

SCHOOL OPENING 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:

School name:	St Christopher's CE High School	Name of Person(s) undertaking Assessment:	Mrs N Moran
		Signature(s):	
Line Manager/ Headteacher (Name/Title):	Mr R D Jones Headteacher	Date of Assessment:	10 th August 2020
Signature:	Mr R D Jones	Planned Review Date:	30 th September 2020
How communicated to staff:	Email	Date communicated to staff:	17 th August 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 informs employees/school arrangements as required;
Impact of reduced staffing	Employees, pupils,	Potential spread of	<ul style="list-style-type: none"> • Employees are briefed during INSET to clarify key roles & responsibilities for the

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levels on H&S roles and responsibilities and arrangements	visitors, contractors, parents	infectious disease, stress, injury or harm from accidents/incidents	<p>re-opening of school, essential employee tasks to be undertaken, etc.; Pupils and students will enter school through assigned entry points and congregate in their year group at their designated area.</p> <ul style="list-style-type: none"> • Regular staff information include: <ul style="list-style-type: none"> ○ the SMT member who staff can report issues/concerns to ○ Arrangements for pupils/students ○ fire arrangements ○ security/lock down arrangements ○ 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 will be provided with a site induction and adequate information, instruction and training on local health and safety arrangements and their key roles and responsibilities;
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 as normal, following their timetable; • Current risk assessments are referenced for pupil activities/work tasks to be undertaken and a dynamic risk assessment is completed to consider the impact on safety due to staff movement between lessons 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;
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"> • All employees, pupils/students 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; • Pupils are 'zoned' in their year groups and movement will only be for practical subjects. Pupils will be assigned a 'base room' where the majority of lessons will take place. The sixth form will operate as its own discrete 'zone'.

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			<ul style="list-style-type: none"> • When necessary movement between zones will be carefully managed and organised according to a 'zoned one-way system'. There will be no pupil/student movement between the sixth form and the main school. • All employees and pupils/students wash/sanitise their hands more frequently, particularly before eating and drinking, applying first aid, after break time 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). • ALL classrooms are equipped with hand sanitiser, tissues, a lidded bin and anti-bacterial wipes. • Pupils/students 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. • The building will be subject to increased cleaning by employees. • Employees have been instructed on cleaning and sanitising requirements. • Toilets are cleaned during the school day and all key areas (including toilets) and surfaces are cleaned 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. • Teaching spaces used by more than one 'bubble' during the school day will be cleaned at the beginning of each period. • Any resources shared between groups, such as sports, art and science equipment, will be either:

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			<ul style="list-style-type: none"> ○ Cleaned frequently and meticulously, and always between groups using them; or ○ Rotated so they can be unused and out of reach for 48 hours (72 hours for plastics) between use by different groups ○ The same rules will be followed for books and other shared resources that pupils or staff take home. However, unnecessary sharing will be avoided, especially where it doesn't contribute to pupil education and development. ○ Individual and very frequently used equipment, like pens and pencils, will not be shared. Parents and pupils will be provided with an equipment list. ● Lessons that involve singing, chanting, shouting or playing instruments (particularly wind or brass instruments) will be limited to no more than 15 pupils, and will take place outside wherever possible (if taking place inside, the space will be well ventilated). Pupils will be positioned either back-to-back or side-to-side at an appropriate distance. Instruments won't be shared. Singing or instrument playing won't take place in any larger groups such as choirs or assemblies. ● For physical activity, contact sports will be avoided. Outdoor sports will be prioritised where possible, or large indoor spaces used where it is not. Distance between pupils will be maximised as much as possible. ● Any pupils with complex needs or who need close contact care will have the same support as normal as distancing is not possible here. Staff will be rigorous about hand washing and respiratory hygiene. ● 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 school's Cleaning of Bodily Fluids risk assessment. ● PPE is provided for employees to wear during identified 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, no teacher or pupil (at parental request) will be prevented from wearing a mask.

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			<ul style="list-style-type: none"> • 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>
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 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 pupils/students to enter the school site via designated year group (zone) entrances. • Pupils/students are instructed to socially distance themselves from employees and pupils from other 'bubbles'. Physical pupil interaction within a 'bubble' will be kept to a minimum. Classroom seating plans will be used to assist this measure. • Room layouts and table settings in class are forward facing. The teacher's desk to be 2 metres from pupils wherever possible. Teachers will generally teach from the front of the room to ensure social distancing. Where one-to-one pupil support is required, face-to-face interaction (i.e. less than 2 metres) must be limited. • Areas in use will be well ventilated by opening windows or using ventilation units. Doors will be propped open, where fire safety and safeguarding wouldn't be compromised. • Dining areas have been adjusted to allow for social distancing. In shared dining areas (years 8 & 9) all tables have been removed to facilitate cleaning.

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			Pupils/students will buy food from a limited range and then eat in their designated areas.
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 guidance 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 and engaging with the Track and Trace process. Employees are provided with a test or advised to apply for a test at the earliest opportunity. • If a pupil/student displays symptoms they will be placed in a designated area with access to toilet facilities until they can be collected, whilst being mindful of individual pupils' needs. • In the case of a symptomatic pupil who needs to be supervised before being picked up: <ul style="list-style-type: none"> ○ If a distance of 2m cannot be maintained, supervising staff will wear a fluid-resistant surgical mask ○ If contact is necessary, supervising staff will also wear disposable gloves and a disposable apron ○ If there's a risk of splashing to the eyes, such as from coughing, spitting or vomiting, supervising staff will also wear eye protection ○ Supervising staff will wash their hands thoroughly for 20 seconds after the pupil has been picked up. • 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, has had to use the toilet facilities these will then be cleaned and disinfected before being used by

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			anyone else. • If the school becomes aware that a pupil/student or a staff member has tested positive for coronavirus, the school will contact the local health protection team .
Need for Personal Protective Equipment (PPE)	Employees, pupils, visitors, contractors, parents, members of the public	Potential spread of infectious disease	• Employees are aware of the need to use the appropriate PPE when completing specific tasks. • Insufficient levels of PPE should be reported to the SMT member on duty that day who will then inform Business Manager.
First aid provision	All building occupants	Untreated injuries	• First Aiders are aware of the Government guidance for first responders ; • 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.
Contractors and visitors to site (including staff)	Employees, pupils, visitors, contractors, parents, members of the public	Potential spread of infectious disease	• 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/sanitising upon entry; • Contractors must obtain permission before attending site; • 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	Development or worsening of existing	• 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

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	household	musculoskeletal injuries or health conditions	<p>duties. This will usually involve the use of Display Screen Equipment (DSE) in the form of mobile laptops, tablets, phones, etc.;</p> <ul style="list-style-type: none"> • Homeworkers can refresh their DSE knowledge. S. Johnson will email training for safe working. • 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); • 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 NMN/SBM; • DSE 'exercises' should be undertaken to avoid static postures at the workstation in line with training issued; • 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 lower than normal levels of wellbeing	<ul style="list-style-type: none"> • The Headteacher or other senior personnel, will keep in regular contact with employees to monitor the working arrangements and offer support and advice where necessary;

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			<ul style="list-style-type: none"> • Communication with employees is accommodated via Microsoft Teams meetings One Drive, emails, text, phone calls; • 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
Pupil transport	Pupils and employees	Potential spread of infectious disease	<ul style="list-style-type: none"> • Pupils will be encouraged to walk or cycle into school, and asked to avoid taking public transport during peak times if possible. • Anyone who needs to take public transport will be referred to government guidance. • For dedicated school transport the school will work with providers, pupils and parents/carers as appropriate to ensure that, wherever possible: <ul style="list-style-type: none"> ○ Pupils are grouped together on transport to reflect the groups that are adopted within school ○ Hand sanitiser is available upon boarding and/or disembarking ○ There is additional cleaning of vehicles ○ Queuing and boarding is well organised ○ Pupils practise distancing within vehicles ○ Children use face coverings where appropriate, such as if they are likely to come into very close contact with people outside of their group or who they do not normally meet •

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 St Christopher's Accrington

Signed: N Moran

Name: N Moran

Risk Assessor: Mrs N Moran