
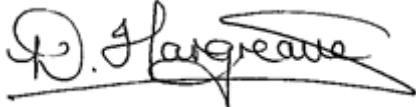


SCHOOL RISK ASSESSMENT – COVID-19



Bolton-le-Sands  
C.E. Primary School

PART A: ASSESSMENT DETAILS			
<b>Area/task/activity:</b> Full School opening arrangements during COVID-19 restrictions from 1 September 2020		<h1>Version 9</h1>	
<b>Location of activity:</b> Bolton-le-Sands C of E Primary School			
<b>School name: Address &amp; Contact details:</b>	Bolton-le-Sands C of E Primary School Mount Pleasant Lane Bolton-le-Sands Lancashire LA5 8DT  01524 823 606	<b>Name of Person(s) undertaking Assessment:</b>	Mr Daniel Hargreaves
		<b>Signature(s):</b>	
<b>Headteacher:</b>	Mr Daniel Hargreaves	<b>Date of Original Assessment:</b>	18 August 2020
<b>Signature:</b>		<b>Date Reviewed:</b>	5 July 2021
<b>How communicated to staff:</b>	Via email with a cover sheet highlighting updates and changes	<b>Planned Next Review Date:</b>	September 2021 (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 by the school, 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"> <li>• School regularly refers to official advice from the DfE, PHE, HS&amp;Q, Unions and HR.               <ul style="list-style-type: none"> <li>• <a href="#">Coronavirus (COVID-19): Guidance for schools and other educational settings</a></li> <li>• <a href="#">Coronavirus (COVID-19): Guidance on shielding and protecting people who are clinically extremely vulnerable</a></li> <li>• <a href="#">Coronavirus (COVID-19): Guidance on local restrictions North of England</a></li> <li>• <a href="#">Coronavirus (COVID-19): Guidance for First Responders</a></li> <li>• <a href="#">Coronavirus (COVID-19): Guidance What parents and carers need to know about early years providers, schools and colleges in the autumn term</a></li> <li>• <a href="#">Coronavirus (COVID-19): Guidance on cleaning in non-healthcare settings outside the home</a> <ul style="list-style-type: none"> <li>○ <a href="#">LCC Schools HR guidance</a></li> <li>○ <a href="#">LCC Health &amp; Safety COVID-19 web page</a></li> <li>○ <a href="#">NEU/GMB/Unison/Unite Commentary Checklist for September</a></li> </ul> </li> </ul> </li> <li>• Headteacher or other senior person keeps up to date with <a href="#">official COVID-19 Guidance</a> and informs employees/school arrangements as required.</li> <li>• Updated guidance around face coverings and rule of 6:               <ul style="list-style-type: none"> <li>○ <a href="https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education">https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education</a></li> </ul> </li> </ul>

				<ul style="list-style-type: none"> <li>○ <a href="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-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures</a></li> <li>○ <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-meeting-with-others-safely-social-distancing/coronavirus-covid-19-meeting-with-others-safely-social-distancing">https://www.gov.uk/government/publications/coronavirus-covid-19-meeting-with-others-safely-social-distancing/coronavirus-covid-19-meeting-with-others-safely-social-distancing</a></li> <li>● Government guidance on singing <ul style="list-style-type: none"> <li>○ <a href="https://www.gov.uk/government/publications/covid-19-suggested-principles-of-safer-singing/covid-19-suggested-principles-of-safer-singing">https://www.gov.uk/government/publications/covid-19-suggested-principles-of-safer-singing/covid-19-suggested-principles-of-safer-singing</a></li> </ul> </li> <li>● The School will contact the DfE Helpline (0800 046 8687) as required for support on what action to take when responding to a positive case or possible outbreak.</li> </ul>
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	<ul style="list-style-type: none"> <li>● School applies the measures set out in the government <a href="#">Guidance for full opening: schools</a> as far as is reasonably practicable to reduce the risk to all staff, visitors and pupils including those who are extremely clinically vulnerable and clinically vulnerable.</li> <li>● Staff who are <a href="#">clinically extremely vulnerable</a> are advised to work from home and <b>not</b> to go into work. Individuals in this group will have been identified through a letter from the NHS or from their GP and may have been advised to formally shield in the past – employees must provide evidence of NHS communication to the School Office. Staff should talk to their manager about how they will be supported, including to work from home, during the period of national restrictions. Where staff are unable to complete their work from home, they should discuss this with their line manager who may need to seek advice from HR.</li> <li>● <a href="#">Clinically vulnerable</a> people are at higher risk of severe illness from COVID-19. Staff in this category can attend work if it is not possible for them to work from home. If clinically vulnerable employees have to attend a workplace to complete their work they must take particular care to follow any COVID-19 Secure Workplace rules, minimise contact</li> </ul>

				<p>with others, continue to wash their hands thoroughly and more frequently than usual and maintain thorough cleaning of frequently touched areas.</p> <ul style="list-style-type: none"> <li>• Pregnant staff fall in the clinically vulnerable category; therefore, they should follow the above advice (set out in bullet point 3). The <a href="#">Government guidance Coronavirus (COVID-19): advice for pregnant employees</a> should be followed. If a pregnant worker has to attend a workplace to complete their work a specific risk assessment must be carried out to identify whether: <ul style="list-style-type: none"> <li>○ appropriate arrangements can be put in place to sufficiently minimise exposure to the virus; and,</li> <li>○ the employee is able to adhere to active national guidance e.g. social distancing, hand hygiene and regular thorough cleaning of their work area.</li> </ul> </li> <li>• For pregnant staff who are 28 weeks pregnant and beyond, or who have an underlying health condition that puts them at greater risk of severe illness from COVID-19 at any gestation, it should be arranged for them to work from home.</li> <li>• Staff living with someone who is clinically extremely vulnerable or clinically vulnerable who are unable to work from home can attend the workplace but should ensure they maintain good prevention practice in the workplace and home settings.</li> </ul>
1.2	Staff, pupils and household members displaying signs of COVID-19	Potential spread of the virus	4	<ul style="list-style-type: none"> <li>• <b>The school will take part in the Lateral Flow Self-Testing Programme: See section 5 for further details.</b></li> <li>• Staff, parents and pupils are made aware of the <a href="#">virus symptoms</a>.</li> <li>• Staff, other adults and pupils are instructed not to come into school if they or members of their household have <a href="#">coronavirus (COVID-19) symptoms</a>, in-line with the <a href="#">guidance for households with possible coronavirus infection</a>. <a href="#">Guidance sent to parents explaining the protocols around when not to attend school.</a></li> </ul>

			<ul style="list-style-type: none"><li>• Staff or pupils showing COVID-19 symptoms are sent home, reminded to self-isolate for 10 days and instructed to <a href="#">arrange a test</a> to see if they have COVID-19.</li><li>• Staff and parents are advised that other members of their household (including any siblings) should self-isolate for 10 days from the day after the date of onset of symptoms of the infected person (or 10 days after the day of the test for asymptomatic).</li><li>• 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 10 days from the day after the date the symptoms began, or in the case of asymptomatic, from the date of the test.</li><li>• 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.</li><li>• 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.</li><li>• 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. <a href="#">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.</a></li><li>• 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. <a href="#">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</a></li></ul>
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				<p>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.</p> <ul style="list-style-type: none"> <li>• Ideally, a window will be opened in the room for increased ventilation.</li> <li>• 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.</li> <li>• 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. <a href="#">The male staff toilets will be used.</a></li> <li>• 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 <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a>. <a href="#">A member of the Office staff will be responsible for cleaning the toilet area after the adult/child has left.</a></li> <li>• If a risk assessment determines that there is a risk of splashing to the eyes, e.g. from coughing, spitting, or vomiting, then eye protection will also be worn by the supervising adult.</li> </ul>
1.3	Staff, pupils and household members test positive for COVID-19	Potential spread of the virus	4	<ul style="list-style-type: none"> <li>• <b>If a member of staff tests positive using a Lateral Flow Test, the following procedure will be used:</b> <ul style="list-style-type: none"> <li>○ <b>The staff member reports this to the Headteacher and submits the result via the gov.uk test and trace website.</b></li> <li>○ <b>The staff member will be instructed to self-isolate (including any other household members) and book a PCR test for the same day, if possible.</b></li> <li>○ <b>All close contacts within 2 days of the test will be instructed to self-isolate for 10 days (this will be a bubble closure in school and will include any staff members with close contact).</b></li> <li>○ <b>If a PCR test result is positive, the LF Tests for this staff member will not be required to be undertaken for 90 days.</b></li> </ul> </li> </ul>

				<ul style="list-style-type: none"><li>• If a pupil or member of staff tests positive, the following procedure should be followed:<ul style="list-style-type: none"><li>○ The confirmed case should be advised to self-isolate until the latest of:<ul style="list-style-type: none"><li>▪ 10 days after the onset of symptoms</li><li>▪ 10 days after their test date if asymptomatic</li></ul></li><li>○ The Headteacher (or appropriate leader) should gather the following information to assist with the identification of close contacts:<ul style="list-style-type: none"><li>▪ The case's date of onset of their illness</li><li>▪ The case's test date</li><li>▪ The case's attendance record at school</li><li>▪ The case's year group/bubble/phase</li></ul></li><li>○ <b>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.</b></li><li>○ 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 10 days from the day after their last contact with the case. A standard letter should be sent to families.</li><li>○ Household members of contacts do not need to self-isolate unless the contact develops symptoms.</li><li>○ 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) <a href="https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19">https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19</a> or contact the Local Authority by email <a href="mailto:COVID19Educationquestions@lancashire.gov.uk">COVID19Educationquestions@lancashire.gov.uk</a> or ring the Education Team on 01772 531 555 (Mon – Fri 8am – 5pm). Alternatively, contact Craig Brown on 01524 585542</li><li>○ The school should complete a minimum dataset and send it to the local authority via the secure website:</li></ul></li></ul>
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[https://lancashire-self.achieveservice.com/service/Report\\_of\\_Confirmed\\_Covid19\\_Cases\\_in\\_School](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 10 days after the date of symptoms showing.
- Close contact means:
  - face to face contact including being coughed on or having a face to face conversation within one metre for any length of time.
  - being within 1 metre for 1 minute or longer without face to face contact.
  - being within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day).
  - travelling in a small vehicle, i.e. a car, with an infected person.
- It should be noted that in school, as it is difficult to confirm close contacts between pupils within a bubble, all pupils within a bubble will be treated as close contacts.
- 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 had close contact and interaction. The school will be closed to the full phase bubble for a 10-day self-isolation period from the onset of symptoms of the positive child.

			<ul style="list-style-type: none"><li>• PPA teachers have been reassigned roles to ensure that they remain within a bubble; thus, limiting the contact they have with pupils and adults.</li><li>• <b>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.</b></li><li>• If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 10-day isolation period, they are instructed to follow the stay at home guidance and instructed to get a test.</li><li>• If the test is negative they are instructed to remain in isolation for the remainder of the 10-day isolation period as they could still develop the coronavirus (COVID-19) within the remaining days.</li><li>• 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 isolation period).</li><li>• 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.</li><li>• 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.</li><li>• Home learning opportunities will be put in place for children who are absent from school. If a child is self-isolating/absent because they are unwell, the School Office will make telephone contact with the family on <b>day 3</b> to establish the ongoing health of the child. If they are well enough but still unable to attend school, home learning will be implemented on <b>day 4</b>. If a</li></ul>
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				child is self-isolating because of a sibling that is unwell, home learning will be implemented as soon as practicably possible.
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"> <li>• For the 5<sup>th</sup> and subsequent cases, contact the Lancashire PHE Team via their mailbox at <a href="mailto:COVID19-HealthProtection@lancashire.gov.uk">COVID19-HealthProtection@lancashire.gov.uk</a> and submit detail via the LCC click form <a href="https://lancashire-self.achieveservice.com/service/Report_of_Confirmed_Covid19_Cases_in_School">https://lancashire-self.achieveservice.com/service/Report_of_Confirmed_Covid19_Cases_in_School</a></li> <li>• If appropriate, submit a full closure form <a href="https://lancashire-self.achieveservice.com/service/Report_of_Confirmed_Covid19_Cases_in_School">https://lancashire-self.achieveservice.com/service/Report_of_Confirmed_Covid19_Cases_in_School</a></li> <li>• 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.</li> <li>• 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.</li> <li>• 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.</li> </ul>
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"> <li>• 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. <i>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.</i></li> </ul>

				<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• Staff meetings will have a COVID19 agenda item to recap responsibilities and discuss any issues.</li> <li>• Signage, posters and other instructions are displayed to support implementation of COVID secure measures. Where possible, a one-way system will be in place.</li> <li>• Staff areas, including staff room, meeting rooms, reprographics rooms, offices, will have an occupancy restriction in place.</li> <li>• Up to date information and guidance on how to manage the risks associated with COVID -19 are available on the Health &amp; Safety Website.</li> </ul>
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"> <li>• Although dedicated transport is not required to uniformly apply social distancing guidelines in the same way as public transport, social distancing measures will be observed on dedicated transport wherever possible.</li> <li>• 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.</li> <li>• 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.</li> <li>• Hand sanitiser is used upon boarding and/or disembarking transport.</li> <li>• 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.</li> </ul>

				<ul style="list-style-type: none"> <li>• A system is in place to manage queuing, boarding and disembarking from transport to prevent unnecessary close contact with others.</li> <li>• Where possible social distancing within vehicles will be maintained.</li> <li>• 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.</li> <li>• 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.</li> <li>• 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.</li> <li>• <b>For more information see <a href="#">Government Guidance: Transport to school and other places of education: 2020 to 2021 academic year</a></b></li> </ul>
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"> <li>• 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"> <li>— Increasing the number of dedicated school buses.</li> <li>— Introducing staggered start and finish times to enable travel to take place out of peak times.</li> <li>— Staff and pupils are encouraged to walk or cycle to school where possible.</li> </ul> </li> <li>• Where this is not possible, use of private transport is advised.</li> <li>• 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.</li> <li>• Families who use public transport have been referred to <a href="#">safer travel guidance for passengers</a> which includes guidance on how to wear a face covering.</li> </ul>
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"> <li>• <b>Parents/carers are requested not to enter school unless absolutely necessary and by appointment only.</b> When it is necessary for parent/carer to enter the school building they will be instructed to follow handwashing and social distancing guidelines. <b>Where</b></li> </ul>

				<p>appropriate, hand sanitiser will be available at all main entrance points of school.</p> <ul style="list-style-type: none"><li>• 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.</li><li>• 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.</li><li>• Arrangements are in place for parents/carers to drop off and collect children at specified times, without physically entering the building.</li><li>• A one-way system will be in place on all entrances to reduce close contact.</li><li>• 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.</li><li>• 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.</li><li>• 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.</li><li>• During arrival times, the tennis courts are open to allow pupils and parents to wait at a better distance from others than the community 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.</li><li>• Parents have been advised that only one parent should accompany their child to the school entrance.</li><li>• Pupils have been instructed not to touch the front of their face covering during use or when removing them on arrival at school.</li></ul>
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				<ul style="list-style-type: none"> <li>• 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.</li> <li>• Those removing face coverings are required to wash or sanitise their hands immediately after removing it.</li> <li>• 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 <a href="#">guidance on cleaning for non-healthcare settings</a>;</li> <li>• All staff and pupils wash their hands thoroughly with warm, running water and hand soap for at least 20 seconds on arrival at school.</li> <li>• <a href="#">Registers will be taken on arrival. Any absences will be dealt with at the School Office.</a></li> </ul>
2.4	Transmission of COVID-19 through insufficient personal hygiene.	Potential spread of the virus.	3	<ul style="list-style-type: none"> <li>• Good hand hygiene and the need to wash hands more frequently is promoted around school.</li> <li>• 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.</li> <li>• 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.</li> <li>• Where necessary pupils are supervised and monitored to ensure safe and appropriate hand hygiene.</li> <li>• Pupils are encouraged to avoid touching their faces whenever possible particularly with unwashed hands.</li> <li>• 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).</li> <li>• 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.</li> </ul>

				<ul style="list-style-type: none"> <li>• Age-appropriate posters are displayed on good hand washing and hygiene techniques and government guidelines on good respiratory hygiene.</li> <li>• Young pupils and pupils with complex needs are supported to follow the catch it, bin it, kill it guidance.</li> <li>• Tissues are readily available around school including in all classrooms and sufficient numbers of bins are in place for the disposal of tissues.</li> </ul>
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"> <li>• Regular hand washing procedures are in place across the school and part of the normal school routine.</li> <li>• An enhanced cleaning schedule is followed which includes: <ul style="list-style-type: none"> <li>— More frequent cleaning of rooms/shared areas that are used by different groups (e.g. hall, intervention rooms, staff room, library, toilets)</li> <li>— Sanitising of tables in the dining area between different groups (bubbles) having their lunch</li> <li>— More frequent cleaning of touched objects such as railings/bannisters, door and window handles, taps, desk/table tops, play equipment, toys, sports equipment, teaching &amp; learning aids, computer equipment, telephones and bathroom facilities</li> <li>— thorough cleaning of all occupied areas at the end of the day</li> <li>— Classrooms and toilets thoroughly cleaned in the evening through Maxim (including removal of waste and disinfecting of contact points).</li> <li>— Admin areas and hall cleaned in the morning through Maxim.</li> <li>— Midday clean of toilets and key contact points through Maxim.</li> <li>— A schedule of cleaning duties arranged and followed by Maxim.</li> <li>— Midday clean of classroom touchable surfaces and used equipment by class teachers.</li> </ul> </li> <li>• When cleaning, the usual products such as detergents and bleach will be used as these are effective at getting rid of the virus on surfaces.</li> <li>• Staff have been instructed on cleaning and sanitising requirements including the use of chemicals and cleaning materials and instructions on the use of PPE.</li> </ul>



			<ul style="list-style-type: none"><li>• PPE is provided for staff to wear during cleaning activities and must be worn as instructed e.g. gloves etc.</li><li>• 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.</li><li>• COSHH risk assessments are in place and followed for cleaning products – see Maxim file.</li><li>• 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.</li><li>• 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.</li><li>• 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.</li><li>• 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.</li><li>• 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.</li><li>• 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.</li><li>• 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</li></ul>
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				<p>delivery. Class Teachers are responsible for the cleaning and rotation of resources and equipment.</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• Waste bins are emptied daily, or more often as necessary, and the contents disposed of safely.</li> <li>• School follows the procedures set out in the Government guidance <a href="#">Cleaning in Non-Health Care Settings</a> following a confirmed or suspected case of COVID-19 on site.</li> <li>• <b>Contaminated or suspected contaminated waste will be double bagged and disposed of in the external general waste bins.</b></li> <li>• 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.</li> <li>• 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.</li> </ul>
2.6	Transmission of COVID-19 through airborne particles due to interaction with a large number of other pupils.	Potential spread of the virus	2	<ul style="list-style-type: none"> <li>• The school has applied the Government's principles of keeping groups separate (bubbles), keeping bubble sizes as small as is reasonably practicable and maintaining social distancing based on the age and ability of the pupils and the feasibility of measures when offering a broad curriculum. 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.</li> <li>• 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.</li> </ul>

			<ul style="list-style-type: none"><li>• 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.</li><li>• 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.</li><li>• Face coverings, face shields, gloves and aprons, along with sanitiser, are to be provided by the school for in-school use.</li><li>• Staff members in early years settings stay within a single group (bubble) on a day to day basis as far as possible.</li><li>• Classrooms are not shared with other phase bubbles.</li><li>• Measures have been put in place to limit interaction, between groups (bubbles) as much as possible.</li><li>• All teachers and other staff are permitted to operate across different classes and year groups to facilitate the delivery of the timetable and specialist provision. Where staff are required to move between groups, they will try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults. The number of interactions or changes will be kept to a minimum wherever possible.</li><li>• Start and finish times are staggered to keep groups apart as they arrive and leave school.</li><li>• 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.</li><li>• Break times and lunch times will be organised such that there is adequate supervision at all times whilst teaching staff have required breaks.</li><li>• 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.</li></ul>
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				<ul style="list-style-type: none"> <li>• Classroom selection and timetabling have been carefully managed to reduce movement around the building and to prevent mixing of different groups of pupils.</li> <li>• 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.</li> <li>• 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.</li> <li>• 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.</li> <li>• Where possible rooms are accessed directly from outside.</li> <li>• A one-way circulation route along corridors is in operation, only where possible.</li> <li>• Different groups in the dining area will be kept apart as much as possible.</li> <li>• As far as practicable groups will be kept apart with only brief transitory contact where this is unavoidable.</li> <li>• Large gatherings such as assemblies or collective worship with more than one group is prohibited.</li> <li>• Pupils are kept in consistent groups during P.E and outdoor sports are prioritised where possible.</li> <li>• When indoor sport is unavoidable a large indoor space is used maximising distancing between pupils and scrupulous attention is given to cleaning and hygiene.</li> </ul>
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"> <li>• 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.</li> </ul>

				<ul style="list-style-type: none"><li>• Adults in school have been directed to wear face coverings whilst outside their working bubble (this includes communal areas and when on duty).</li><li>• Face visors or shields are not permitted as an alternative to situations where face coverings must be worn as they have been deemed unlikely to be effective in reducing aerosol transmission when used without an additional face covering. Face visors or shields will only be permitted for specific reasons, such as working with the deaf or for medical reasons.</li><li>• Adults in school have been instructed to reduce close contact with pupils as much as practicably possible.</li><li>• Primary school staff avoid close face to face contact and minimise time spent within 1 metre distance of anyone.</li><li>• All staff and pupils are expected to adhere to the current social distancing guidelines as far as is reasonably practicable.</li><li>• 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.</li><li>• Classrooms have been adapted to support social distancing where possible including:<ul style="list-style-type: none"><li>— seating pupils side by side and facing forwards, rather than face to face or side on, where practicably possible.</li><li>— moving unnecessary furniture out of classrooms to make more space.</li></ul></li><li>• 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.</li><li>• 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.</li><li>• 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</li></ul>
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				<p>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.</p> <ul style="list-style-type: none"> <li>Where mechanical ventilation is present, re-circulatory systems have been adjusted to full fresh air. Where this is not possible mechanical ventilation systems should be either be switched off or, in the event that they cannot be, windows left open to allow cross-flow ventilation.</li> </ul>
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"> <li>Specialist curriculum risk assessments are in place for music dance and drama, taking into account specific <a href="#">government guidance on the performing arts</a> and COVID-19, and guidance on the <a href="#">suggested principles of safer singing</a>;</li> <li>Singing, and playing wind and brass instruments remains within bubbles only and also good room ventilation is required. When singing as a group, e.g. as a class or bubble, children and adults should face in one direction and sing at a level of 7/10.</li> <li>Particular care is taken in music, dance and drama lessons to observe social distancing including limiting group sizes, maintaining consistent bubbles and preventing the physical correction by teachers and contact between pupils in dance and drama;</li> <li>These activities only take place in larger well-ventilated spaces, or outdoors whilst maintaining a distance of at least 2 metres apart in all directions;</li> <li>Performances to a live audience are not permitted;</li> <li>Background or accompanying music is reduced to a level so that teachers or other performers do not have to raise their voices unduly.</li> <li>Singing is performed at a reduced level of noise, using microphones for amplification where necessary;</li> <li>Where microphones are shared guidance on <a href="#">handling equipment</a> is followed;</li> <li>The sharing of instruments is avoided wherever possible, where this is not possible frequent cleaning of instruments between use will take place;</li> <li><b>Further detailed guidance is available on <a href="#">working safely during coronavirus (Covid-19): performing arts</a></b></li> </ul>

2.81	Transmission of COVID-19 during physical education	Potential spread of infectious disease		<ul style="list-style-type: none"> <li>• Only team sports whose national governing bodies have developed guidance which has been approved by the government will be played i.e. the list available at <a href="#">grassroots sports guidance</a>. Competition between different schools will not take place, in line with the wider restrictions on grassroots sport;</li> <li>• Pupils are kept in consistent groups during P.E and outdoor sports are prioritised where possible;</li> <li>• When indoor sport is unavoidable a large indoor space is used, maximising natural ventilation flows through opening windows and doors or using air conditioning systems wherever possible, distancing between pupils and scrupulous attention is given to cleaning and hygiene;</li> <li>• Where necessary external facilities are also used in line with government guidance for the use of, and travel to and from, those facilities;</li> <li>• Specialist curriculum risk assessments will be put in place for <a href="#">indoor</a> &amp; <a href="#">outdoor</a> P.E taking into account specific <a href="#">guidance on physical education</a>;</li> </ul>
2.9	Transmission of COVID-19 on educational events off site due to mixing in public spaces.	Potential spread of the virus through infected touch points or contact with the public.	2	<ul style="list-style-type: none"> <li>• <a href="#">Educational trips and visits are only organised if the educational benefit outweighs the risk and the visit can be undertaken as COVID-secure as possible.</a></li> <li>• <a href="#">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.</a></li> <li>• Early Years settings can make short journeys to exercise outdoors or visit a local outdoor public space. A risk assessment will be conducted prior to any visit taking into account COVID-19 measures including social distancing from other people and groups, good hygiene and handwashing.</li> <li>• <a href="#">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.</a></li> </ul>
3.0	Transmission of COVID-19 within staff work and rest areas.	Potential spread of the virus.	2	<ul style="list-style-type: none"> <li>• <a href="#">The occupancy of the School Office, staff rooms and other small spaced areas, is restricted to ensure social distancing rules can be observed.</a></li> </ul>

				<ul style="list-style-type: none"> <li>• A lunchtime timetable is introduced to denote times specific bubbles can use the staffroom to reduce adults crossing bubbles as much as practicably possible.</li> <li>• Alternative rooms can be used by staff to have a lunchbreak, eg. Oliver’s Room, if they wish to remain in a smaller bubble.</li> <li>• Staff are encouraged to follow social distancing guidance and utilise furniture in the best way to ensure face to face contact is limited.</li> <li>• The School Office layout has been rearranged to facilitate side by side working rather than face to face.</li> <li>• Good ventilation procedures should be in place in all shared areas.</li> <li>• Shared work areas are avoided. Where this is not possible work areas are thoroughly sanitised before and after use by different people.</li> <li>• Sanitising wipes are available to enable shared desks and equipment to be cleaned before and after use, staff are reminded of this requirement regularly.</li> <li>• Measures have been put in place to protect office staff when dealing with contractors, parents and visitors – <b>the office screen remains closed when talking to parents/visitors or contractors.</b></li> <li>• 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.</li> <li>• <b>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.</b></li> <li>• <b>Staff are instructed to utilise dishwasher provision for all crockery and cutlery.</b></li> <li>• <b>Staffroom areas will be cleaned on a more frequent basis.</b></li> </ul>
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"> <li>• 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.</li> </ul>



				<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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 distancing and spacing (face coverings are permitted) and/or carried out using zoom.</li> <li>• Hand sanitiser is provided in designated meeting rooms where handwashing facilities are not immediately available.</li> <li>• Disinfectant wipes are available in designated meeting rooms to enable staff to wipe down shared equipment before and after use.</li> </ul>
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"> <li>• 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.</li> <li>• 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.</li> <li>• Specialists, therapists, clinicians and other support staff for pupils with SEND will provide interventions as usual.</li> </ul>

				<ul style="list-style-type: none"><li>• 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.</li><li>• 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.</li><li>• Visitor/Contractor site rules &amp; procedures have been revised to include additional controls to mitigate the risk of transmission of COVID-19.</li><li>• Reception staff responsibilities have been established in relation to COVID-19 and the communication of procedures required by contractors and visitors to site.</li><li>• Office staff are aware of and explain additional hygiene and social distancing rules required by contractors and visitors on arrival.</li><li>• 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.</li><li>• A procedure is in place to sanitise touchscreen sign-in systems each time they are used.</li><li>• Contractors must obtain permission before attending site.</li><li>• 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.</li><li>• 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.</li></ul>
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				<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• The number of site deliveries has been reduced where possible.</li> <li>• Staff handling deliveries will observe good hand hygiene, washing hands using warm, running water and soap for a minimum of 20 seconds or using hand sanitiser after handling new deliveries that have not been sanitised.</li> </ul>
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4.0	Manual handling.	Musculoskeletal injuries.	0	<ul style="list-style-type: none"> <li>• A dynamic risk assessment is carried out when moving furniture &amp; resources which takes into account: <ul style="list-style-type: none"> <li>— the task being undertaken.</li> <li>— the capabilities of individual carrying out the task.</li> <li>— the load being lifted or moved.</li> <li>— the surroundings (environment).</li> </ul> </li> <li>• consideration of social distancing in 2 person manual handling activities/lifts.</li> </ul>
4.1	Homeworking with DSE.	Development or worsening of existing musculoskeletal injuries or health conditions.	0	<ul style="list-style-type: none"> <li>• Homeworking will usually involve the use of Display Screen Equipment (DSE) in the form of mobile laptops, tablets, phones, etc.</li> <li>• 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.</li> <li>• Staff have access to H&amp;S information and support to assist homeworking arrangements such as:</li> <li>• H&amp;S COVID-19 web page (section on 'How to support employees working from home')</li> </ul>

				<ul style="list-style-type: none"> <li>Remote H&amp;S support is available via the Duty Officer by Tel: 01772 538877 or email HS&amp;Q Team at: <a href="mailto:health.safety@lancashire.gov.uk">health.safety@lancashire.gov.uk</a></li> </ul>
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"> <li>Senior personnel monitor working arrangements and offer support and advice where necessary.</li> <li>Staff are able to contact colleagues or managers for advice and support, or just for reassurance, during the normal working day.</li> <li>A process is available for individuals to report concerns over breaches of school safe working policy/guidelines so that intervention can occur.</li> <li>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 <a href="#">risk assessment addressing COVID-19 concerns for an employee</a> to help identify key concerns and any further adjustments required to support them at work.</li> <li>Staff are made aware of sources of information that will assist staff wellbeing such as: <ul style="list-style-type: none"> <li><a href="#">Employee Wellbeing</a></li> <li><a href="#">MIND web site</a></li> <li><a href="#">H&amp;S COVID-19 web page</a></li> </ul> </li> <li>The Department for Education is providing additional support for both pupil and staff wellbeing in the current situation. Information about the <a href="#">extra mental health support for pupils and teachers</a> is available.</li> <li>The <a href="#">Education Support Partnership</a> provides a free helpline for school staff and targeted support for mental health and wellbeing.</li> <li>In cases where staff members have relatives that pass away during the pandemic, they are encouraged to discuss this with the Headteacher. In terms of funeral arrangements etc. staff members are encouraged to be mindful of changing regulations to ensure that they are protected during difficult and sensitive times. Members of staff must arrange, where possible, a Leave of Absence request meeting with the Headteacher to discuss matters pertaining to the funeral arrangements and agree, at the Headteacher's discretion, appropriate leave.</li> </ul>

4.3	Need for Personal Protective Equipment (PPE).	Potential spread of the virus.	0	<ul style="list-style-type: none"> <li>• 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.</li> <li>• PPE is sourced through normal school procurement routes.</li> <li>• 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.</li> <li>• 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.</li> <li>• 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.</li> <li>• 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.</li> <li>• Staff are provided with information and instruction on the use and disposal of PPE including face masks.</li> <li>• Further guidance is available on <a href="#">safe working in education, childcare and children's social care</a>.</li> </ul>
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"> <li>• 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.</li> <li>• First Aiders are aware of and follow the <a href="#">Government guidance for first responders</a>.</li> <li>• Pupils who require first aid will continue to receive care in the same way.</li> <li>• No additional PPE is needed because of COVID-19 for any pupil who does not have symptoms.</li> <li>• 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.</li> </ul>

				<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• 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.</li> </ul>
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"> <li>• 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.</li> <li>• Records of all testing and checks are stored and available to all interested parties through PROp.</li> </ul>
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"> <li>• 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"> <li>○ 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.</li> <li>○ Monitoring of the classroom environment and pupils work will be conducted outside school times.</li> <li>○ Appropriate PPE will be worn by senior leaders when accessing classrooms, talking to children, touching work and talking to staff.</li> </ul> </li> </ul>

				<ul style="list-style-type: none"> <li>○ Learning walks and monitoring arrangements will be liaised with staff and timetabled.</li> </ul>
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5.0	Changes to official COVID-19 guidance and advice relating to the self-test scheme	Potential incorrect following of guidance could result in the spread of the virus.	0	<ul style="list-style-type: none"> <li>• The content of this risk assessment is based on the NHS COVID-19 National Testing Programme, rapid testing of primary and nursery workforce 'How to guide' and the NHS Test &amp; Trace step-by-step guide for COVID-19 self-testing available on the Governments <a href="#">Primary School Document Sharing Platform</a>;</li> <li>• School regularly refers to official advice from the DfE, PHE, HS&amp;Q and HR; <ul style="list-style-type: none"> <li>• <a href="#">Coronavirus (Covid-19): guidance for schools and other educational settings</a></li> <li>○ <a href="#">LCC Schools HR guidance</a></li> <li>○ <a href="#">LCC Health &amp; Safety COVID-19 web page</a></li> </ul> </li> <li>• Headteacher or other senior person keeps up to date with <a href="#">official COVID-19 Guidance</a> and informs employees/school arrangements as required.</li> <li>• Currently, there is no expectation to test primary school pupils. However, families are informed of the ability to order tests to carry out at home if so required.</li> </ul>
5.1	Failure to obtain consent/lack of participation	Transmission of the virus leading to ill health or potential death		<ul style="list-style-type: none"> <li>• School has issued the standard letter to all staff explaining the benefits of and arrangements for testing and seeking consent;</li> <li>• Testing is not mandatory for staff however participation in testing is strongly encouraged by the school in order to identify asymptomatic individuals, reduce the spread of the virus and protect colleagues and the wider community;</li> <li>• Staff are aware that they can stop participating in the testing arrangements at any point.</li> </ul>

5.2	Inappropriate Sharing of Information	Misuse of personal information and breaches of GDPR	<ul style="list-style-type: none"> <li>• All staff have been advised to read the school's privacy notice to enable them to understand what will happen to their data;</li> <li>• The test kit log and test results register are separate documents so that those signing for test kits cannot see the results of their colleagues;</li> <li>• Care is taken when handling personal information to ensure all necessary precautions are taken and that it is not shared with anyone who is not directly involved in dealing with the test results;</li> <li>• Care is taken when entering and saving personal information electronically. School already has appropriate arrangements in place for this from other areas of work;</li> <li>• Arrangements for dealing with any breaches of GDPR are understood and adhered to by the Headteacher and School Business Manager.</li> </ul>
5.3	Damaged or stolen LFD kits resulting in staff not being tested or an incorrect test result provided	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> <li>• On arrival at school the lateral flow device (LFD) kit delivery will be stored securely to prevent unauthorised access;</li> <li>• Kits will be stored indoors where a temperature of between 2 and 30 degrees can be maintained;</li> <li>• Once test kits have been distributed staff are responsible for ensuring these are stored appropriately at their home in a safe place away from children and at room temperature or in a cool dry place (2 – 30 degrees);</li> <li>• Staff have been advised that kits must not be stored in direct sunlight or in the fridge or freezer.</li> </ul>
5.4	Poor arrangements for the distribution of LFD kits	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> <li>• Social distancing is maintained at all times during the distribution of kits to staff and staff members coordinating and handing out test kits wear an appropriate face covering at all times and maintain a 2-metre distance from staff coming to collect their test kits;</li> <li>• When handing out kits the issuer will record who takes the kit in the 'kit log' using the test kit log template available on the Document Sharing Platform.</li> </ul>



5.5	Poor administration and implementation of testing programme	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> <li>• School has allocated a staff member to the role of Covid-19 Coordinator Mr Daniel Hargreaves who will support the following functions; <ul style="list-style-type: none"> <li>○ Communicating with stakeholders;</li> <li>○ Ensuring staff are given the right instructions and that they sign for the test kits using the test kit log;</li> <li>○ Reporting incidents and ensuring they are investigated;</li> <li>○ Storing and reporting any required data;</li> <li>○ Reordering of test kits when required;</li> </ul> </li> </ul> <p>School has allocated a staff member to the role of Registration Assistant (Miss Amy Joel) who will support the following functions (can be the same person as Covid9 Coordinator if needed);</p> <ul style="list-style-type: none"> <li>○ Distributing the correct number of test kits to staff and managing the schedule for the distribution of subsequent kits;</li> <li>○ Inputting test results from staff into the school test results log;</li> </ul> <ul style="list-style-type: none"> <li>• Sending reminders to participants on test days to take a test and to communicate their results online or by phone, and to the school;</li> <li>• Responding to staff questions;</li> <li>• Working with the Covid Coordinator to manage the stock of test kits.</li> </ul>
5.6	Inadequate Communication	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> <li>• Staff are aware of who the Schools Covid Coordinator and Registration Assistant is;</li> <li>• Staff have been provided with information leaflets and guidance explaining how the rapid testing programme is to be implemented in school;</li> <li>• Staff have been provided with the most up to date Instructions for Use booklet (current version: plain blue cover, dated 15 January 2021 v 1.3.2);</li> <li>• Concerns are discussed with staff around participation and data protection;</li> </ul>

				<ul style="list-style-type: none"> <li>• Staff are aware of how to collect test kits and that these kits must be signed for and that the lot number on the box allocated to them is recorded against their name;</li> <li>• Staff have been informed that it is a requirement for them to report their test results both to school and to the NHS, failure to do so will be noted by the school;</li> <li>• Staff have been advised to contact (Daniel Hargreaves) if they have an incident whilst testing at home.</li> </ul>
5.7	Lack of Training	Transmission of the virus leading to ill health or potential death		<ul style="list-style-type: none"> <li>• Staff in school with specific roles in the testing arrangements have been provided with the information necessary to carry out their roles from the Government guidance provided on the <a href="#">Document Sharing Platform</a>;</li> <li>• Staff have been provided with appropriate links to on-line Government guidance to fulfil their training requirements including; <ul style="list-style-type: none"> <li>○ Introduction to Rapid Self Testing</li> <li>○ NHS video demonstrating how to carry out a test</li> </ul> </li> <li>• Step-by-step guide for COVID-19 self-testing.</li> </ul>
5.8	Inadequate preparation prior to taking the LFD test	Incorrect test results resulting in transmission of the virus leading to ill health or potential death		<p>All staff have been provided with the following guidance for administering the LFD tests at home:</p> <ul style="list-style-type: none"> <li>• To test themselves in the evening before attending school so there is less chance they get infected between taking the test and attending school as well as providing enough time to notify of a positive test;</li> <li>• Not to eat or drink for at least 30 minutes before doing the test to reduce the risk of spoiling the test;</li> <li>• Prior to carrying out the test, ensure that they have to hand a watch or clock, tissues, a mirror and either hand sanitiser or access to soap and warm running water;</li> <li>• Immediately before starting the test, clear, clean and dry a flat surface;</li> </ul>

			<ul style="list-style-type: none"> <li>Wash their hands thoroughly for 20 seconds, using soap and warm, running water and dry hands, or use hand sanitiser to prevent the contamination of the test kit.</li> </ul>
5.9	Incorrect use of testing equipment	Incorrect test results resulting in transmission of the virus leading to ill health or potential death	<p>All staff have been provided with instructions to ensure correct use of testing equipment including:</p> <ul style="list-style-type: none"> <li>Following the current version of the Instructions for Use booklet (plain blue cover and dated 15 January 2021 v 1.3.2);</li> <li>Where there are physical/medical issues or they have a very sensitive gag reflex that prohibits the throat swab from being completed successfully, double nasal swabbing can be undertaken;</li> <li>Under circumstances where a nasal swab is not feasible e.g. an individual is prone to nasal bleeds, it is acceptable to swab only the back of the throat;</li> <li>In the event of a nosebleed within 24 hours, swab the other nostril or wait 24 hours before swabbing;</li> <li>If the swab touches anything other than the tonsils or nostril before or after swabbing it will be invalid and should be placed in the waste bag provided and another test completed;</li> <li>Any concerns or injuries must be reported immediately and will be investigated as soon as possible so that arrangements can be put in place to avoid a recurrence;</li> <li>Test strip must not be used if the sealed packaging is damaged;</li> <li>To avoid spilling the liquid in the extraction tube, the extraction tube holder or a small cup should be used;</li> <li>The test strip should be placed on a flat surface and not moved during the test;</li> <li>The test must not be left to develop for longer than 30 minutes as this will make the result void;</li> </ul>

				Staff with Covid-19 symptoms are advised not to carry out an LFD test but to order a test online or visit a test site to take a polymerase chain reaction (PCR) test;
5.10	Positive Test Result	Transmission of the virus leading to ill health or potential death		<p>All staff have been instructed on what action to take in the event of a positive test result including:</p> <ul style="list-style-type: none"> <li>○ The individual and their household and anyone in their support bubble to self-isolate in accordance with current Government guidance;</li> <li>○ Informing the Covid Coordinator immediately to enable close contacts to be informed as soon as possible;</li> <li>○ Report the result online or by phone to NHS Test &amp; Trace to receive further guidance on what to do;</li> <li>○ Undertake a follow up PCR test on the same day or as soon as possible to confirm the result and inform the school of the outcome;</li> <li>● Staff who have a positive LFD test result will be treated as if they were a positive COVID-19 case in terms of the prevention of infection to others;</li> <li>● Close contacts will be asked to self-isolate for 10 days following a positive LFD test as per current Government guidance;</li> <li>● <b>Staff who have a positive result from a PCR test will not be required to self-test using the LFD for 90 days from the date they became positive as the LFD test may give a false positive result. After a period of 90 days staff should resume LFD testing.</b></li> </ul>
5.11	Negative Test Result	Transmission of the virus leading to ill health or potential death		<p>All staff have been given the following instruction in the event of a negative test result:</p> <ul style="list-style-type: none"> <li>● A negative result is not a guarantee that they do not have COVID-19;</li> <li>● They must continue to strictly follow the control measures set out in the school's general COVID-19 risk assessment including regular handwashing, social distancing and wearing face coverings when required;</li> </ul>

				<ul style="list-style-type: none"> <li>• The Lateral Flow Device testing programme does not replace the current testing policy for those with symptoms. If they are symptomatic (even if they recently had a negative LFD test result), they must still self-isolate immediately according to government guidelines;</li> <li>• They are not required to provide proof of a negative test result to attend school or nursery in person as the LFD testing programme is voluntary.</li> </ul>
5.12	Void Test Result	Transmission of the virus leading to ill health or potential death		<p>All staff have been instructed on what action to take in the event of a void test result including:</p> <ul style="list-style-type: none"> <li>• Repeat the test with a new test kit;</li> <li>• If they do not have any remaining test kits at home they should undertake a PCR COVID-19 test which can be arranged through the Government website.</li> </ul>
5.13	Inappropriate Disposal of Waste	Transmission of the virus leading to ill health or potential death		<p>All staff have been given the following instruction in respect of waste generated from the home testing process:</p> <ul style="list-style-type: none"> <li>• Packaging can be disposed of with general household waste;</li> <li>• Once empty the extraction buffer sachet should be placed in the plastic waste bag provided;</li> <li>• Once the extraction tube has been used it should be placed in the plastic waste bag along with the swab;</li> </ul> <p>Once the test has been completed all the used contents of the kit should be placed in the waste bag provided and disposed of with general household waste.</p>
5.14	Non-Reporting of incidents/accidents relating to home testing activity	Potential injury to staff or incorrect results resulting in transmission of the virus leading to ill health or potential death		<p>All staff have been given the following instruction in the event of an incident or accident during the testing process:</p> <ul style="list-style-type: none"> <li>• Non-clinical incidents during the process of undertaking a test must be reported to the School Covid Coordinator who will record and monitor;</li> <li>• Repeated or similar issues, for example, multiple repeat void tests, unclear</li> </ul>

				<p>results, leaking/damaged tubes etc. must be reported to the School Covid Coordinator who will report to the DfE Helpline who will escalate to DHSE for investigation. The time, date and details of the report will be recorded by the School Covid Coordinator;</p> <ul style="list-style-type: none"> <li>• Non-clinical issues such as something damaged, missing or difficult to use in the kit must be reported by the individual to the Test &amp; Trace Helpdesk (Tel:119) and also to the School Covid Coordinator:</li> <li>• Individuals should contact the Test &amp; Trace Helpdesk (Tel 119) if they are unable to log their results;</li> <li>• Clinical incidents which lead to or has the potential to cause harm for example swab breaking in the mouth, bleeding, allergic reaction etc. must be reported on the 'yellow card' <a href="https://www.gov.uk/coronavirusyellowcard">coronavirusyellowcard.mhra.gov.uk</a> and also to the School Covid Coordinator.</li> <li>• Any immediate medical care must be obtained through the employee's GP or by contacting 111 or 999 as appropriate.</li> </ul>
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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:

05.07.21

