



Bolton-le-Sands
C.E. Primary School

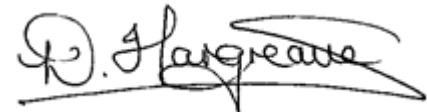

SCHOOL RISK ASSESSMENT – COVID-19

PART A: ASSESSMENT DETAILS

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

Location of activity: Bolton-le-Sands C of E Primary School

Version 5

School name: Address & Contact details:	Bolton-le-Sands C of E Primary School Mount Pleasant Lane Bolton-le-Sands Lancashire LA5 8DT 01524 823 606	Name of Person(s) undertaking Assessment:	Mr Daniel Hargreaves
		Signature(s):	
Headteacher:	Mr Daniel Hargreaves	Date of Original Assessment:	18 August 2020
Signature:		Date Reviewed:	10 November 2020
How communicated to staff:	Via email with a cover sheet highlighting updates and changes	Planned Next Review Date:	18 December 2020 (unless amendments are required before this date)

PART B: RISK GRADING ASSESSMENT OF TRANSMISSION					
No Risk (no transmission)	Minimal Risk (very unlikely risk of transmission)	Low Risk (unlikely risk of transmission)	Moderate Risk (potential risk of transmission)	High Risk (likely risk of transmission)	Severe Risk (very likely risk of transmission)
0	1	2	3	4	5

Hazards or risks to the health and safety of pupils, staff and visitors of the school have been identified, including the potential type of harm. Appropriate control measures have been put in place to reduce the risks. A Risk Assessment Grading has also been applied to the situation assuming the control measures are in place. This Risk Assessment Grading has been based on professional, educational judgement on the **likelihood of transmission**. The risk grading is not identifying risk to health as it only refers to higher (or lower) risks of the virus being transmitted. The purpose of this is to identify the higher risk points of the school day to ensure that these are being appropriately managed.

PART C: RISK IDENTIFICATION AND CONTROL MEASURES

	Identified Risk	Type of Harm	Risk of Transmission	Control Measures in Place
1.0	Changes to official COVID-19 guidance and advice occurs regularly.	Potential incorrect following of guidance could result in the spread of the virus.	0	<ul style="list-style-type: none"> • School regularly refers to official advice from the DfE, PHE, HS&Q, Unions and HR. <ul style="list-style-type: none"> • Coronavirus (COVID-19): Guidance for schools and other educational settings • Coronavirus (COVID-19): Guidance on shielding and protecting people who are clinically extremely vulnerable • Coronavirus (COVID-19): Guidance on local restrictions North of England • Coronavirus (COVID-19): Guidance for First Responders • Coronavirus (COVID-19): Guidance What parents and carers need to know about early years providers, schools and colleges in the autumn term • Coronavirus (COVID-19): Guidance on cleaning in non-healthcare settings outside the home <ul style="list-style-type: none"> ○ LCC Schools HR guidance ○ LCC Health & Safety COVID-19 web page ○ NEU/GMB/Unison/Unite Commentary Checklist for September • Headteacher or other senior person keeps up to date with official COVID-19 Guidance and informs employees/school arrangements as required. • Updated guidance around face coverings and rule of 6: <ul style="list-style-type: none"> ○ https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education

				<ul style="list-style-type: none"> ○ https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures ○ https://www.gov.uk/government/publications/coronavirus-covid-19-meeting-with-others-safely-social-distancing/coronavirus-covid-19-meeting-with-others-safely-social-distancing ● National Guidance for second lockdown from 5 November 2020 <ul style="list-style-type: none"> ○ https://www.gov.uk/guidance/new-national-restrictions-from-5-november#education-school-college-and-university
1.1	Clinically vulnerable and clinically extremely vulnerable staff and/or pupils with pre-existing health conditions are at an increased risk of contracting the virus, causing further health issues.	Becoming seriously ill from the effects of coronavirus, potential to be life threatening.	0	<p>TEMPORARY CHANGES TO THE GUIDANCE AS A RESULT OF THE 5TH NOVEMBER LOCKDOWN:</p> <ul style="list-style-type: none"> ● During the lockdown restriction period beginning 5 November, the government guidance determines two groups: clinically vulnerable and clinically extremely vulnerable. For the former, adults are okay to continue to work but are advised to minimise their contact with others and follow strict self-hygiene procedures. For Clinically extremely vulnerable adults, they are advised to work from home or explore whether they are eligible for Statutory Sick Pay. See the updated guidance for the national restrictions from 5 November: https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19 ● 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. Read government advice, including employment rights: Coronavirus (COVID-19): Guidance on shielding and protecting people who are clinically extremely vulnerable ● Pupils who were considered to be clinically extremely vulnerable and received a letter advising them to shield are/were advised by the Government that they can/could return to school from 1 August 2020 (when the rest of their class returns).

			<ul style="list-style-type: none">• If infection rates rise in local areas, individuals (or family members) from that area, and that area only, will be advised to shield during the period where rates remain high and therefore may be temporarily absent. Read local restrictions guidance: Coronavirus (COVID-19): Guidance on local restrictions North of England• 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.• School applies the measures set out in the government Guidance for full opening: schools as far as is reasonably practicable to reduce the risk to all staff including those who are extremely clinically vulnerable and clinically vulnerable.• Staff members who are in the most at risk categories are reminded to take particular care. Where an employee expresses concerns, an individual risk assessment will be completed to assess the risks to that individual and identify ways to reduce these risk to an acceptable level including where possible the need for any reasonable adjustments such as temporarily 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.• Women who are pregnant are classified within the ‘clinically vulnerable’ category and therefore are advised to attend work but adhere to social distancing procedures. Employers should conduct a risk assessment for pregnant women in link with the Management of Health and Safety at Work Regulations 1999.• People who live with those who are clinically extremely vulnerable or clinically vulnerable attend the workplace as normal but ensure that they adhere to good hygiene procedures.• Some people with particular characteristics may be at comparatively increased risk from coronavirus (COVID-19), as set out in the COVID-19:
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				<p>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. <p>(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).</p>
1.2	Staff, pupils and household members displaying signs of COVID-19	Potential spread of the virus	4	<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. Guidance sent to parents explaining the protocols around when not to attend school. • Staff or pupils showing COVID-19 symptoms are sent home, reminded to self-isolate for 10 days and instructed to arrange a test to see if they have COVID-19. • Staff and parents are advised that other members of their household (including any siblings) should self-isolate for 14 days from date of onset of symptoms of the infected person. • Parents are informed that if a child (or adult) has close contact with a person who tests positive for COVID-19, they are to self-isolate for 14 days from the date the symptoms began, or in the case of asymptomatic, from the date of the 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. • If someone tests negative, if they feel well and no longer have any symptoms similar to those identified for coronavirus (COVID-19), they can stop self-isolating. They may still have another virus, such as a cold or flu, therefore it is still advisable to avoid contact with others until they recover. However other members of their household can stop self-isolating.

			<ul style="list-style-type: none">• Staff who have assisted someone who has taken ill with COVID-19 symptoms and any pupils who have been in close contact with them, will wash their hands with warm, running water and soap for a minimum of 20 seconds. They do not need to go home unless they display the symptoms themselves or are advised to do so by NHS Test and Trace or Local Health Protection Team. Staff members assisting children who have taken ill will use PPE provided by school. A face covering must be worn and if direct contact is made, the use of an apron and gloves will be in place.• If a pupil displays symptoms their parent/carer will be required to take them home. Where this is not immediately possible, the pupil will be placed in a separate room until they can be collected, whilst being mindful of the individual pupils' needs. The main entrance foyer will be used to isolate pupils who are unwell. To ensure security for the child, the main door can be 'off-latch' and the electronic buzzer system to be used for entrance as necessary. A member of the Office staff will be responsible for cleaning the waiting room once the child has departed. If the child requires personal care, the member of staff leading the care will be responsible for cleaning the waiting room, equipment and disposing of any contamination waste following the double bagging system.• 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 male staff toilets will be used.• 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. A member of the Office staff will be responsible for cleaning the toilet area after the adult/child has left.
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1.3	Staff, pupils and household members test positive for COVID-19	Potential spread of the virus	4	<ul style="list-style-type: none"> • If a pupil or member of staff tests positive, the following procedure should be followed: <ul style="list-style-type: none"> ○ The confirmed case should be advised to self-isolate until the latest of: <ul style="list-style-type: none"> ▪ 10 days after the onset of symptoms ▪ 10 days after their test date if asymptomatic ○ The Headteacher (or appropriate leader) should gather the following information to assist with the identification of close contacts: <ul style="list-style-type: none"> ▪ The case's date of onset of their illness ▪ The case's test date ▪ The case's attendance record at school ▪ The case's year group/bubble/phase ○ The infectious period is from 2 days before onset of symptoms (or the date of the test if asymptomatic) until 10 days after the symptoms started. ○ If the pupil or staff member has been at school during the infectious period, all close/direct contacts should be identified (any close contact in the 48 hours before symptoms) and excluded from school for 14 days following their last contact with the case. A standard letter should be sent to families. ○ Household members of contacts do not need to self-isolate unless the contact develops symptoms. ○ If the school has any enquiries regarding the action of a confirmed case, they can contact the DfE helpline on 0800 046 8687 (Mon – Fri 8am – 6pm, Sat – Sun 10am – 4pm) https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19 or contact the Local Authority by email COVID19Educationquestions@lancashire.gov.uk or ring the Education Team on 01772 531 555 (Mon – Fri 8am – 5pm) ○ The school should complete a minimum dataset and send it to the local authority via the secure website:

https://lancashire-self.achieveservice.com/service/Report_of_Confirmed_Covid19_Cases_in_School

- 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 including; a high temperature, cough or loss of sense of smell/taste. They will be advised that other members of their household must continue self-isolating for the full 14 days.
- The School will contact the local health protection team as soon as they have been notified of a positive result. (This team may also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace).
- The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.
- Based on the advice from the health protection team, school will send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means:
 - direct close contact – any 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 has a timetable in place to ensure that it is known which group of children will cross over and in cases of a positive test, the phase bubble will be sent home as well as any other children or members of staff that have

				<p>had close contact and interaction. The school will be closed to the full phase bubble for a 14 day self-isolation period from the onset of symptoms of the positive child.</p> <ul style="list-style-type: none">• As PPA teachers are likely to be included in the isolation, PPA will be suspended until the return of appropriate staff.• 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 14-day isolation period they are instructed to follow the stay at home guidance and instructed to get a test.• If the test is negative they are instructed to remain in isolation for the remainder of the 14-day isolation period as they could still develop the coronavirus (COVID-19) within the remaining days.• If the test result is positive, they are instructed to inform school immediately, and must isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period).• They are advised that their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms.• For children having to self-isolate: when this is confirmed (a positive test result) the school will provide home-learning in line with the learning taking place in class. This cannot be a direct replacement to in-school learning, but will support the child so that gaps in learning is kept to a minimum. Where possible, online learning platforms will be used.• Parents are regularly informed of what to do in the case of a child being poorly. If a child is poorly, they should stay at home until they are well enough to return. If a child has other medical conditions (allergies, hay fever, asthma) which causes a cough, as long as they have no other COVID symptoms they can be at school. If a child is suffering from a seasonal cold, they can remain in school if they are well enough. If two or more symptoms of COVID are evident, the child will be sent home and parents will be advised to seek further medical guidance through 111.
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1.4	An outbreak of COVID-19 within the school.	Potential spread of the virus across a larger group of people.	5	<ul style="list-style-type: none"> For the 5th and subsequent cases, contact the Lancashire PHE Team via their mailbox at COVID19-HealthProtection@lancashire.gov.uk and submit detail via the LCC click form https://lancashire-self.achieveservice.com/service/Report_of_Confirmed_Covid19_Cases_in_School If appropriate, submit a full closure form https://lancashire-self.achieveservice.com/service/Report_of_Confirmed_Covid19_Cases_in_School 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. The school will follow DfE, Gov.uk and Local Authority advice in relation to potential local lockdowns. In such cases, where instructed, school will close to necessary pupils and revert to home-learning techniques. School is aware that in consultation with the local Director of Public Health, where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person's class, followed by their year group, then the whole school if necessary, in line with routine public health outbreak control practice.

2.0	Transmission of COVID-19 due to the lack of consultation on safe working practices and provision of information and instruction of safe ways of working.	Potential spread of the virus.	4	<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. School leaders will update staff on a regular basis of changes to the risk assessment and procedures. A COVID-19 item will be placed on the staff meeting agenda for a formal, weekly, discussion on changes. • Senior leaders within school ensure staff are consulted when considering local arrangements and there is ongoing engagement with staff (including through trade unions and employee representative groups) to monitor and understand any unforeseen impacts of changes to working environments. • Senior personnel, are available to offer support and advice and to monitor the current working arrangements on a daily basis. • All new staff and volunteers are provided with a site induction and adequate information, instruction and training on local health, safety and COVID secure arrangements and their key roles and responsibilities. September INSET day will include training on guidance for teachers. All adults in school will be distributed with a copy of the training/guidance materials. • Signage, posters and other instructions are displayed to support implementation of COVID secure measures. Where possible, a one-way system will be in place. • Staff areas, including staff room, meeting rooms, reprographics rooms, offices, will have an occupancy restriction in place. • Up to date information and guidance on how to manage the risks associated with COVID -19 are available on the Health & Safety Website.
2.1	Transmission of COVID-19 during travel to and from school on dedicated transport, for example coaches used for trips/swimming.	Potential spread of the virus. Pupils stranded or missing from school.	2	<ul style="list-style-type: none"> • The school expects, and requests a copy of, the travel company's risk assessment in relation to transporting children safely under COVID19 and being COVID secure. The school should have this available to anyone at request. • Pupils on dedicated school services do not mix with the general public on those journeys and tend to be consistent. Therefore, the usual social

				<p>distancing measures will not apply from the autumn term 2020 on dedicated transport.</p> <ul style="list-style-type: none"> • The approach to dedicated transport has been aligned as far as possible with the principles underpinning the system of controls set out in school and where possible takes into account how pupils are grouped together at school. • 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. • 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. • Staff to wear appropriate PPE such as a fluid resistant disposable face mask when supporting pupils with complex needs who require assistance to access the vehicle or fasten seatbelts. • Immediately after assisting pupils staff will wash their hands thoroughly with warm running water and hand soap for at least 20 seconds – if this is not available, hand sanitiser will be used.
2.2	Transmission of COVID-19 during travel to and from school on public transport.	Potential spread of the virus. Pupils stranded or missing from school.	2	<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"> — Increasing the number of dedicated school buses. — Introducing staggered start and finish times to enable travel to take place out of peak times. — Staff and pupils are encouraged to walk or cycle to school where possible. • Where this is not possible, use of private transport is advised.

				<ul style="list-style-type: none"> • 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.
2.3	Transmission of COVID-19 when arriving or departing school.	Potential spread of the virus. Pupils missing from school.	2	<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. Where appropriate, hand sanitiser will be available at all main entrance points of school. • When visitors arrive at school and are needing to attend the main building, they will first be instructed to first attend the staff washrooms and follow hand washing procedures. • The main entrance foyer will be limited to one person (or household) at any one time. Any visitors attending the school on a 'one-off' basis and requiring to access the building will be asked to use a face covering. • Arrangements are in place for parents/carers to drop off and collect children at specified times, without physically entering the building. • A one-way system will be in place on all entrances to reduce close contact. • Start and finish times will be staggered to reduce the overall number on site at any one time. Parents and pupils are encouraged and reminded not to attend out of their arrival times. • School has notified parents that face coverings must be worn when bringing or collecting pupils from school and when entering the main part of the building. • A member of staff is present at the main entrance point at the beginning and end of the day to monitor traffic and enforce face coverings/social distancing. • During arrival times, the tennis courts are open to allow pupils and parents to wait at a better distance from others than the community

				<p>car park. A member of staff unlocks the tennis courts and guidance pupils and parents to where they should wait and when they can enter the school grounds.</p> <ul style="list-style-type: none"> • Parents have been advised that only one parent should accompany their child to the school entrance. • 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. • The contents of bins 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. • Registers will be taken on arrival. Any absences will be dealt with at the School Office.
2.4	Transmission of COVID-19 through insufficient personal hygiene.	Potential spread of the virus.	3	<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 (or sanitise) 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 appropriate hand hygiene.

				<ul style="list-style-type: none"> • 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. • Age-appropriate posters are displayed on good hand washing and hygiene techniques 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.
2.5	Transmission of COVID-19 via touchable surfaces within the school building.	Potential spread of the virus	2	<ul style="list-style-type: none"> • Regular hand washing procedures are in place across the school and part of the normal school routine. • An enhanced cleaning schedule is followed which includes: <ul style="list-style-type: none"> — More frequent cleaning of rooms/shared areas that are used by different groups (e.g. hall, intervention rooms, staff room, library, toilets) — Sanitising of tables in the dining area between different groups (bubbles) having their lunch — 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 — thorough cleaning of all occupied areas at the end of the day — Classrooms and toilets thoroughly cleaned in the evening through Maxim (including removal of waste and disinfecting of contact points). — Admin areas and hall cleaned in the morning through Maxim. — Midday clean of toilets and key contact points through Maxim. — A schedule of cleaning duties arranged and followed by Maxim.

				<ul style="list-style-type: none">— Midday clean of classroom touchable surfaces and used equipment by class teachers.• 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 is provided for staff to wear during cleaning activities and must be worn as instructed e.g. gloves etc.• In the event of a positive case of coronavirus, cleaning staff will be asked to wear full PPE whilst cleaning (mask, gloves, apron, foot coverings) and following stringent self-hygiene procedures.• COSHH risk assessments are in place and followed for cleaning products – see Maxim file.• As the ability to social distance in early years setting is limited, additional meticulous attention is given to the cleaning regime. Class teachers will be responsible for limiting/rotating equipment and ensuring all equipment used can be easily cleaned by teaching staff and/or cleaning staff.• In early years settings 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. Class Teachers will be responsible for organising equipment so that children can store their own equipment without it being shared e.g. in own trays or pots and how these are made personal to each child.• 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.• Reading books are permitted to be taken home. On return, they are to be placed in a returns box that will be left until the beginning of the following week (or a minimum of 48 hours) before being put back onto shelves for other children to use.
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				<ul style="list-style-type: none"> • Class library bookshelves must be kept tidy with all books facing out so that spines can easily be read by pupils. Pupils are to be encouraged to choose books from the spine, reduce handling and wash hands before and after. • Resources that are shared between classes or bubbles, such as sports, art and science equipment are cleaned frequently and meticulously between bubbles or are rotated to allow them to be left unused and out of reach for a minimum period of 48 hours between use by different bubbles. Resources should be limited to what is practicably possible for quality curriculum delivery. Class Teachers are responsible for the cleaning and rotation of resources and equipment. • Pupils are only allowed to bring essentials into school each day including school bag, lunch boxes, hats, coats, books and PE kits. Pupils will not be permitted to bring to school pencil cases, other bags or clothing. • Pupils and teachers are permitted to take books and other shared resources home that contribute to the pupil's education and development. However, they are encouraged to, where possible, keep pupil exercise books in school. Unnecessary sharing including the sharing of items that do not contribute to a pupil's education or development is not permitted. • Waste bins are emptied 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 and disposed of in the external general waste bins. • 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 own classroom cupboards.
2.6	Transmission of COVID-19 through airborne particles due to	Potential spread of the virus	2	<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

<p>interaction with a large number of other pupils.</p>			<p>the pupils and the feasibility of measures when offering a broad curriculum. As such, primary phases will be treated as individual 'phase bubbles' i.e. Upper Key Stage 2, Lower Key Stage 2, Key Stage 1 and EYFS.</p> <ul style="list-style-type: none">• Pupils have been placed in 'phase bubbles' and interaction between other phases is minimised as far as is reasonably practicable. For curriculum and intervention purposes, pupils will be able to mix within phases bubbles for core learning opportunities.• Staff members will be permitted to wear PPE and/or face coverings if they wish. This will be encouraged in confined spaces or where there is prolonged close contact.• Children are not encouraged to wear PPE in school. For any specific reasons why it needs to be used, the child will be taught on safe use and practice.• Face coverings, face shields, gloves and aprons, along with sanitiser, are to be provided by the school for in-school use.• Staff members in early years settings stay within a single group (bubble) on a day to day basis as far as possible.• Classrooms are not shared with other phase bubbles.• 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 and lunch times 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 and areas/equipment can be adequately cleaned between groups.• Break times and lunch times will be organised such that there is adequate supervision at all times whilst teaching staff have required breaks.• Children in different phase bubbles are encouraged not to play together/socialise at break times. Breaks are staggered to restrict the number of children playing at one time and groups are supervised and kept apart as far as possible.
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				<ul style="list-style-type: none"> • Classroom selection and timetabling have been carefully managed to reduce movement around the building and to prevent mixing of different groups of pupils. • Supply teachers, peripatetic teachers and/or other temporary staff are permitted and can move between schools but they will be instructed to ensure they minimise contact and maintain as much distance as possible from other staff. • Supply staff/visitors/peripatetic teachers and/or temporary staff who attend multiple settings, must have their temperature taken before entering the building and must follow hand-washing procedures. Contact details of all these attendees must also be held by the School Office. Where possible, attendees should wear a face mask. • PPA teachers are permitted to move across bubbles in order to maintain necessary timetabling of non-contact time. However, PPA teachers will be encouraged to minimise direct contact with children and maintain good personal hygiene levels. • Where possible rooms are accessed directly from outside. • A one-way circulation route along corridors is in operation, only where possible. • Different groups in the dining area will be kept apart as much as possible. • 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 consistent groups during P.E and outdoor sports are prioritised where possible. • When indoor sport is unavoidable a large indoor space is used maximising distancing between pupils and scrupulous attention is given to cleaning and hygiene.
2.7	Transmission of COVID-19 through airborne particles due to close proximity to others.	Potential spread of the virus.	2	<ul style="list-style-type: none"> • Staff to maintain a 2 metre distance from each other at all times and from pupils as far as is reasonable and when circumstances allow.

				<ul style="list-style-type: none">• Adults in school have been directed to wear face coverings whilst outside their working bubble (this includes communal areas).• Adults in school have been instructed to reduce close contact with pupils as much as practicably possible.• Primary school staff avoid close face to face contact and minimise time spent within 1 metre distance of anyone.• All staff and pupils are expected to adhere to the current social distancing guidelines as far as is reasonably practicable.• Where space allows, pupils who are old enough are supported to maintain a distance from each other and are encouraged not to touch staff and their peers where possible.• Classrooms have been adapted to support social distancing where possible including:<ul style="list-style-type: none">— seating pupils side by side and facing forwards, rather than face to face or side on, where practicably possible.— moving unnecessary furniture out of classrooms to make more space.• 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.• Class Teachers have been instructed to ensure that there is cross-flow ventilation in classrooms with windows and/or doors on different walls being opened. Class Teachers will also ensure that pupils have access to fresh air at key points during the day, allowing the classrooms to also have a change of air.• During the winter months, when the weather is colder and wetter, staff members must be mindful that pupils still require access to fresh air and windows should still be opened. The heating arrangements will be altered to suit the changing outdoor temperature and, if necessary, pupils will be permitted to bring extra clothing to school (sweatshirt/fleece) to wear to keep warm.• Where mechanical ventilation is present, re-circulatory systems have been adjusted to full fresh air. Where this is not possible mechanical ventilation
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				systems should be either be switched off or, in the event that they cannot be, windows left open to allow cross-flow ventilation.
2.8	Transmission of COVID-19 through airborne particles due to singing, chanting, playing wind/brass instruments or shouting.	Potential spread of the virus.	2	<ul style="list-style-type: none"> • Singing, and playing wind and brass instruments will not take place in larger groups such as school choirs and ensembles, or school assemblies. • During music lessons or clubs involving singing, shouting or the playing of wind and brass instruments group sizes will be restricted to 15. • A 2 metre social distance will be maintained and pupils will be positioned back to back or side by side. • 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 windows will be opened to encourage good ventilation.
2.9	Transmission of COVID-19 on educational events off site due to mixing in public spaced.	Potential spread of the virus through infected touch points or contact with the public.	2	<ul style="list-style-type: none"> • All educational trips and visits have been currently suspended until further notice. • Visits to the church must follow Holy Trinity’s risk assessment and COVID-19 secure procedures and only go ahead if all measures can be met. • Visits to Carnforth Pool must follow their risk assessment and COVID-19 secure procedures and only go ahead if all measures can effectively be met.

3.0	Transmission of COVID-19 within staff work and rest areas.	Potential spread of the virus.	2	<ul style="list-style-type: none"> • The occupancy of the School Office, staff rooms and other small spaced areas, is restricted to ensure social distancing rules can be observed. • A lunchtime timetable is introduced to denote times specific bubbles can use the staffroom to reduce adults crossing bubbles as much as practicably possible. • Alternative rooms can be used by staff to have a lunchbreak, eg. Oliver’s Room, if they wish to remain in a smaller bubble. • Staff are encouraged to follow social distancing guidance and utilise furniture in the best way to ensure face to face contact is limited.
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				<ul style="list-style-type: none"> • The School Office layout has been rearranged to facilitate side by side working rather than face to face. • Good ventilation procedures should be in place in all shared areas. • 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. • Measures have been put in place to protect office staff when dealing with contractors, parents and visitors – the office screen remains closed when talking to parents/visitors or contractors. • Lunch breaks for staff are staggered to limit the occupancy of the staff room and additional space for breaks will be created by using other parts of the school if available. • Staff are encouraged to bring their own food to work and not to purchase off site food to prevent possible transmission through contact with other people and potentially contaminated surfaces. • Staff are instructed to utilise dishwasher provision for all crockery and cutlery. • Staffroom areas will be cleaned on a more frequent basis.
3.1	Transmission of COVID-19 through airborne particles due to face to face meetings.	Potential spread of the virus.	3	<ul style="list-style-type: none"> • Meetings to be held via remote working tools wherever possible or utilising larger spaces, such as the hall, outdoors or an unoccupied classroom. Classrooms will require cleaning before and after use if used by non-bubble attendees. • 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. The use of face coverings is permitted during these meetings. • Where practicably possible, staff meetings will be held in smaller phase groups in order to limit numbers, and will be socially distanced across a class of the same phase. Whole staff meetings will be organised in the hall (or distanced across a larger classroom) to allow for adequate social

				<p>distancing and spacing (face coverings are permitted) and/or carried out using zoom.</p> <ul style="list-style-type: none"> • 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.
3.2	Transmission of COVID-19 through airborne particles due to visitors and contractors accessing the site.	Potential spread of the virus.	2	<ul style="list-style-type: none"> • Visitors to site including contractors, parents and visitors are limited to essential persons only and by appointment only. The main entrance foyer will be limited to one person (or household) at any one time. Any visitors attending the school on a 'one-off' basis and requiring to access the building will be asked to use a face covering, have a temperature test and sanitise hands. Contact details of all these attendees must also be held by the School Office. • Supply teachers, peripatetic teachers and/or other temporary staff are permitted and can move between schools but they will be instructed to ensure they minimise contact and maintain as much distance as possible from other staff. For peripatetic teachers arranged through LCC music service, they have a separate risk assessment created by LCC. Supply staff/peripatetic teachers and/or temporary staff who attend multiple settings, must have their temperature taken before entering the building and must follow hand-washing procedures. Contact details of all these attendees must also be held by the School Office. Where possible, attendees should wear a face mask. • Specialists, therapists, clinicians and other support staff for pupils with SEND will provide interventions as usual. • Student teachers/TAs are permitted to attend school as long as they follow their college/university placement conditions. On arrival, they will have the guidelines explained to them as well as the procedures in place. They will be recommended to keep work and home clothes separate, change when they get home, follow good hygiene protocol as a means of keeping them safe. • 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.

			<ul style="list-style-type: none">• 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 each time they are used.• Contractors must obtain permission before attending site.• When necessary, contractors to familiarise themselves with the asbestos survey for the building prior to works commencing – this can be downloaded from the PAMS system. Alternatively, the executive summary to be provided as a laminate which must be wiped clean with disinfectant wipes after use.• 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.
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4.0	Manual handling.	Musculoskeletal injuries.	0	<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). • consideration of social distancing in 2 person manual handling activities/lifts.
4.1	Homeworking with DSE.	Development or worsening of existing musculoskeletal injuries or health conditions.	0	<ul style="list-style-type: none"> • Homeworking will usually involve the use of Display Screen Equipment (DSE) in the form of mobile laptops, tablets, phones, etc. • Staff working from home are encouraged to undertake DSE e-learning and are aware of how to set-up their workstation and equipment at home so as not to cause additional health risks. • Staff have access to H&S information and support to assist homeworking 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
4.2	Increased stress and anxiety in staff.	Increased levels of stress/anxiety and lower than normal levels of wellbeing.	0	<ul style="list-style-type: none"> • Senior personnel monitor working arrangements and offer support and advice where necessary. • Staff are able to contact colleagues or managers for advice and support, or just for reassurance, during the normal working day. • A process is available for individuals to report concerns over breaches of school safe working policy/guidelines so that intervention can occur.

				<ul style="list-style-type: none"> • 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 wellbeing such as: <ul style="list-style-type: none"> ○ Employee Wellbeing ○ MIND web site ○ H&S COVID-19 web page • 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.
4.3	Need for Personal Protective Equipment (PPE).	Potential spread of the virus.	0	<ul style="list-style-type: none"> • Staff are aware of the need to use the appropriate PPE when completing specific tasks e.g. cleaning or supporting an individual with coronavirus symptoms. • PPE is sourced through normal school procurement routes. • 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 face mask should be worn if a distance of 2 metres cannot be maintained and if contact is necessary, gloves, an apron and a face mask should be worn. • If a risk assessment determines that there is a risk of splashing to the eyes, e.g. from coughing, spitting, or vomiting, eye protection will also be worn by the supervising adult. • Staff 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.

				<ul style="list-style-type: none"> • 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.
4.4	Dealing with emergency situations, including: accidents, security and evacuation, during the COVID-19 pandemic.	Untreated injuries. Potential spread of the virus.	2	<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. • 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. • 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 aide. • 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.
4.5	Reduced premises inspections, tests, servicing and maintenance due to the COVID-19 pandemic.	Accidents or incidents resulting from poorly maintained premises and plant.	0	<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.

				<ul style="list-style-type: none"> Records of all testing and checks are stored and available to all interested parties through PROp.
4.6	Effective monitoring and evaluation of learning and of school performance during the COVID-19 pandemic.	Staff crossing bubbles or entering other classrooms whilst children are working. Extra stress and pressure placed on staff.	2	<ul style="list-style-type: none"> In order to continue the development and progress of the school, effective monitoring procedures will need to continue. However, efforts must be taken to reduce staff crossing bubbles, minimise social contact and keep levels of stress placed on staff to a minimum. Therefore, the following steps will be taken: <ul style="list-style-type: none"> Classroom monitoring by senior leaders in school time to talk to pupils, see pupils working, will be restricted to a maximum of 15-minute access to working classrooms at any one time. Monitoring of the classroom environment and pupils work will be conducted outside school times. Appropriate PPE will be worn by senior leaders when accessing classrooms, talking to children, touching work and talking to staff. Learning walks and monitoring arrangements will be liaised with staff and timetabled.

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 Bolton-le-Sands C of E Primary School.

Signed:



Name:

Mr Daniel Hargreaves

Date:

10.11.20

PART D: ACTION PLAN Further action / controls required

Hazard	Action required	Person(s) to undertake action?	Priority	Projected time scale	Notes / comments	Date completed

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