

RECOVERY PLAN and RISK ASSESSMENT

NOTE: Due to the constantly changing situation, dynamic risk assessments must be carried out. The general risk assessment below MUST be amended to reflect each school's specific controls on an ongoing basis.



PART A. ASSESSMENT DETAILS:

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

Location of activity: Anderton Primary School, Babylon Lane, Anderton, Lancashire PR6 9NN.

This document should be read alongside the following Government guidelines:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

Team/School name: Address & Contact details:	Anderton Primary School Babylon Lane Anderton PR6 9NN	Name of Person(s) undertaking Assessment:	Mrs R Norton-Smith
		Signature(s):	
Line Manager/ Headteacher (Name/Title):	Mrs Rachel Norton-Smith Headteacher	Date of Assessment:	Sunday 30 th August 2020 In response to guidance published 28 th August 2020
Signature:		Planned Review Date:	Monday 7 th September 2020 (SLT meeting)
Date/How communicated to staff:	Shared at INSET 1 st September 2020 Bullet points emailed	Date/How communicated to governors:	Emailed Wednesday 2 nd September 2020
Date/How communicated to parents:	Published on school website Wednesday 2 nd September 2020		

PART B. HAZARD IDENTIFICATION AND CONTROL MEASURES:			
List of significant hazards (something with the potential to cause harm)	Who might be harmed	Type of harm	Existing controls (actions already taken to control the risk - include procedure for the task/activity where these are specified)
Changes to official COVID19 guidance and advice	Employees, pupils, visitors, contractors, parents	Potential spread of infectious disease	<ul style="list-style-type: none"> • School regularly refers to official advice from the DfE, PHE, H&S and HR; <ul style="list-style-type: none"> ○ Coronavirus (Covid-19): guidance for schools and other educational settings ○ LCC Schools HR guidance ○ LCC Health & Safety COVID-19 web page • Headteacher or other senior person keeps up to date with official COVID-19 Guidance and informs employees/school arrangements as required. <p>We at Anderton Primary School will be working strictly under the guidance of this government statement, 'Schools should work through the hierarchy of measures set out;</p> <ul style="list-style-type: none"> * avoid contact with anyone with symptoms * frequent hand cleaning and good respiratory hygiene practices * regular cleaning of settings * minimising contact and mixing <p>Risk assessment based on most up to date guidance 28th August 2020. https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p> <p>Staff and parents to be made aware of and understand that they will need to be ready and willing to co-operate with the Test and Trace Public Health Protection Team should they or their child become symptomatic or provide a positive test result. This includes booking and taking a test, providing details and self-isolating according to Government guidelines.</p>
Impact of reduced staffing levels on H&S roles and	Employees, pupils, visitors, contractors, parents	Potential spread of infectious disease,	Due to changes in the start of the day and in accordance with social distancing measures staff briefings will not take place. Instead all relevant information will be recorded on the whiteboard in the staff room.

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responsibilities and arrangements		stress, injury or harm from accidents+/incidents	<p>All staff are asked to bring to the attention of a member of the SLT any concerns regarding current policy and procedures.</p> <p>The risk assessment will be reviewed at each SLT meeting with changes made as and when required.</p> <p>All up to date guidance will be shared with staff in a timely and appropriate manner.</p> <p>It is the responsibility of individual members of staff to ensure they have an up to date understanding of all procedures and how this affects their role. Any questions/ queries should be directed to a member of SLT as a matter of urgency.</p> <ul style="list-style-type: none"> • All employees have clear roles and responsibilities which are within their capabilities and are aware of how to raise any concerns; Headteacher has spoken to all staff who will have increased responsibilities (SLT) before finalising staffing proposal. • An individual risk assessment addressing Covid-19 concerns for an employee returning to school will be undertaken when necessary. Individual risk assessments for staff to be completed. Review dates included. • All new employees and volunteers are provided with a site induction and adequate information, instruction and training on local health and safety arrangements and their key roles and responsibilities; • The Headteacher/Chair of Governors, or other nominated senior personnel, is available to offer support and advice and to monitor the current working arrangements each day. At least two members of the Senior Leadership Team will be in school each day. <p>All staff can make contact with either the Headteacher or the Chair of Governors via email if they feel they need to raise a concern;</p>

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			Head@anderton.lancs.sch.uk mfrost@anderton.lancs.sch.uk
Impact of reduced staffing levels on pupil activities and work tasks	Employees, pupils, contractors, visitors	Potential infectious disease, Injury or harm from accidents,	<ul style="list-style-type: none"> Staffing levels are reviewed in line with current DfE guidance and where necessary advice is taken from LCC Schools Advisory Service; All employees will return to school and complete their normal contracted hours from 1st September 2020. Individual risk assessments will be undertaken by the Head teacher as requested by the member of staff. Current risk assessments are referenced for pupil activities and work tasks. Where necessary these have been updated to reflect any new risks and control measures due to COVID-19. A dynamic risk assessment is completed to consider the impact on safety where there are reduced staffing levels and to clarify what, if any, changes to existing control measures are required. The outcome from this exercise will identify whether an activity or task can be carried out safely or if an alternative is required; Lone working will be monitored by a nominated employee on site e.g. any building maintenance by the site supervisor, will be noted on the whiteboard along with their whereabouts, a check-out and expected check-in time; The Headteacher/Chair of Governors, or other senior personnel, will keep in regular contact with employees to monitor the working arrangements and provide support and advice where necessary.
Spread of Covid-19 during transport to and from school	Pupils	Potential spread of infectious disease Pupils stranded or missing	<ul style="list-style-type: none"> Parents, pupils and staff have been made aware of the Coronavirus (COVID-19): safer travel guidance for passengers when planning their travel; Staff, parents and pupils are encouraged to walk or cycle to school where possible;

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			<ul style="list-style-type: none"> • Where this is not possible, use of private transport is recommended. • Public transport should be avoided wherever possible. If public transport has to be used, staff, parents and pupils are advised to follow social distancing rules and thoroughly wash their hands with warm running water and hand soap for at least 20 seconds on arrival to school. Parents/ carers will be informed of the Governments requirement to wear a face covering/ mask when travelling on public transport. • School crossing patrol have been advised of school arrangements so that safe crossing can be secured.
Spread of COVID-19 virus via germs on surfaces and furniture within the building	Employees, pupils, visitors, contractors, parents, members of the public	Potential spread of infectious disease	<ul style="list-style-type: none"> • Guidance and training is provided for staff to ensure they understand, and can enforce, the new routines and support pupils in understanding them and are familiar with revised physical arrangements, well in advance on when wider opening begins. • All employees, pupils and visitors are required to follow guidelines re washing hands thoroughly with warm running water and hand soap for at least 20 seconds upon arrival on site and/or use the hand sanitiser at the point of entry; (Information posters around school – e-Bug website) • All employees and pupils to wash their hands more frequently, particularly before eating and drinking, administering first aid, before and after playtime/breaks, after using shared resources and after using the toilet. • Hand sanitizer available throughout school for adults to access. • Posters are displayed on good hand washing technique and government guidelines on good hygiene/social distancing; • Pupils are reminded to avoid touching their faces whenever possible particularly with unwashed hands (SEND pupils given extra support and guidance);

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			<ul style="list-style-type: none"> • Everyone follows the Catch it, Bin it, Kill it guidance to catch coughs and sneezes in tissues and throw them in the bin immediately (hands to be washed immediately after disposal); • New lidded, 'touchless' bins purchased and distributed throughout school. • Tissues are readily available in the areas being used. • Pupils are reminded how to catch coughs and sneezes if a tissue is not readily available i.e. in the crook of the elbow rather than in the hands; • Hand washing facilities available for all children and adults. • Children with sensitive skin encouraged to bring their own soap in from home. • An enhanced cleaning schedule is followed for frequently touched objects such as railings/bannisters, door and window handles, taps, desk/table tops, sports equipment, teaching & learning aids, computer equipment, telephones, toys and bathroom facilities; • All occupied areas will be thoroughly cleaned at the end of the day by teaching staff, site supervisor and/ or school cleaner; • Playground equipment cleaned between groups of pupils using it. Outdoor equipment is not to be used. Each class to have their own designated equipment. • If resources do not allow for the cleaning of outdoor equipment between different groups using it then it will be made off limits until cleaning can be carried out; • All equipment should be cleaned frequently and left unused for a period of 48 hours (72 hours for plastic) before use by a different class bubble.

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			<ul style="list-style-type: none"> • Pupils can bring bags to school but resources being brought in need to be limited. Pupils and teachers can take books and other shared resources including reading books home. • A documented cleaning checklist in every group is in place to ensure the enhanced cleaning schedule is followed and maintained; • Employees 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 employees to wear during cleaning activities and when dealing with an injury or child who is ill and must be worn as instructed e.g. gloves, aprons etc. PPE "Grab bags" throughout school for immediate, emergency use. https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe • 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 of pupil displaying symptoms. • COSHH risk assessments are in place and followed for cleaning products and have been shared with staff as necessary; • Staff have been instructed to store personal items and clothing in areas not widely accessible during the working day (designated space in the classrooms away from children). • To facilitate social distancing and to limit the amount of touchable surfaces, unnecessary items have been removed from classrooms and other learning environments and placed in storage where they do not pose

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			<p>increased trips or fire risks. Where necessary additional storage facilities will be provided;</p> <ul style="list-style-type: none"> • Soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) have been removed and placed in storage; • Children’s personal items will be stored in their locker or tray in the classroom; • Good housekeeping is maintained at all times; • Waste bins are emptied at least daily or more often as necessary and the contents disposed of safely; • The school will follow the procedures as set out in the Government guidance Cleaning in Non-Health Care Settings following a confirmed or suspected case of COVID-19 on site; • Contaminated or suspected contaminated waste will be double bagged, labelled and stored for 72 hours before being disposed of with general waste; • Where it is not possible to store waste for 72 hours, arrangements will be made for collection by the school's specialist clinical waste contractor. • A strict colour coding system of cleaning equipment is in place to reduce the risk of cross contamination;
Spread of COVID-19 virus via air borne particles	Employees, pupils, visitors, contractors, parents, members of the public	Potential spread of infectious disease	<ul style="list-style-type: none"> • Guidance on Social Distancing will be adhered to where it is practically possible; • DfE COVID-19 guidance on implementing social distancing in educational settings is implemented and reviewed regularly;

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			<ul style="list-style-type: none"> • All children and staff will be expected to return to school for their normal contracted hours on 1st September • Classes will remain in their base classroom as a full class bubble consisting of one teacher and at least one teaching assistant; • The start of the school day has been changed allowing parents to drop off their children in a 15 minute window from 8.35 – 8.50am to reduce the number of parents near school. • Parents are encouraged not to enter the school grounds at the start or during the school day. • Arrival and collection points for children are at different locations around school to keep class bubbles separate from one another. • End of the school day is staggered, 3.20pm for KS1 and 3.30pm for KS2 to reduce the number of parents congregating around school. Parents will be asked to stand at their child’s collection point maintaining adequate social distance. • School assemblies will not take place until further guidance is received. This includes the weekly celebration assembly • Pupils will remain in their class groups at all times each day; • Staff will maintain distance from pupils and other staff members as much as possible; • Classrooms in Key Stage 2 will be organised so desks are front facing. • Good ventilation to be practiced including the opening of doors and windows. Fire and safeguarding considerations to be followed. • The same teacher(s) and other staff will be assigned to each class and, as far as possible, these will stay the same during the day and on subsequent days;

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			<ul style="list-style-type: none"> • The teacher and pupils within each class will use the same classroom or area of a setting throughout the day; • Playtimes/ lunchtimes will be staggered to reduce the classes mixing with each other. Each class is allocated a specific playground/ area. • Pupils will eat within their class groups in the dinner centre. KS2 sandwiches in the music room; • Staff are asked to ensure that the staff room does not become over crowded by using classrooms and the office. • Specific toilet areas are designated to different groups of children; • Access to the toilets will be controlled to limit the number of pupils who use them at one time in order to manage social distancing; • As far as practicable groups will be kept apart with only brief transitory contact if this is unavoidable; • Pupils will be encouraged to socially distance themselves from staff and other pupils and to stay within their classes; • Outdoor learning will be encouraged to reduce the possibility of transmission. • Parents/carers will not enter the school unless absolutely necessary, where this is unavoidable they will be instructed to follow handwashing and social distancing guidelines; • Pupils are asked to return to school in full school uniform from 1st September. There is no requirement for this to be washed anymore than normal. Pupils to attend school in their PE kit on the day their class is doing PE. • Parents/carers with a questions or concerns must telephone school or send an email directly to the Headteacher or bursar. Parents/Carers will

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			<p>not be permitted on site at anytime unless collecting a child who is ill. Emergency appointments can be made through a telephone call to the school office.</p> <ul style="list-style-type: none"> • Parents have been advised that only one parent should accompany their child to the school entrance; • Meetings to be held via remote working tools wherever possible; • Only when absolutely necessary will a face to face meeting take place. This will be with the minimum number of participants, whilst observing social distancing rules either in an outdoor space or well ventilated area indoors. • Measures have been put in place to protect office staff when dealing with contractors, parents and visitors. • Wherever possible, contractors, parents and visitors should only attend by prior appointment. Details of all visitors to school will be collected and stored in order to adhere to test and trace regulations. • The occupancy of the school office is restricted to ensure social distancing 2 metre rules can be observed • Before and after school club will be open. The children will be organised into smaller groups and will occupy the music room, hall and the outdoors to encourage social distancing. Groups/ staff to remain consistent where possible. • Shared work areas are avoided wherever possible. Where this is not possible work areas to be thoroughly sanitized before and after use by different people. • The use of outside providers such as CSSP/ peripatetic music teachers and supply teachers is permitted. All visiting staff to have details stored

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			for test and trace procedures and copies of their organisation risk assessments to be made available.
Employee or pupil displaying signs of COVID-19 whilst in school	Employees, pupils, visitors, contractors, parents, members of the public	Potential spread of infectious disease	<ul style="list-style-type: none"> • Employees are aware of the virus symptoms and are vigilant in reporting all concerns to the responsible person who will reference DfE COVID-19: guidance for education settings for advice on dealing with the situation; • Employees who have assisted someone who has taken ill with COVID-19 symptoms will wash their hands 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; • Employees showing symptoms are sent home and reminded to self-isolate following current government guidance for staying at home; https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance • Anyone showing symptoms can and should access testing which can be booked online – NHS testing and tracing for coronavirus website. Should a test come back positive contact https://www.gov.uk/guidance/contacts-phe-health-protection-teams • If a pupil displays symptoms they will not be permitted to remain in school. Their parent/carer etc 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 individual pupils' needs; • 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

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			<p>if possible. The bathroom will then be cleaned and disinfected before being used by anyone else;</p> <ul style="list-style-type: none"> • Anyone who is symptomatic or had a positive test in the last ten days should follow the local health protection team advice by not coming into school. If anyone in school becomes unwell with symptoms they should self-isolate for 10 days and have a test. Other members of the household should self-isolate for 14 days. • Routine temperature checking is not recommended by Public Health England.
Manual Handling	Employees	Musculoskeletal injuries	<ul style="list-style-type: none"> • A dynamic risk assessment is carried out when moving furniture & resources which takes into account; <ul style="list-style-type: none"> ○ the task being undertaken; ○ the capabilities of individual carrying out the task; ○ the load being lifted or moved; ○ the surroundings (environment).
Need for Personal Protective Equipment (PPE)	Employees, pupils, visitors, contractors, parents, members of the public	Potential spread of infectious disease	<ul style="list-style-type: none"> • Employees are aware of the need to use the appropriate PPE when completing specific tasks e.g. cleaning; • PPE "Grab bags" will be provided throughout school. • PPE is sourced through the schools usual procurement routes; • Disposable gloves and impermeable aprons must be worn during cleaning and sanitization. • Disposal gloves & impermeable aprons should be worn when administering first aid. A dynamic risk assessment should be carried out on individual circumstances before deciding if it is appropriate to also wear a fluid repellent surgical face mask and eye protection if there is a risk of splashing of bodily fluids and/or airborne contaminates.

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			<ul style="list-style-type: none"> • Staff are provided with information and instruction on the use and disposal of PPE including face masks. https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care • If a parent wishes for their child to wear a face covering they will be asked to meet with the head teacher to discuss the reasons behind this decision. Face coverings are not recommended for children aged 11 and under and therefore this practice will be discouraged. • Should a member of staff wish to wear a face covering they will be asked to discuss this first with the head teacher. • The wearing of face coverings by pupils and staff is at the discretion of the head teacher. • Anyone who chooses to wear a face covering must follow the guidance on the safe wearing of face coverings including (refer to additional guidance document above); <ul style="list-style-type: none"> ○ Cleaning hands before and after touching the front of the covering ○ Safe storage in individual, sealable plastic bag between use ○ If the covering becomes damp it should not be worn ○ Pupils must be instructed not to touch the face covering during use ○ Temporary face covers should be disposed of in general waste ○ Reusable ones in a plastic bag to be take home
First aid provision	All building occupants	Untreated injuries Staff unsure about treating pupils	<ul style="list-style-type: none"> • Employees working in the school are kept informed of the first aid arrangements via a whiteboard in the staffroom which is updated daily; • As a minimum an Appointed Person will be delegated to take charge in an emergency situation;

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			<p>Mrs R Norton-Smith (Headteacher) Mrs K Laithwaite (Deputy Headteacher)</p> <ul style="list-style-type: none"> • In the event of an incident requiring first aid, should there be no nominated first aider available, the Appointed Person can seek advice from the NHS by calling 111 and asking for medical advice, or call the emergency services on 999 to request an ambulance; • For instances where first aid qualifications are due for renewal and may expire during the current crisis i.e. due for renewal on or after 16 March 2020, the HSE has announced a 3 month extension to the validity of all first aid certificates, including Paediatric First Aid. • Should it be considered necessary PPE should be worn during the administration of first aid. This should then be disposed of appropriately.
Administering first aid during COVID1-19 Pandemic	All building occupants	Untreated injuries, potential spread of infectious disease	<ul style="list-style-type: none"> • First Aiders are aware of and follow the Government guidance for first responders; • The First Aid Needs Assessment has been reviewed and amended to take account of current occupancy, numbers of first aiders required and additional PPE needed during the COVID-19 pandemic including provision of disposal gloves, disposal plastic aprons and fluid repellent surgical face masks; • First aiders will pay particular attention to sanitation measures immediately before and following the administration of first aid; washing their hands with warm running water and soap for a minimum of 20 seconds;
Reduced fire and lock-down arrangements	All building occupants	Burns, smoke inhalation, fire related injuries, death, injuries relating to violence/aggression	<ul style="list-style-type: none"> • Employees are made aware of the current fire and lock-down procedures, including amendments to normal working practices due to the current limited resources and building use, etc.;

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			<ul style="list-style-type: none"> • Daily checks are made to ensure all required fire doors are not blocked and kept unlocked and are available in the event of an emergency. Fire doors are not to be wedged open to aid in ventilation. • Surplus furniture and resources have been stored away safely so as not to cause a fire hazard, block fire exits or obscure fire extinguishers or fire signage; • Nominated persons are identified each day/shift: In the event of a fire alarm - <ul style="list-style-type: none"> ○ to liaise with the fire officer (Mrs K Laithwaite) and report any concerns e.g. areas of a building that may not have been checked; ○ to act as Fire Wardens, take out the register and emergency grab bag. In the event of a lock-down - <ul style="list-style-type: none"> ○ to call/liaise with the Police. ○ to lead pupils to a 'safe area' depending upon the type of security threat/lock-down. In an emergency there is no requirement to adhere to the 2 metre social distancing rule if it would be unsafe to do so i.e. it would hinder evacuation;
Reduced premises inspections, tests, servicing and maintenance	All building occupants	Accidents or incidents resulting in injury, occupational disease, or a risk to health e.g. electrocution, fire, legionellosis, asbestosis	<ul style="list-style-type: none"> • Premises management inspections, testing and servicing of plant, equipment, etc. are kept up-to-date for all parts of the building that remain in use e.g.: <ul style="list-style-type: none"> ○ <u>Fire Checks</u>: weekly fire alarm checks continue to be made and recorded for occupied parts of the building. The same principle applies to emergency lighting, fire extinguishers etc. ○ <u>Asbestos inspections</u>: undertaken on any areas of the building containing asbestos which remain open. If there is no prospect of

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			<p>areas containing asbestos being disturbed they will be safely left until the school fully reopens, at which point checks will be made as part of the reopening process.</p> <ul style="list-style-type: none"> ○ <u>Legionella/Water hygiene</u>: weekly flushing regimes will continue; prior to undertaking the flushing regime, the domestic hot water plant will be switched on and fully operational to ensure water is stored above 60 °C for at least 1 hour prior to commencing the weekly flushing regime to sterilize the hot water system and reduce the proliferation of legionella bacteria. ○ <u>Contractor servicing and maintenance</u>: servicing, etc., will continue wherever possible (see section on Contractors and visitors to the premises). The schools property consultant will be contacted for advice prior to reopening areas of the school where it has not been possible to keep these up-to-date. ○ <u>Testing of electrical items (PAT)</u>: PAT testing will continue where possible. If not possible, the school will put local controls in place e.g. by undertaking pre-use visual checks for signs or damage or scorching, removing any damaged or faulty equipment from use, switching off and unplugging all equipment after use etc. <ul style="list-style-type: none"> ● Records of all testing and checks will be kept; ● Records will also be kept of those areas that have not been checked and why e.g. due to building closure, reduced resource, etc. These areas will be fully checked before reopening.
Contractors and visitors to site including deliveries	Employees, pupils, visitors, contractors, parents, members of the public	Potential spread of infectious disease	<ul style="list-style-type: none"> ● Visitors to site are limited to essential persons only and wherever possible by appointment; ● School lunches will be provided for all Free School Meals families and all Universal Free School Meals children (Children in Reception, Year 1 and Year 2 only). Deliveries for the school kitchen will be kept to the absolute

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			<p>minimum. Lunches will be eaten within the dinner centre with classes using the centre at an allocated time where possible. Tables and chairs to be wiped down after each class has vacated the centre.</p> <ul style="list-style-type: none"> • All visitors will follow the Government's guidance and the school's strict hygiene and social distancing rules e.g. hand washing/sanitisation upon entry; • Contractors must obtain permission before attending site; • 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; • Office staff sign-in and sign-out all visitors to prevent the handling of pens and paper by multiple people; • Contractors are encouraged to access site asbestos surveys on PAMS prior to a site visit; • The Executive Summary (list of occurrences at the start of the asbestos survey), along with a floorplan of the school with asbestos containing and 'unknown' materials highlighted on it has been printed and laminated for contractors on arrival to site. Confirmation of sight of the survey will be signed in the Contractors file by school staff. Laminated sheets handled by the Contractor will be wiped clean using gloves and disinfectant wipes following use; • Contractors will wear appropriate PPE as determined by their employer, however they may be asked to wear additional PPE (provided by the

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			<p>school) upon arrival e.g. gloves, mask, coveralls, shoe covers, etc. Contractors will comply with any additional PPE or hygiene requirements made by the school prior to entry;</p> <ul style="list-style-type: none"> • Contractors will keep the time spent on site to a minimum and will make all efforts to only attend site to carry out work during periods of reduced occupation; • Alternative routes around or through the premises will be used as instructed by the school e.g. the school may usher the contractor through a fire escape door to access an adjacent room, rather than walking them through the school to reach their destination. • The number of site deliveries has been reduced where possible; • A procedure is in place to wipe down deliveries with sanitizer entering the school premises where possible; • Staff handling deliveries will observe good hand hygiene, washing hands using warm running water and soap for a minimum of 20 seconds or using in sanitiser after handling new deliveries that have not been sanitised. • Details of all visitors to the school will be collected to aid in test and trace procedures.
Homeworking with DSE	Staff and members of their household	Development or worsening of existing musculoskeletal injuries or health conditions	<ul style="list-style-type: none"> • All staff will be expected to return to school on 1st September 2020. For other members of staff on the extremely critically vulnerable list, a risk assessment will be completed prior to their return to school and will be continually reviewed with the Headteacher. • In extreme situations where a member of staff needs to work from home they will undertake DSE eLearning 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:

PART B. HAZARD IDENTIFICATION AND CONTROL MEASURES:			
List of significant hazards (something with the potential to cause harm)	Who might be harmed	Type of harm	Existing controls (actions already taken to control the risk - include procedure for the task/activity where these are specified)
			<ul style="list-style-type: none"> ○ H&S COVID-19 web page (section on 'How to support employees working from home') <p>Remote H&S support is available via the Duty Officer by Tel: 01772 538877 or email HS&Q Team at: health.dafety@lancashire.gov.uk</p> <ul style="list-style-type: none"> • In circumstances where staff are homeworking for more than one month at a time, a Homeworker Checklist & Risk Assessment (see link to above web page) will be completed to identify any issues or concerns. These can then be discussed with their line manager at school and further actions taken where necessary.
Stress and Anxiety	Staff Parents Pupils	Increased levels of stress/anxiety and lower than normal levels of wellbeing	<ul style="list-style-type: none"> • The Headteacher/Chair of Governors, or other senior personnel, will keep in regular contact with staff to monitor their working arrangements and offer support and advice where necessary; • Usual pupil attendance rules apply however individual parent/ pupil concerns and anxiety will be addressed through discussion and reassurance. • Remote education will be made available immediately should a child be unable to attend school due to complying with clinical or public health advice. • Staff are able to make contact with a colleague or manager 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; • 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 can 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 employee wellbeing such as:

PART B. HAZARD IDENTIFICATION AND CONTROL MEASURES:			
List of significant hazards (something with the potential to cause harm)	Who might be harmed	Type of harm	Existing controls (actions already taken to control the risk - include procedure for the task/activity where these are specified)
			<ul style="list-style-type: none">○ Employee Wellbeing○ MIND web site○ H&S COVID-19 web page

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

We certify that the risk assessment above fully applies to the area/task/activity under assessment in Anderton Primary School.

Signed:

Name: Mrs Rachel Norton-Smith

Risk Assessor: Mrs Rachel Norton-Smith

Signed:

Name: Mr Mark Frost (Chair of Governors)

PART C: ACTION PLAN Further action / controls required					
Action required	Person(s) to undertake action?	Priority	Projected time scale	Notes / comments	Date completed
Inform staff and parents of need to engage with test and trace procedures.	RNS	1	01/09/2020	Inform parents via class dojo message and email. Reminders on newsletter	
Update risk assessments for staff deemed extremely clinically vulnerable.	RNS	1	To be completed by 04/09/2020		
Check and update, where necessary, hygiene posters around school.	TA 3	2	01/09/2020	Use e-Bug website	
Ensure PPE boxes are complete and positioned in all rooms.	TA 3	2	01/09/2020	Check level of equipment and let KD know if anything needs to be ordered	
Children to be reminded about avoiding touching their faces, regular hand washing and the 'catch it, bin it, kill it process.'	Class Teachers	1	02/09/2020	Discuss during Inset	
Playground bags to be organised for each class.	TA 3	2	01/09/2020	Check contents with JD	
Discuss and agree attendance procedures.	RNS & KD	2	02/09/2020	Check DfE requirements	
Remind parents about: <ul style="list-style-type: none"> ○ Only coming on to school property when collecting ○ Directing all questions through the office via email or phone ○ Full school uniform and PE kits ○ Arrangements for before and after school club ○ Face coverings 	RNS	1	01/09/2020	Inform parents via class dojo message and email. Reminders on newsletter	
Inform staff of face coverings arrangements and procedures.	RNS	1	01/09/2020		
Discuss test and trace arrangements for visitors to school with KD	RNS & KD	2	02/09/2020		
Discuss remote education arrangements with teaching staff.	Teachers	2	02/09/2020	During staff meeting	