females (28 weeks+) and those from a Black, Asian and Minority Ethnic (BAME) background)</li> </ul> <p><i>(may become infected by coming into close contact with someone who has COVID-19, and by respiratory droplets produced when an infected person coughs, sneezes, or talks; or by touching a surface or object that has the virus on it, and then touching their mouth, nose, or eyes).</i></p> <p><i>COVID-19 symptoms can range from mild (or no symptoms) to severe respiratory illness, which can be fatal.</i></p>	<p>List what is already in place to reduce the risk of harm. This may include reference to other procedures, systems of work, training, supervision, inspections, etc</p> <ul style="list-style-type: none"> <li>• Staff, students, parents, carers or any visitors, such as contractors, suppliers, etc, will be instructed not to attend or enter the school if they or someone within their household has is displaying any symptoms of Coronavirus to avoid spreading infection to others.</li> <li>• If a student or staff member develops symptoms compatible with Coronavirus (whilst at the school/setting, they will be sent home and advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days.</li> <li>• All staff and students attending the school will have access to a test if they display symptoms of Coronavirus, as will members of their household, and will be encouraged to do so.</li> <li>• Where the student or staff member tests negative, they will be allowed to return to the school/setting and their fellow household members can end their self-isolation.</li> <li>• Where the student or staff member tests positive, the rest of their class/group will be sent home and advised to self-isolate for 14 days. The other household members of that wider class/group do not need to self-isolate unless the student or staff member they live with in that group subsequently develops symptoms.</li> <li>• An Isolation Room (a clean, well-ventilated room, with opening window, closable door and minimal non-fabric furniture) will be identified, in a location away from staff, students and other visitors, for the isolation of any potentially infectious individual who cannot be immediately leave the setting. Appropriate adult supervision will be provided for students, where required. (Where it is not possible to isolate the individual, they will be moved to an area which is at least 2 meters away from other people).</li> <li>• Protocol in place for responding to a suspected case of Coronavirus within the school.</li> <li>• PPE will be worn by staff caring for any symptomatic student whilst they await collection, if a distance of 2m cannot be maintained.</li> <li>• Temperature monitoring or asking parents to report young people's temperature at the start of the day will not be undertaken, as this is an unreliable method for identifying Coronavirus COVID-19.</li> <li>• The PHE's Flowchart describing the <a href="#">Return to Work Process for a Symptomatic Worker following a SARS-CoV-2 (COVID-19) Test</a> will be followed prior to allowing workers back into the workplace.</li> </ul> <p><b>NHS Test and Trace</b></p>		ongoing





<b>What are the hazards?</b>  Don't forget long term health hazards	<b>Who might be harmed and how?</b>  Identify groups of people and how the hazard could cause them harm	<b>Current control measures</b>  List what is already in place to reduce the risk of harm. This may include reference to other procedures, systems of work, training, supervision, inspections, etc	<b>Any additional control measures required</b>	<b>Date implemented</b>
		<p>disinfected, flushed and certified by a competent contractor before the school re-opens.</p> <p><b>Gas safety</b></p> <ul style="list-style-type: none"> <li>➤ Gas services remain in normal operation and planned gas safety checks including gas detection and/or interlocking continue to be undertaken.</li> </ul> <p><b>Fire Safety</b></p> <ul style="list-style-type: none"> <li>➤ Fire safety management and evacuation plans reviewed and updated in line with operational changes, as necessary, and communicated to all staff, children and young people.</li> <li>➤ Fire assembly point re-organised to meet social distancing requirements.</li> <li>➤ Regular testing of fire alarm and detection systems, call points, emergency lighting and other fire safety systems undertaken to ensure they remain fully operational.</li> <li>➤ Regular hazard spotting carried out to identify escape route obstructions.</li> <li>➤ Daily checks to ensure that all fire doors are operational.</li> <li>➤ Fire drills continue to be held on a termly basis as normal, with a practise undertaken in the first week when more pupils return.</li> <li>➤ Staff instructed not to wedge open self-closing fire doors to avoid the need to touch door handles/locks. These doors must remain closed to prevent the risk of uncontrolled fire spread and smoke should a fire occur.</li> </ul> <p><b>Security including access control and intruder alarm systems</b></p> <ul style="list-style-type: none"> <li>➤ All areas of the school kept secure in line with current security arrangements.</li> <li>➤ Keyholder information updated, as necessary.</li> </ul> <p><b>Ventilation</b></p> <ul style="list-style-type: none"> <li>➤ All systems remain energised in normal operating mode.</li> <li>➤ Natural ventilation via windows or vents will be used as far as possible and where available occupied room windows will be opened.</li> <li>➤ Where centralised or local mechanical ventilation is present, recirculatory systems have been adjusted to full fresh air. (If this is not</li> </ul>		<p>31.8.20</p> <p>31.8.20</p> <p>31.8.20</p> <p>31.8.20</p>

<b>What are the hazards?</b>  Don't forget long term health hazards	<b>Who might be harmed and how?</b>  Identify groups of people and how the hazard could cause them harm	<b>Current control measures</b>  List what is already in place to reduce the risk of harm. This may include reference to other procedures, systems of work, training, supervision, inspections, etc	<b>Any additional control measures required</b>	<b>Date implemented</b>
		<p>possible, systems will be operated as normal). Where ventilation units have filters present, enhanced precautions must be taken when changing filters.</p> <p><b>Electrical Systems</b></p> <ul style="list-style-type: none"> <li>➤ Building-related electrical systems remain in use and are tested as appropriate.</li> </ul> <p><b>Drainage Systems</b></p> <ul style="list-style-type: none"> <li>➤ Checks on traps undertaken to ensure they have not dried out and water seals are in place to prevent smells within the building, for example, hygiene rooms, sports hall showers.</li> <li>➤ Where toilets are put back into use, flushing of toilets to be undertaken with the lids down and toilet ventilation systems working.</li> </ul> <p><b>Plant and Equipment</b></p> <ul style="list-style-type: none"> <li>➤ Plant and equipment continues to be maintained in line with manufacturer's instructions.</li> <li>➤ Scheduled thorough examination and testing of lifting and pressure equipment to continue to be undertaken during the Coronavirus outbreak, following the updated HSE Guidance during the Coronavirus outbreak. <a href="https://www.hse.gov.uk/news/assets/docs/loler-pssr-during-outbreak.pdf">https://www.hse.gov.uk/news/assets/docs/loler-pssr-during-outbreak.pdf</a>.</li> <li>➤ School will agree safe access and working arrangements with the contractor prior to commencing work on site.</li> <li>➤ Should problems be experienced in arranging scheduled thorough examinations, due to demands on inspection services, the school will adopt a risk based process, in consultation with their Competent Person, to determine the whether there are steps that can be taken to safely continue to use equipment (that has not had its scheduled thorough examination and testing) or decide to stop using the equipment.</li> </ul>		<p>31.8.20</p> <p>31.8.20</p> <p>31.8.20</p>

What are the hazards?	Who might be harmed and how?	Current control measures	Any additional control measures required	Date implemented
<p>Don't forget long term health hazards</p> <p>Inadequate arrangements for School Meal provision</p>	<p>Identify groups of people and how the hazard could cause them harm</p> <ul style="list-style-type: none"> <li>• Staff</li> <li>• Students</li> </ul> <p><i>(may become infected by coming into close contact with someone who has COVID-19, and by respiratory droplets produced when an infected person coughs, sneezes, or talks; or by touching a surface or object that has the virus on it, and then touching their mouth, nose, or eyes).</i></p> <p><i>COVID-19 symptoms can range from mild (or no symptoms) to severe respiratory illness, which can be fatal.</i></p>	<p>List what is already in place to reduce the risk of harm. This may include reference to other procedures, systems of work, training, supervision, inspections, etc</p> <ul style="list-style-type: none"> <li>• School will continue working with their Catering Service provider to ensure food is available for students and young people who attend and ensure staff are able to prepare, serve and work safely.</li> <li>• Lunch times (and any 'snack' times for early years) arranged so that children eat their lunch in their assigned bubbles and do not mix with children from other groups, by either: having several lunch sittings or serving lunch in more than one location, including (if appropriate) in their assigned classroom.</li> <li>• Students will clean their hands before eating their lunch.</li> <li>• Tables will be cleaned between each group.</li> <li>• Dining area layouts configured to ensure social distancing with tables and chairs cordoned off or removed where this is not possible.</li> <li>• Dining areas will be managed by year group bubbles and cleaned in-between sittings.</li> </ul>		<p>31.8.20</p>
<p>Stress, Mental Health and Wellbeing adversely affected during the outbreak and upon return to school/setting</p>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Students</li> </ul> <p><i>(may be suffering with stress, mental health or wellbeing difficulties as a result of feeling disconnected, isolated from others or abandoned due to being/working at home for a long period of time; and through lack of social interactions with friends/peers/teachers and other adults in the school. Also, having experienced bereavements in their immediate family or wider circle of friends, or had increased caring responsibilities)</i></p>	<ul style="list-style-type: none"> <li>• Access to PHE online resources to promote and support mental wellbeing of children whilst learning at home. This includes <a href="#">wider guidance on supporting children and young people's mental health</a></li> <li>• Digital support includes: <ul style="list-style-type: none"> <li>➢ <a href="#">an educational resource</a> for adults about children and young people's mental health.</li> <li>➢ The PHE <a href="#">Every Mind Matters platform</a> about looking after your own mental health</li> <li>➢ <a href="#">Rise Above</a>, targeted at young people, which also has <a href="#">schools-facing lesson plans</a>.</li> </ul> </li> <li>• Students will be provided with opportunities to talk about their experiences over the past few weeks, one-to-one conversations with trusted adults, where this may be supportive.</li> <li>• Positive opportunities will be provided for students to renew and develop friendships and peer groups and other enriching developmental activities.</li> <li>• Regular communication of mental health information and resources, and an open-door policy in place for those staff who need additional support.</li> <li>• Trained Workplace Mental Health First Aiders available for staff who may be experiencing a mental health issue or emotional distress.</li> </ul>	<ul style="list-style-type: none"> <li>• The Council's 'Adapting to the New Norm' guidance to be issued to all staff.</li> </ul>	

What are the hazards?  Don't forget long term health hazards	Who might be harmed and how?  Identify groups of people and how the hazard could cause them harm	Current control measures  List what is already in place to reduce the risk of harm. This may include reference to other procedures, systems of work, training, supervision, inspections, etc	Any additional control measures required	Date implemented
		<ul style="list-style-type: none"> <li>• Counselling services available via Management/Self-Referral to the Occupational Health Unit for any staff who are particularly anxious</li> <li>• Staff workload monitored by management and adjusted as necessary.</li> <li>• Member of the Senior Leadership Team to keep in touch with home workers and ensure regular contact is made with them to make sure they are healthy and safe, recognising any signs of stress as early as possible.</li> <li>• Staff encouraged to speak regularly with their colleagues.</li> <li>• Subject Leads will have access to the DfE's training module on <u>teaching about mental wellbeing</u> to assist in the training of Teachers who will be teaching pupils about mental health and wellbeing.</li> <li>• Teaching staff will have access to the free MindEd learning platform for professionals, which includes a <u>Coronavirus (COVID-19) Staff Resilience Hub</u> with materials on peer support, stress, fear and trauma and bereavement, to support vulnerable pupils upon return to school.</li> </ul>		
Altered behaviours when returning to the school/setting which may affect social distancing guidelines	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Students</li> </ul> <p><i>(may become infected by coming into close contact with someone who has COVID-19, through disregard of the new arrangements)</i></p>	<ul style="list-style-type: none"> <li>• Behaviour Policy to be reviewed and updated to reflect the new protective measures and new rules and routines. This includes appropriate consequences (such as sanctions and rewards), so that staff can ensure students understand them and can enforce them rigorously.</li> <li>• Clear messages given to students on the importance and reasons for social distancing in reinforced throughout the day by staff and through posters and floor markings.</li> <li>• Senior Leaders monitor areas where there are breaches of social distancing measures and the arrangements are reviewed.</li> </ul>		
Educational Visits	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Students</li> <li>• Parent Volunteers</li> </ul>	<ul style="list-style-type: none"> <li>• Domestic (UK) overnight and overseas educational visits have been temporarily been suspended and will be reviewed as the pandemic reduces in accordance with the HFE and the latest Government advice on Coronavirus travel advice for educational settings. Please see <u>coronavirus: travel guidance for educational settings</u>.</li> <li>• All trips will be undertaken in line with protective measures, such as keeping students within their consistent group, and the coronavirus (COVID-19) secure measures in place at the destination.</li> <li>• Outdoor spaces in the local area to be made use of to support delivery of the curriculum.</li> <li>• A full and thorough risk assessment in relation to all educational visits to ensure they can be done safely will be carried out, consideration will be</li> </ul>		21.7.20

What are the hazards?	Who might be harmed and how?	Current control measures	Any additional control measures required	Date implemented
Don't forget long term health hazards	Identify groups of people and how the hazard could cause them harm	List what is already in place to reduce the risk of harm. This may include reference to other procedures, systems of work, training, supervision, inspections, etc		
Home working  (Working with Display Screen Equipment (DSE))	<ul style="list-style-type: none"> <li>Staff (working at home on a long-term basis)</li> </ul> <p><i>(may suffer pain in their necks, shoulders, backs, arms, wrists and hands as well as fatigue and eye strain as a result of incorrect use of DSE or poorly designed workstations or work environments)</i></p>	<p>given to control measures that need to be used to ensure they are aware of wider advice on visiting indoor and outdoor venues.</p> <ul style="list-style-type: none"> <li>The school will consult the <u>health and safety guidance on educational visits</u> when considering visits.</li> </ul> <ul style="list-style-type: none"> <li>Staff for whom it is feasible and appropriate and can work from home, will continue to do so, in line with government policy.</li> <li>Staff working at home with DSE will be encouraged to ensure that they set up their workstation to avoid : <ul style="list-style-type: none"> <li>➢ avoid awkward, static postures by regularly changing position;</li> <li>➢ get up and move or do stretching exercises;</li> <li>➢ avoid eye fatigue by changing focus or blinking from time to time.</li> </ul> </li> <li>Basic home workstation self-assessment to be completed by staff working at home on a long-term basis and who use DSE daily, for an hour or more at a time, using the HSE's practical workstation checklist <a href="https://www.hse.gov.uk/pubns/ck1.pdf">https://www.hse.gov.uk/pubns/ck1.pdf</a></li> <li>Additional DSE equipment provided or allowed to be taken home by staff to support prolonged use of portable DSE at home (eg, separate monitor, keyboard, mouse, monitor riser, ergonomic chair) as required.</li> </ul>	N/A	
Face to face meetings	<ul style="list-style-type: none"> <li>Staff</li> <li>Students</li> <li>Parents &amp; Carers</li> <li>Visitors</li> </ul> <p><i>(may become infected by coming into close contact with someone who has COVID-19, and by respiratory droplets produced when an infected person coughs, sneezes, or talks; or by touching a surface or object that has the virus on it, and then touching their mouth, nose, or eyes).</i></p>	<ul style="list-style-type: none"> <li>Remote working tools (ie, video/tele-conferencing) utilised instead of face to face meetings, wherever practicable.</li> <li>Where a face to face meeting cannot be avoided and is the only option, participants will be kept to the absolute minimum with only essential persons present and social distancing will be maintained throughout.</li> <li>Meetings will be held outdoors, wherever possible, or in well-ventilated room (ie, opening window) of sufficient size.</li> <li>The sharing pens and other objects will be avoided to prevent transmission during meetings.</li> <li>Hand sanitiser will be provided in meeting rooms.</li> <li>Meeting room thoroughly cleaned after each use.</li> <li>Antibacterial spray to be placed in each meeting room</li> <li>Sneeze screens to be provided in meeting rooms</li> <li><b>All staff / students / Visitors are asked to wear face coverings in open / communal areas</b></li> </ul>		ongoing

What are the hazards?	Who might be harmed and how?	Current control measures	Any additional control measures required	Date implemented
Don't forget long term health hazards	Identify groups of people and how the hazard could cause them harm	List what is already in place to reduce the risk of harm. This may include reference to other procedures, systems of work, training, supervision, inspections, etc		
Contractors on-site whilst school is in operation may pose a risk to social distancing and infection control	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Students</li> <li>• Parents/Carers</li> <li>• Contractors</li> </ul> <p><i>(may become infected by coming into close contact with someone who has COVID-19, and by respiratory droplets produced when an infected person coughs, sneezes, or talks; or by touching a surface or object that has the virus on it, and then touching their mouth, nose, or eyes).</i></p>	<ul style="list-style-type: none"> <li>• Ongoing works and scheduled inspections for schools (eg, estates related) have been designated as essential work by the government and will continue.</li> <li>• Assurances have been sought from the contractors that all staff attending the setting will be in good health (symptom-free) and that contractors have procedures in place to ensure effective social distancing is maintained at all times.</li> <li>• Arrangements in place for contractors to use a different entrance to staff and students, where possible, and classes organised so that contractors and staff/students are kept apart.</li> <li>• Contractors will be monitored to ensure social distancing is being maintained throughout any such works.</li> <li>• <b>All staff / students / Visitors are asked to wear face coverings in open / communal areas</b></li> <li>• Normal contractor procedures are being applied and have been updated in light of COVID-19 (including contractor risk assessments and method statements, and contractor induction, where required) in consultation with Property Services.</li> </ul>		ongoing
Lack of governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements.	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Students</li> </ul> <p><i>(failure to ensure controls are implemented may result in infection)</i></p>	<ul style="list-style-type: none"> <li>• The board of trustees continues to meet regularly via online platforms.</li> <li>• The board of trustees agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation.</li> <li>• The Headteacher's report to governors includes content and updates on how the school is continuing to meet its statutory obligations in addition to covering the school's response to COVID-19.</li> <li>• Regular dialogue with the Chair of Trustees and those Trustees with designated responsibilities is in place.</li> <li>• Minutes of board of trustees meetings are reviewed to ensure that they accurately record trustees' oversight and holding leaders to account for areas of statutory responsibility.</li> </ul>	Microsoft teams meeting scheduled until at least December 2020	ongoing
Spread of infection through singing, chanting, playing wind/ brass instruments or shouting.	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Students</li> </ul> <p><i>(may be at risk of infection where singing, chanting, playing wind or brass)</i></p>	<ul style="list-style-type: none"> <li>• Music lessons will be limited to group sizes of no more than 15 pupils when teaching singing, brass and or woodwind</li> <li>• Physical distancing will be maintained when pupils are playing instruments or singing in small groups such as in music lessons.</li> <li>• Playing musical instruments and singing outside wherever possible.</li> <li>• Positioning pupils back-to-back or side-to-side.</li> </ul>		

What are the hazards?  Don't forget long term health hazards	Who might be harmed and how?  Identify groups of people and how the hazard could cause them harm	Current control measures  List what is already in place to reduce the risk of harm. This may include reference to other procedures, systems of work, training, supervision, inspections, etc	Any additional control measures required	Date implemented
	instruments or shouting is occurring - even where individuals are at a distance).	<ul style="list-style-type: none"> <li>The sharing of brass and woodwind instruments will not take place.</li> <li>Students will/should be assigned their own instrument.</li> <li>Ensuring good ventilation within the room.</li> <li>Support and guidance on musical learning during the COVID-19 pandemic is available via the Council's Music Service. Contact - NicolaSkrzypczak@sthelens.gov.uk or JeremySleith@sthelens.gov.uk</li> </ul>		
Spread of infection through participating in physical education and school sport activities.	<ul style="list-style-type: none"> <li>Staff</li> <li>Students</li> </ul> <p>may be at risk of infection through close contact sport and the way in which people breathe during exercise)</p>	<ul style="list-style-type: none"> <li>Pupils kept in consistent class groups during PE lessons.</li> <li>Sports equipment thoroughly cleaned between each use by different individual groups, and contact sports are avoided.</li> <li>Use of outdoor space prioritised, where possible, for exercise and breaks and outdoor education, to limit transmission and more easily allow for distance between students and staff. External areas to be designated for different groups.</li> <li>Where large indoor spaces must be used, maximising distancing will be ensured between pupils and scrupulous attention will be paid to cleaning and hygiene</li> <li>Physical Education lessons will follow AFPE guidance on sports allowed and will be kept up to date and changed as necessary.</li> <li>PE risk assessments will be reviewed in line with the latest COVID-19 advice from the <u>Association for Physical Education (AfPE)</u> and the <u>Youth Sport Trust</u>. Reference will also be made to the Government's guidance on '<u>Coronavirus (COVID-19): Phased Return of Sport and Recreation</u>' and guidance from Sport England for <u>Grassroot Sport</u>.</li> <li>Work with external coaches, clubs and organisations for curricular and extra-curricular activities will only be undertaken where the school is satisfied that this is safe to do so and suitable risk assessments have been completed operating within the wider protective measures of the school.</li> </ul>		

I certify that the risk assessment above fully applies to the area/task/activity under assessment in Rainford High

Signed:



Risk Assessor: Ian Young





## Summary of the School Approach to September 2020

The school has taken account of all government guidance and reviewed the available independent guidance in planning for wider reopening.

This document is an overview of the procedures that we have put in place to make the school site as safe as possible.

- Classrooms have been deep cleaned over summer and will be cleaned every evening after use prior to students arriving the next day
- Fire doors that cannot be kept open will be steamed cleaned throughout the day. All fire doors that can be open during the working day will be kept open to avoid unnecessary contact.
- The school has increased the amount of cleaning that will be taking place throughout the school day.
- The arrival and departure times for year groups will remain the same as this is all our transport system allows.
- Arrivals will be managed by separate entrances for different bus arrivals to minimise the volume of students at entrance points.
- Student arrival will see them hand sanitise and make their way to forms from 8.35.
- The school will ensure that students wash hands regularly throughout the day.
- The school will operate good respiratory protocols of catch it, bin it, kill it.
- Students will be grouped into year group bubbles
- Older year groups will be expected to maintain social distancing protocols in their bubbles and meet school expectations of appropriate behaviour.
- Students will follow the clearly signed and social distanced one-way system around site.
- The one-way systems is in place throughout the school building to support social distancing.
- On route students will stop at a hand wash station supervised by a member of staff.
- Doors to classrooms will be open to avoid unnecessary contact. Windows in classrooms will be open to support good ventilation.
- Students will enter classrooms that are equipped with tissues, hand sanitiser and door wedges.
- All computer areas are sanitised three times during the day
- On route to break and lunch students will be taken and instructed to wash hands.
- Break and Lunch times will be staggered to include one year group at a time in the canteen, maintaining social distancing between bubbles.
- Canteen areas will be cleaned inbetween sittings at break and lunch time
- Hand sanitiser stations are positioned next to the biometric fingerprint system we have in place.
- Students will move rooms as little as possible but some movement will be necessary to facilitate seeing individual subject teachers.
- Students will depart in a managed fashion and observe social distancing protocols
- Different bus route queues will be managed throughout the site to ensure social distancing
- Rainford High is a diverse community and is making appropriate adjustments for all community members based on their protected characteristics and individual circumstance.



