

## SCHOOL RISK ASSESSMENT – COVID-19

**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:** Full School opening arrangements during COVID-19 restrictions from 1 September 2020

**Location of activity:** Moor Park High School and Sixth Form

<b>Team/School name: Address &amp; Contact details:</b>	Moor Park High School and Sixth Form Moor Park Avenue Preston Lancashire PR1 6DT	<b>Name of Person(s) undertaking Assessment:</b>	Ben Corbett
		<b>Signature(s):</b>	Ben Corbett
<b>Line Manager/ Headteacher (Name/Title):</b>	Ben Corbett - Headteacher	<b>Date of Assessment:</b>	Revised Assessment 10/04/21
<b>Signature:</b>	Ben Corbett	<b>Planned Review Date:</b>	Reviewed 10/04/21 in light of change in HR advice
<b>How communicated to staff:</b>	Email, website, through line managers and union representatives	<b>Date communicated to staff:</b>	12/04/21

### PART B. HAZARD IDENTIFICATION AND CONTROL MEASURES:

<b>List of significant hazards</b> (something with the potential to cause harm)	<b>Who might be harmed</b>	<b>Type of harm</b>	<b>Existing controls</b> (actions already taken to control the risk - include procedure for the task/activity where these are specified)
Changes to official COVID-19 guidance and advice	Staff, pupils, visitors, contractors, parents	Potential spread of infectious disease	<ul style="list-style-type: none"> <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-</a></li> </ul>

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			<p><a href="#">19 Guidance</a> and informs employees/school arrangements as required.</p> <ul style="list-style-type: none"> <li>• <b>For secondary schools/colleges only:</b> Arrangements are in place to comply with the <a href="#">Government and NHS requirements</a> for rapid coronavirus testing of staff and pupils.</li> <li>• A separate risk assessment is in place for the LFD testing programme.</li> </ul>
Vulnerable & extremely vulnerable staff or pupils with pre-existing health conditions	Staff, pupils, household members	Becoming seriously ill from the effects of coronavirus, potential to be life threatening	<ul style="list-style-type: none"> <li>• From the 1 April staff who are clinically extremely vulnerable (CEV) will no longer be required to shield and should follow the same national COVID-19 secure measures as the rest of the workforce, including working from home if they can or attending their workplace if they cannot work from home. CEV staff are still considered to be at higher risk of severe illness from COVID-19 and are advised to continue to take a precautionary approach by keeping their number of social interactions to a minimum where possible, reducing the amount of time spent in settings where they are unable to maintain social distancing and fastidiously following all workplace COVID secure controls.</li> <li>• Children whose Doctor has recently confirmed they are clinically extremely vulnerable are advised to follow current government <a href="#">guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19</a> or the specific advice of their Doctor;</li> <li>• Some pupils no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school. The school works closely with parents of children who are extremely vulnerable to support a return to school, carrying out an individual risk assessment as necessary;</li> <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>• The Headteacher will take steps to discuss the concerns of parents of</li> </ul>

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			<p>pupils with possible risk factors and provide reassurance of the measures they are putting in place to reduce the risk in school.</p> <ul style="list-style-type: none"> <li>• <a href="#">Clinically vulnerable</a> people are still considered 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 with others, continue to wash their hands thoroughly and more frequently than usual and maintain thorough cleaning of frequently touched areas.</li> <li>• Pregnant staff fall in the clinically vulnerable category, therefore they should follow the above advice. 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</li> <li>• People who live with those who are clinically extremely vulnerable or clinically vulnerable attend the workplace as normal;</li> <li>• Some people with particular characteristics may be at comparatively increased risk from coronavirus (COVID-19), as set out in the <a href="#">COVID-19:</a></li> </ul>

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			<p><a href="#">review of disparities in risks and outcomes report</a>. If people with significant risk factors express concerns <a href="#">an individual risk assessment</a> will be completed to assess the risks to that individual and identify ways to reduce them to an acceptable level;</p> <ul style="list-style-type: none"> <li>• People who live with those who have comparatively increased risk from coronavirus (COVID-19) attend the workplace as normal;</li> </ul>
Staff, pupils & household members test positive for COVID-19	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>• 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, or from their test day if they are asymptomatic, and will only be allowed to return to school when they have been without a fever for at least 48 hours.</li> <li>• They can return to school after 10 days even if they still have a cough or loss of sense of smell/taste as these symptoms can last for several weeks after the infection has gone;</li> <li>• They will be advised that other members of their household must continue self-isolating for the full 10 days;</li> <li>• Where the staff member or pupil has been in school during the infectious period for COVID-19 i.e. 48 hours before the onset of their symptoms, the school will undertake a rapid risk assessment to identify the bubble to which the pupil or staff member is allocated and/or any other staff or pupils who have been in close contact with them during the 48 hours prior to the onset of their symptoms; <b>if the staff member / pupil has not been in school the 48 hours before the onset of their symptoms the school do not need to take any further action;</b></li> <li>• Based on the outcome from the rapid risk assessment, school will send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 10 days since they were last in close contact with that person when they were infectious.</li> </ul>

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			<p>Close contact means:</p> <ul style="list-style-type: none"> <li>○ direct close contact - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin);</li> <li>○ proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual;</li> <li>○ travelling in a small vehicle, i.e. a car, with an infected person;</li> </ul> <ul style="list-style-type: none"> <li>● School will follow the guidance in the latest <a href="#">PHE (Lancashire) Schools Resource Pack</a> (circulated to schools via the Schools Bulletin) which provides advice on managing positive cases and who to contact for help;</li> <li>● School will keep a record of pupils and staff in each group (bubble) and any close contact that takes place between children and staff in different groups. School will not share the names or details of people with coronavirus (COVID-19) unless essential to protect others;</li> <li>● 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;</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 for households with possible or confirmed coronavirus (COVID-19) infection' 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</li> </ul>

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			<p>symptoms (which could mean the self-isolation ends before or after the original 10-day isolation period);</p> <ul style="list-style-type: none"> <li>• They are advised that their household should self-isolate for at least 10 days from when the symptomatic person first had symptoms;</li> <li>• In the event that a parent or guardian insists on a child attending school, the Headteacher will take the decision to refuse the child if in their reasonable judgement it is necessary to protect their pupils and staff from possible infection with coronavirus (COVID-19). Any such decision will be carefully considered in light of all the circumstances and current public health advice.</li> </ul>
Transmission of Covid-19 due to lack of consultation on safe working practices and provision of information & instruction on safe ways of working.	Staff, pupils, visitors, contractors, parents	Spread of infectious disease	<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;</li> <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>• Senior personnel, are available to offer support and advice and to monitor the current working arrangements on a daily basis;</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>• Signage, posters and other instructions are displayed to support implementation of COVID secure measures;</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>
Spread of Covid-19 during travel to and from school	Staff, pupils,	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>• Strategies have been implemented to reduce the use of public transport</li> </ul>

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on public transport	household members, members of the public	Pupils stranded or missing	<p>by pupils to get to and from school particularly at peak times including;</p> <ul style="list-style-type: none"> <li>— Staff and pupils are encouraged to walk or cycle to school where possible;</li> <li>— Facilities are in place to store bikes securely. This will be continually monitored to ensure sufficient facilities are in place to meet demand</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>
Spread of Covid-19 when arriving at school	Staff, pupils, household members, members of the public	Potential spread of infectious disease Pupils stranded or missing	<ul style="list-style-type: none"> <li>• Parents/carers are requested not to enter school unless absolutely necessary and by appointment only. When it is necessary for parent/carer to enter the school building they will be instructed to follow handwashing and social distancing guidelines;</li> <li>• 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 pupils at the school door;</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;</li> <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 before and immediately after removing it;</li> </ul>



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			<ul style="list-style-type: none"> <li>• The contents of the bin 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 or sanitise their hands as they enter or leave shared spaces. ;</li> </ul>
Transmission of Covid-19 through insufficient personal hygiene	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	<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 or santise hands 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>• Skin cleaning wipes have been made available for use with very young pupils or pupils with complex needs;</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>



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			<ul style="list-style-type: none"> <li>• Posters are displayed giving basic information on how to keep yourself and others safe;</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>
Spread of COVID-19 virus via germs on surfaces and furniture within the building	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	<ul style="list-style-type: none"> <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;</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> </ul> </li> <li>• When cleaning, the usual products i.e. detergents and bleach will be used as these are effective at getting rid of the virus on surfaces;</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> <li>• PPE is provided for staff to wear during cleaning activities and must be worn as instructed e.g. gloves etc.;</li> <li>• COSHH risk assessments are in place and followed for cleaning products and have been shared with staff as necessary;</li> </ul>

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			<ul style="list-style-type: none"> <li>• A documented cleaning checklist is in place to ensure the enhanced cleaning schedule is followed and maintained;</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;</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>• Resources that are shared between classes or bubbles, such as sports, art and science equipment are cleaned frequently and meticulously between bubbles;</li> <li>• Resources that are shared between classes or bubbles, such as sports, art and science equipment are rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles;</li> <li>• Pupils are only allowed to bring essentials into school each day including school bag, lunch boxes, hats, coats, books, stationery and mobile phones;</li> <li>• Pupils and teachers are permitted to take books and other shared resources home that contribute to the pupil's education and development. Unnecessary sharing including the sharing of items that do not contribute to a pupil's education or development is not permitted;</li> <li>• Shared resources are cleaned frequently and meticulously and before being shared and taken home or;</li> <li>• Shared resources are rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) before being shared and taken home;</li> </ul>

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			<ul style="list-style-type: none"> <li>• Waste bins are emptied at least 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>• Contaminated or suspected contaminated waste will be double bagged, labelled and stored for 72 hours before being disposed of with general waste;</li> <li>• 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;</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 lockers.</li> </ul>
Transmission of Covid-19 through airborne particles due to interaction with a large number of other pupils	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	<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;</li> <li>• Following an assessment of the school circumstances and the practical logistics, pupils have been placed in 'year group' bubbles to enable the school to offer a full curriculum. Interaction between other years groups is minimised as far as is reasonably practicable;</li> <li>• Measures have been put in place to limit interaction, between groups (bubbles) as much as possible;</li> <li>• Start and finish times are staggered to keep groups apart as they arrive</li> </ul>

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			<p>and leave school;</p> <ul style="list-style-type: none"> <li>• Start and finish times and breaks 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;</li> <li>• Children in different groups 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. Careful thought and planning is put into the best ways to keep apart bubbles at lunch and break times.;</li> <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>• Where possible rooms are accessed directly from outside;</li> <li>• One way staircases are in operation; Exits and entrances are staggered in order to create safe circulation through the school. Contact between groups whilst circulating is brief and transitory</li> <li>• Pupils in different groups are encouraged not to mix together at break times and groups are supervised and kept apart as far as possible;</li> <li>• Lunch breaks are staggered allowing for time for cleaning of surfaces in dining areas between groups;</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 year group bubble is prohibited;</li> <li>• Only team sports whose national governing bodies have developed</li> </ul>

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			<p>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;</p> <ul style="list-style-type: none"> <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 &amp; outdoor</a> P.E taking into account specific <a href="#">guidance on physical education</a>;</li> </ul>
Transmission of Covid-19 through airborne particles due to close proximity to others			<ul style="list-style-type: none"> <li>• Secondary school staff take active steps to maintain a 2 metre distance from their pupils at all times including staying at the front of the class, limiting face to face contact and minimising the time spent within 1 metre distance of anyone;</li> <li>• Ideally, adults should maintain 2 metre distance from each other, and from children. In particular, they should avoid close face to face contact and minimise time spent within 1 metre of anyone</li> <li>• Face coverings should be worn by adults and pupils when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained. Face coverings do not need to be worn by pupils when outdoors on the premises. In addition, face coverings should be worn in classrooms or during activities unless social distancing can be maintained. This does not</li> </ul>

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			<p>apply in situations where wearing a face covering would impact on the ability to take part in exercise or strenuous activity, for example in PE lessons.</p> <ul style="list-style-type: none"> <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;</li> <li>— moving unnecessary furniture out of classrooms to make more space;</li> </ul> </li> <li>• Where practical desks have been assigned to individuals or to the smallest number of pupils possible. Where desk sharing cannot be avoided desks are wiped down between changes of pupils;</li> <li>• Where mechanical ventilation is present, re-circulatory systems have been adjusted to full fresh air. Where this is not possible mechanical ventilation systems have been switched off;</li> <li>• The school has followed the LCC Design &amp; Construction <a href="#">guidance on the use of ventilation and air conditioning</a>, the <a href="#">supplementary note for Winter 2020/21</a> and has sought specialist advice and assistance on ventilation measures from the Building Services Engineer or Building Consultant;</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, fire safety issues or inclement weather;</li> <li>• During winter months, as a minimum, windows will be fully opened 15</li> </ul>

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			<p>minutes before a room is used, and whenever a room is unoccupied in order to purge the air;</p> <ul style="list-style-type: none"> <li>Where possible, windows will be kept partially open at times of occupation.</li> </ul>
Transmission of Covid-19 through airborne particles due to singing, chanting, playing wind or brass instruments or shouting.	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>Specialist curriculum risk assessments will be put 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 will not take place in larger groups such as school choirs and ensembles, or school assemblies unless significant space, natural airflow (at least 10l/s/person for all present, including audiences) and strict social distancing and other mitigating factors are maintained;</li> <li>Particular care will be 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 will 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>Pupils will be positioned back-to-back or side-to-side when playing or singing (rather than face-to-face) whenever possible. Wind and brass players will be positioned so that the air from their instrument does not blow into another player;</li> <li>Performance or rehearsal is for limited periods of time;</li> <li>Background or accompanying music will be reduced to a level so that</li> </ul>



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			<p>teachers or other performers do not have to raise their voices unduly.</p> <ul style="list-style-type: none"> <li>• Singing will be at a reduced level of loudness, using microphones for amplification if available;</li> <li>• If microphones are shared guidance on <a href="#">handling equipment</a> will be followed;</li> <li>• Instruments will not be shared where at all possible, where this is not possible frequent cleaning of instruments between use will take place;</li> </ul> <p><i>Further detailed guidance is available on <a href="#">working safely during coronavirus (Covid-19): performing arts</a></i></p>
Transmission of COVID-19 during Educational Visits	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>• Schools can currently participate in non-overnight domestic educational visits;</li> <li>• A full and thorough risk assessment will be undertaken prior to all educational visits to ensure they can be done safely taking into account COVID-19 controls, national and local government guidelines. The risk assessment will be approved depending on the visit type, either by the school or LCCs Educational Visits Team via Evolve prior to the visit taking place.</li> </ul>
Transmission of Covid-19 staff work areas	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>• Where practical and the role allows, staff are supported to work from home;</li> <li>• The occupancy of the school office and PPE rooms is restricted to ensure social distancing rules can be observed;</li> <li>• The school office layout has been rearranged to facilitate side by side working rather than face to face;</li> <li>• Dividing screens have been placed in-between work areas where necessary;</li> <li>• Shared work areas are avoided. Where this is not possible work areas are</li> </ul>

**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)
			<p>thoroughly sanitised before and after use by different people;</p> <ul style="list-style-type: none"> <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. Perspex screens have been installed in open reception areas.</li> </ul>
Transmission of Covid-19 staff rest areas	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	<ul style="list-style-type: none"> <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>• The number of staff allowed in the staff room at any one time is restricted to enable social distancing to be maintained;</li> <li>• Staff room furniture has been reconfigured to maintain social distancing and reduce face to face contact.</li> </ul>
Transmission of Covid-19 through airborne particles due to face-face meetings	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>• Meetings to be held via remote working tools wherever possible;</li> <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;</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> <li>• Meetings are held outdoors or in a well-ventilated designated rooms;</li> </ul>
Manual Handling	Staff	Musculoskeletal	<ul style="list-style-type: none"> <li>• A dynamic risk assessment is carried out when moving furniture &amp;</li> </ul>

**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)
		injuries	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) and;</li> <li>— consideration of social distancing in 2 person manual handling activities/lifts.</li> </ul>
Need for Personal Protective Equipment (PPE)	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	<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> </ul>

**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"> <li>Further guidance is available on <a href="#">safe working in education, childcare and children's social care</a> .</li> </ul>
Dealing with emergency situations including accidents, security and evacuation during the COVID-19 pandemic	All building occupants	Untreated injuries, potential spread of infectious disease	<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>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, fluid repellent surgical face masks and visors as required;</li> <li>Pupils who require first aid will continue to receive care in the same way; No additional PPE is needed because of COVID-19 for any pupil who does not have symptoms;</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> <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 aider;</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>FAW or EFAW certificates that expired after 16 March 2020 can remain valid until 31 October 2020 or 6 months from date of expiry, whichever is later. All requalification training for these certificates should be completed</li> </ul>

**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)
			by 31 March 2021.
Reduced premises inspections, tests, servicing and maintenance	All building occupants	Accidents or incidents resulting from poorly maintained premises & plant	<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.</li> </ul>
Transmission of Covid-19 through airborne particles from customers, visitors and contractors accessing the building	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>• Visitors to site including contractors, parents and visitors are limited to essential persons only and wherever possible by appointment only;</li> <li>• Where visits can happen outside of school hours, they will;</li> <li>• Supply teachers, peripatetic teachers and/or other temporary staff are permitted and can move between schools;</li> <li>• To minimise the number of different temporary staff entering the school premises, wherever possible the school will use longer assignments with supply teachers and agree a minimum number of hours across the academic year. This will apply to supply teachers and peripatetic teachers as well as sports coaches, and those engaged to deliver before and after school clubs;</li> <li>• They will be instructed to ensure they minimise contact and maintain as much distance as possible from other staff;</li> <li>• Specialists, therapists, clinicians and other support staff for pupils with SEND will provide interventions as usual;</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> </ul>

**PART B. HAZARD IDENTIFICATION AND CONTROL MEASURES:**

<p><b>List of significant hazards</b> (something with the potential to cause harm)</p>	<p><b>Who might be harmed</b></p>	<p><b>Type of harm</b></p>	<p><b>Existing controls</b> (actions already taken to control the risk - include procedure for the task/activity where these are specified)</p>
			<ul style="list-style-type: none"> <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;</li> <li>• A record will be kept of all visitors with sufficient detail to support rapid contact tracing if required by NHS Test and Trace;</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 PAM 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> <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> </ul>

**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"> <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>A procedure is in place to wipe down deliveries with sanitiser on entering the school premises where possible;</li> </ul> <p>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</p>
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"> <li>Homeworking will usually involve the use of Display Screen Equipment (DSE) in the form of mobile laptops, Yogas, tablets, phones, etc.;</li> <li>Staff working from home have undertaken 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><a href="#">H&amp;S COVID-19 web page</a> (section on 'How to support employees working from home');</li> <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> <li>In circumstances where staff are homeworking for more than one month at a time, a Homeworker Checklist &amp; Risk Assessment (see link to above web page) will be completed to identify any issues or concerns. The finding will be discussed with the line manager at school and further action taken where necessary.</li> </ul>



**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)
Stress and Anxiety	Staff	Increased levels of stress/anxiety and lower than normal levels of wellbeing	<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> </ul>

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 Moor Park High School and Sixth Form

Signed: Ben Corbett

Name: Ben Corbett

Risk Assessor: Margaret Jowett