

GENERAL SCHOOLS RISK ASSESSMENT

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



PART A. ASSESSMENT DETAILS:

Area/task/activity: School opening arrangements during COVID-19 restrictions

Location of activity:

Team/School name: Address & Contact details:	All Hallows Catholic High School Crabtree Avenue Penwortham	Name of Person(s) undertaking Assessment:	Mr C Thomas
		Signature(s):	Mr C Thomas
Line Manager/ Headteacher (Name/Title):	Mr C Horrocks Headteacher	Date of Assessment:	18/05/2020
Signature:	Mr C Horrocks	Planned Review Date:	08/06/202
How communicated to staff:	Email & Microsoft Teams Presentation	Date communicated to staff:	03/06/2020

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"> ○ COVID-19: guidance for education settings ○ COVID-19: maintaining educational provision ○ LCC Schools HR guidance ○ LCC Health & Safety COVID-19 web page • Headteacher/CTH to keep up to date with official COVID-19 Guidance and

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Impact of reduced staffing levels on H&S roles and responsibilities and arrangements	Employees, pupils, visitors, contractors, parents	Potential spread of infectious disease, stress, injury or harm from accidents/incidents	<p>informs employees/school arrangements as required;</p> <ul style="list-style-type: none"> • Employees at work have a daily briefing at 8.15am, prior to pupils arriving on site to clarify key roles & responsibilities for the day, planned activities for pupils, essential employee tasks to be undertaken, etc.; • A noticeboard held in the staffroom is updated each morning and includes: <ul style="list-style-type: none"> ○ staff rota, staff on site & their key roles ○ the SLT member who staff can report issues/concerns to ○ number of pupils, noting special needs, etc. ○ agreed times of pupil drop-off and collection ○ first aid provision e.g. named first aider or appointed person ○ fire arrangements ○ security/lock down arrangements ○ work tasks/activities to be undertaken that day ○ areas of the building that remain in use or have restricted use ○ any other relevant information • All employees have clear roles and responsibilities which are within their capabilities and are aware of how to raise any concerns; • All new employees (RAD to provide for site staff) 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 contacts school daily (when not on site) to offer support and advice and to monitor the current working arrangements.
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; • Employees work on a rota basis to provide adequate cover and to reduce the number of persons on site at any one time; • Current risk assessments are referenced for pupil activities/work tasks to

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			<p>be undertaken and a dynamic risk assessment is completed to consider the impact on safety due to reduced staffing levels and to clarify what control measures need to be implemented. The outcome from this exercise will identify whether an activity or task can be carried out safely or if an alternative one will need to be done instead;</p> <ul style="list-style-type: none"> • Lone working e.g. any building maintenance by the site supervisor, will be put on the whiteboard along with their whereabouts, a check-out and expected check-in time which will be monitored by a nominated employee on site; • The Headteacher will keep in regular contact with employees to monitor the working arrangements and provide support and advice where necessary.
<p>Spread of COVID-19 virus via germs on surfaces and furniture within the building</p>	<p>Employees, pupils, visitors, contractors, parents, members of the public</p>	<p>Potential spread of infectious disease</p>	<ul style="list-style-type: none"> • All employees, pupils and visitors are required to follow guidelines re washing hands for 20 seconds upon arrival on site and/or use the hand sanitiser at the point of entry; • All employees and pupils wash their hands more frequently, particularly before eating and drinking, applying first aid, before and after playtime and after using the toilet; • Posters are displayed on general hand hygiene; • Poster on cleaning and disinfection guidance is on display; • Pupils are reminded to avoid touching their faces with unwashed hands; • 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); • 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; • Areas of the building that are in use are subject to frequent cleaning by

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			employees; <ul style="list-style-type: none"> • Employees have been instructed on cleaning and sanitising requirements; • All key areas and surfaces are cleaned during break and at the end of the school day; • Cleaning and disinfection of frequently touched objects and surfaces is carried out by employees e.g. railings/bannisters, door and window handles, taps, desk/table tops, sports equipment, teaching & learning aids, computer equipment, telephones and bathroom facilities, etc.; • Good housekeeping is maintained at all times; • Waste bins are emptied daily and the contents disposed of safely; • Employees having to clean bodily fluids are aware of and implement the controls outlined in the establishment's Cleaning of Bodily Fluids risk assessment; • A strict colour coding system is in place to reduce the risk of cross contamination; • PPE is provided for employees to wear during certain cleaning activities and must be worn as instructed e.g. gloves, aprons etc.; • The school follows the government guidance which currently states 'wearing a face covering or face mask in schools or other education settings is not recommended'. However, a facemask will be provided for staff and pupils if they so wish to wear it as an option. • If necessary the Headteacher or Chair of Governors will arrange for a deep clean to be carried out. <p>Note: For instances where it is necessary for a deep clean to be carried out following a suspected case of COVID-19 virus on site a deeper clean will be required in accordance with the guidance COVID-19: cleaning in non-healthcare settings.</p>

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<p>Spread of COVID-19 virus via air borne particles</p>	<p>Employees, pupils, visitors, contractors, parents, members of the public</p>	<p>Potential spread of infectious disease</p>	<ul style="list-style-type: none"> • Guidance on Social Distancing MUST be adhered to at all times; • DfE COVID-19 guidance on implementing social distancing in educational settings is reviewed regularly; • Employees are socially distancing themselves from each other, pupils and parents/carers at all times; • Parents/carers will not enter the school unless absolutely necessary and, if they do need to enter the school, they will follow the strict handwashing and social distancing guidelines; • Arrangements are in place for parents/carers to drop off and collect children at specified times, without physically entering the premises e.g. front gate drop-off with staff meeting the pupil at the school gate; • Pupils are instructed to socially distance themselves from employees and other pupils in class and at break time. This will also be supervised; • Room layouts and table settings in class and the canteen have been adjusted to allow for social distancing e.g. tables spaced out to the recommended distance i.e. a minimum of 2 meters apart. Each classroom will accommodate a maximum of 10 pupils.
<p>Employee or pupil displaying signs of COVID-19 whilst in school</p>	<p>Employees, pupils, visitors, contractors, parents, members of the public</p>	<p>Potential spread of infectious disease</p>	<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 for 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. Employees are advised to apply for a test by following the link apply for a coronavirus test if you're an essential worker. Employees should apply within the first 3 days of having symptoms. The test is best taken within 5 days of symptoms starting;

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			<ul style="list-style-type: none"> • If a pupil displays symptoms they will be placed in the medical room until they can be collected, whilst being mindful of individual pupils' needs; • Ideally, the window will be opened in the room for increased ventilation; • If it is not possible to isolate the pupil e.g. if it causes them undue distress or they need to remain under adult observation, an assessment will be carried out to see whether it is sufficient to move them to an area which is at least 2 metres away from others; • If an individual (adult or child) showing COVID-19 symptoms, needs to use the bathroom while waiting to go home, they will use a separate bathroom if possible. The bathroom will then be cleaned and disinfected before being used by anyone else;
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; • Insufficient levels of PPE should be reported to the SLT member on duty that day who will then inform RAD (email if not on site); • PPE is provided as detailed in task risk assessments e.g. for the Cleaning Up of Bodily Fluids.
Reduced first aid provision	All building occupants	Untreated injuries	<ul style="list-style-type: none"> • Daily consideration is given to the reduced level of first aid provision on site; • First Aiders are aware of the Government guidance for first responders; • Employees working in the school are kept informed of the first aid arrangements via the noticeboard in the staffroom which is updated daily; • As a minimum an Appointed Person will be delegated to take charge in an emergency situation; • 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;

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			<ul style="list-style-type: none"> 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.
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.; Daily checks are made to ensure all required fire doors are kept unlocked and are will be available in the event of an emergency; Room fire safety capacity levels are considered when deciding which areas of the building are to be used; Nominated persons are identified each day/shift: <ul style="list-style-type: none"> In the event of a fire alarm - <ul style="list-style-type: none"> to liaise with the fire officer 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. To take note of the time of the evacuation and length of the event. 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. social distancing rules will apply at all times unless there is an imminent risk to life.
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.	<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

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		electrocution, fire, legionellosis, asbestosis	<p>recorded for occupied parts of the building. The same principle applies to emergency lighting, fire extinguishers etc.</p> <ul style="list-style-type: none"> ○ <u>Asbestos inspections</u>: undertaken on any areas of the building containing asbestos which remain open. If there is no prospect of 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. ○ <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). ○ <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	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; ● 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;

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			<ul style="list-style-type: none"> Contractors will wear appropriate PPE as determined by their employer, however they may be asked to wear additional PPE (provided by the school) upon arrival e.g. gloves, mask, coveralls, shoe covers, etc. Contractors will comply with any additional PPE or hygiene requirements made by the school prior to entry; 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.
Homeworking with DSE	Employees and members of their household	Development or worsening of existing musculoskeletal injuries or health conditions	<ul style="list-style-type: none"> Employees are aware of the current Government guidance regarding self-isolation if they are in a 'high risk' category due to a health condition, or if they or any members of their household display symptoms of COVID-19. Employees will be required to work from home where possible, in line with the School's needs, if they are not able to attend work to undertake their normal duties. This will usually involve the use of Display Screen Equipment (DSE) in the form of mobile laptops, tablets, phones, etc.; Homeworkers can refresh their DSE knowledge if they feel this is necessary by undertaking the DSE eLearning on Astute accessible on the Schools Portal; Where possible, employees will be provided with ancillary equipment to allow them to attain good working posture whilst using DSE at home e.g. a separate keyboard, mouse, laptop rise and foot rest; Employees take regular breaks e.g. if a 'good' homeworking set-up is achieved a 5 minute break taken every hour is adequate. If a good set-up cannot be achieved then more frequent breaks must be taken e.g. 5 minutes in every 25 minutes (or in every 15 minutes if the employee is experiencing any discomfort);

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			<ul style="list-style-type: none"> • Employees will report any health issues they experience which they believe is related to their homeworking set-up to their line manager as soon as possible so that further action can be taken. Line Managers should then contact CTH; • DSE 'exercises' should be undertaken to avoid static postures at the workstation; • Employees are required to watch: <ul style="list-style-type: none"> ○ The HSE video on temporary working at home – workstation setup; and, if they continue to experience any issues: ○ the Posturite webinar – Working from home – quick fixes; Note: Any queries arising from watching this webinar must be addressed to the LCC Health, Safety & Quality Team on Tel: 01772 538877 or email HS&Q Team and NOT to Posturite; • Good housekeeping and cable management must be implemented whilst working at home; cables must not present tripping hazards to self or other family members; • Employees are reminded keep confidential or personal sensitive information secure in line with GDPR rules whilst working from home; • Employees are aware of other sources of useful H&S information to assist homeworking arrangements such as: <ul style="list-style-type: none"> ○ Display Screen Equipment guidance and exercise sheets (scroll down to DSE Forms, templates & guidance section): ○ Agile Working ○ Employee Wellbeing ○ 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>
Employee isolation and reduced communication	Employees	Increased levels of stress/anxiety and	<ul style="list-style-type: none"> • The Headteacher/Chair of Governors, or other senior personnel, will keep in regular contact with employees to monitor the working

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		lower than normal levels of wellbeing	<p>arrangements and offer support and advice where necessary;</p> <ul style="list-style-type: none"> • Communication with employees is accommodated via Microsoft Teams meetings, emails, text, phone calls, use of a shared drive on the LCC network, the Schools Portal, etc.; • There is flexibility in working hours and the amount of work completed by employees from home due to the current exceptional circumstances where employees may be looking after their own children at home or caring for other vulnerable family members; • Employees are able to make contact with a colleague or manager for advice and support, or just for reassurance, during the normal working day; • Employees are made aware of sources of information that will assist employee wellbeing such as: <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.

I certify that the risk assessment above fully applies to the area/task/activity under assessment in All Hallows Catholic High School.

Signed: Mr C Thomas

Name: Craig Thomas

Risk Assessor: Mr C Thomas

PART C: ACTION PLAN Further action / controls required						
Hazard	Action required	Person(s) to undertake action?	Priority	Projected time scale	Notes / comments	Date completed
Individual Staff at Risk	Send out 'Risk Assessment addressing COVID-19 concerns for an employee returning to a LCC workplace or school'.	CTH	High	09/06/20		