

Risk Assessment March 2021



PART A. ASSESSMENT DETAILS:

Area/task/activity: School opening arrangements during COVID-19 restrictions from 8 March 2021

Location of activity: Alder Grange School

Team/School name:	Alder Grange School	Name of Person(s) undertaking Assessment:	R Milnes
Address & Contact details:	Calder Road Rawtenstall	Signature(s):	
Line Manager/ Headteacher (Name/Title):	J Griffiths	Date of Assessment:	03/03/2021
Signature:		Planned Review Date:	04/05/2021
How communicated to staff:	Email	Date communicated to staff:	05/03/2021

PART B. HAZARD IDENTIFICATION AND CONTROL MEASURES:

Hazard	Who may be harmed/ type of harm	Existing controls	Additional Comments
<p>This document is informed by the DfE guidance and school regularly refers to official advice from the DfE, PHE, H&S and HR;</p> <ul style="list-style-type: none"> ○ https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools ○ LCC Schools HR guidance ○ LCC Health & Safety COVID-19 web page <p>Headteacher or other senior person keeps up to date with official COVID-19 Guidance and informs employees/school arrangements as required.</p> <ul style="list-style-type: none"> • Arrangements are in place to comply with the Government and NHS requirements for rapid coronavirus testing of staff and pupils; • The School will contact the DfE Helpline (0800 046 8687) as required for support on what action to take when responding to a positive case or possible outbreak. 			
1. Potential spread of infectious disease: In the classroom	Staff <input checked="" type="checkbox"/> pupils <input checked="" type="checkbox"/> other <input type="checkbox"/> Becoming seriously ill from the effects of coronavirus, potential to be life threatening	Seating & set-up: <ul style="list-style-type: none"> • Classroom to be de-cluttered and unnecessary furniture removed to allow more space • Classrooms arranged with pupils sat side by side at forward facing desks wherever possible • Pupils have allocated seats, to enable more efficient test, track, trace if needed • Soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) have been removed and placed in storage; • Teachers to teach from the front and remain behind the 2m markings on floor • In addition, staff and pupils are required to wear face coverings in classrooms and other teaching environments unless social distancing can be maintained. This does not apply in situations where wearing a face covering would impact on the ability to take part in exercise or strenuous activity or to those who are exempt from wearing a face covering. Face visors 	Please refer to 'Classroom Routines' document

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		<p>or shields are not permitted as an alternative to situations where face coverings must be worn as they have been deemed unlikely to be effective in reducing aerosol transmission when used without an additional face covering. Face visors or shields will only be permitted after carrying out a risk assessment for the specific situation and will always be cleaned appropriately after use;</p> <ul style="list-style-type: none"> • Windows are opened for additional ventilation, taking account of any potential security, fire safety issues or inclement weather; • During winter months, as a minimum, windows will be fully opened 15 minutes before a room is used, and whenever a room is unoccupied in order to purge the air; • Where possible, windows will be kept partially open at times of occupation. • 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; <p>Behaviour Expectations</p> <ul style="list-style-type: none"> • Teachers will be strongly encouraged to be in the classroom ahead of the pupils to maintain good order <p>Teaching approaches</p> <ul style="list-style-type: none"> • Teachers encouraged to maintain social distancing (1m+) from pupils wherever possible • Pupils are to be encouraged to self-mark work <p>Hygiene</p> <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 sanitized immediately after disposal); • Tissues are readily available in all classrooms; • 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 sanitizer has been made available where hand washing facilities are not readily accessible (and pupils also encouraged to bring their own bottle of sanitizer) • Have easy access in class to hand washing facilities/hand sanitizer/tissues/bin (emptied at the end of each session). Teacher to monitor and inform Front Office when levels are low and before they run out; • Teachers to stagger use of WC facilities to one pupil at a time and this to be recorded in pupils' planners • Stationery and other equipment is not shared where possible by either staff or pupils • Teachers are strongly encouraged to minimize the use of shared resources. If they are used, teachers are to have a routine for cleaning any shared resources <p>PPE</p>	

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		<ul style="list-style-type: none"> The staff in school have been issued with PPE (visors and masks). Staff are required to wear face-coverings on the corridors. Staff are advised to wear a visor or face-covering if they move beyond the 2m demarcation line in the classroom <p>Cleaning Routines</p> <ul style="list-style-type: none"> An enhanced cleaning schedule is followed for frequently touched objects such as door and window handles, desk/table tops, teaching & learning aids and computer equipment 	
<p>2. Potential spread of infectious disease: Pupil movement around school (Bubbles)</p>	<p>Staff <input checked="" type="checkbox"/></p> <p>pupils <input checked="" type="checkbox"/></p> <p>other <input type="checkbox"/></p> <p>Becoming seriously ill from the effects of coronavirus, potential to be life threatening</p>	<p>Bubbles</p> <p>Pupils will be kept in Year Group bubbles as far as possible, with all Form groups within a Year group will be based in the same area of school:</p> <p>Arrival to school</p> <ul style="list-style-type: none"> Pupils will have a different door to enter school in the morning: Pupils arriving late; these pupils will be registered at the usual Late Door entrance and then go straight to their classroom <p>Dismissal from school</p> <ul style="list-style-type: none"> At the end of the school day, two bells will ring, at 3.25 Y7,8,9 will leave, at 3.30 Y10 and 11 SLG and teaching staff will be on corridors/outside in designated places as pupils leave the school premises <p>Entry to classrooms</p> <ul style="list-style-type: none"> Form teachers to be in Form rooms at 8.55am to meet pupils <p>PPE</p> <ul style="list-style-type: none"> Pupils and staff are expected to wear face-coverings whilst on corridors. These are not required of staff or pupils outside the building. <p>Movement between Lessons</p> <ul style="list-style-type: none"> All lessons to end strictly on bells to ensure movement is coordinated One-way system strictly enforced and pupils straight in to rooms All staff (teachers & support staff) on corridors to supervise PM registration will not take place to reduce pupil movement around school <p>Behaviour Expectations on Corridors</p> <ul style="list-style-type: none"> SLG will be on corridors in designated places as pupils arrive in school Non-Form and support staff (mentors/TAs) teachers to be on door duty Clear behaviour expectations for pupils, regarding one-way system, not shouting on corridors or in classrooms 	<p>Year group registration rooms geographically chosen to minimize mixing of bubbles.</p>
<p>3. Potential spread of infectious</p>	<p>Staff <input checked="" type="checkbox"/></p> <p>pupils <input checked="" type="checkbox"/></p>	<p>Morning Break</p> <ul style="list-style-type: none"> Morning break has been extended to 20 minutes 	

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<p>disease: Managing breaks & lunchtimes</p>	<p>other <input type="checkbox"/> Becoming seriously ill from the effects of coronavirus, potential to be life threatening</p>	<ul style="list-style-type: none"> 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 as far as possible; Additional staff duty to ensure pupil bubbles are kept separate 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 (maximum of 10 pupils at a time in the toilets) <p>Lunchtime (additional measures)</p> <ul style="list-style-type: none"> Grab bags are to be employed to reduce the time spent queuing. Senior Staff to be on duty to better ensure separation of pupil bubbles The Library will be on a rota to allow one year group access each day Year group bubbles to access dining room for grab bags at separate times with a five minute gap between year groups to facilitate wiping down of surfaces Additional service points employed to maintain separation between pupil bubbles <p>Staff</p> <ul style="list-style-type: none"> Staff are encouraged to be on duty to reduce occupancy of the staff room and additional space for breaks will be created by using other parts of the school not in use (i.e. SCITT room) 	
<p>4. Potential spread of infectious disease: Vulnerable staff and pupils</p>	<p>Staff <input checked="" type="checkbox"/> pupils <input checked="" type="checkbox"/> other <input type="checkbox"/></p>	<p>Pupils</p> <ul style="list-style-type: none"> Pupils aged between 16 and 18 who have had their vaccine due to underlying health conditions and clinically extremely vulnerable staff who have had their vaccine have been reminded of the need to continue to follow government shielding advice and self-isolate if they have symptoms or are identified as a close contact of a positive case; <p>Staff</p> <ul style="list-style-type: none"> Staff who are identified as clinically extremely vulnerable through a current letter from the NHS or specialist doctor are advised to follow current government guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19. The government will write to people if they are required to follow more restrictive formal shielding measures due to an increase in risk in the worst affected areas; An individual risk assessment has been carried out for those members of staff who had previously been designated as clinically extremely vulnerable. Pregnant women are categorised as ‘clinically vulnerable’ as a precautionary measure and are advised to follow the Government guidance Coronavirus (COVID-19): advice for pregnant employees. In accordance with the Management of Health and Safety at Work Regulations 1999 (MHSW) a new & expectant mother risk assessment and individual Covid-19 concerns risk assessment will be completed for all pregnant staff; <p>Pupils</p>	<p>Current advice.</p>

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		<ul style="list-style-type: none"> • Children whose Doctor has recently confirmed they are clinically extremely vulnerable are advised to follow current government guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19 or the specific advice of their Doctor; • Pupils who are 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. 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; • School applies the measures set out in the government Guidance for full opening: schools 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; • The Headteacher will take steps to discuss the concerns of parents of pupils with possible risk factors and provide reassurance of the measures they are putting in place to reduce the risk in school. • 	
<p>5. Potential spread of infectious disease: Pupil or member of staff becomes symptomatic of Covid-19</p>	<p>Staff <input checked="" type="checkbox"/> pupils <input checked="" type="checkbox"/> other <input type="checkbox"/> Becoming seriously ill from the effects of coronavirus, potential to be life threatening</p>	<p>Members of staff</p> <ul style="list-style-type: none"> • We ensure that staff and other adults do not come into the school if they have coronavirus (COVID-19) symptoms, or have tested positive in the last 10 days, and ensure anyone developing those symptoms during the school day is sent home. The symptoms are; <ul style="list-style-type: none"> ○ a new continuous cough ○ a high temperature ○ a loss of, or change in, your normal sense of taste or smell (anosmia) • Staff are aware of the virus symptoms and are vigilant in reporting all concerns to a member of the SLG. Staff showing symptoms are sent home and reminded to self-isolate following current government guidance for staying at home; <p>Pupils</p> <ul style="list-style-type: none"> • 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; <ul style="list-style-type: none"> ○ Holding area is foyer outside AG+ • 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; • Staff 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; 	<p>LCC procedures on reporting suspected cases found here</p> <p>The Schools Portal is checked daily for LCC updates re Covid-19</p>

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		<ul style="list-style-type: none"> • 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. • Staff and parents are advised that other members of their household including any siblings of the symptomatic person must self-isolate for 10 days from date of onset of symptoms; 	
<p>6. Staff, pupils & household members test positive for COVID-19</p>	<p>Staff <input type="checkbox"/></p> <p>Pupils <input checked="" type="checkbox"/></p> <p>Other <input type="checkbox"/></p>	<ul style="list-style-type: none"> • 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 date if they are asymptomatic. They will only be allowed to return to school when they have been without a fever for at least 48 hours. • 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; • 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; 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; • 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. Close contact means: <ul style="list-style-type: none"> ○ face to face contact including being coughed on or having a face to face conversation within one metre; ○ being within 1 metre for 1 minute or longer without face to face contact; ○ being within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day); ○ travelling in a small vehicle, i.e. a car, with an infected person; • School will follow the guidance in the latest PHE (Lancashire) Schools Resource Pack (circulated to schools via the Schools Bulletin) which provides advice on managing positive cases and who to contact for help; • 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; • 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; • If someone in a class or group that has been asked to self-isolate develops symptoms themselves 	

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		<p>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;</p> <ul style="list-style-type: none"> • 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; • If the test result is positive, they are instructed to inform school immediately, and must isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 10-day isolation period); • They are advised that their household should self-isolate for at least 10 days from when the symptomatic person first had symptoms; <p>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 other 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.</p>	
<p>7. Potential spread of infectious disease: Transport to and from school</p>	<p>Staff <input type="checkbox"/> Pupils <input checked="" type="checkbox"/> Other <input type="checkbox"/> Becoming seriously ill from the effects of coronavirus, potential to be life threatening</p>	<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, which encourages pupils to avoid public transport 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. • Pupils arriving using public transport are to: <ul style="list-style-type: none"> ○ sanitise their hands immediately on arrival to school ○ dispose of temporary face coverings in a covered bin ○ place any re-usable face coverings in a plastic bag ○ sanitise their hands again • The staggering of school start times was considered. It was judged more effective to have pupils entering school via different doors, and at the end of the day, staggered finish times are to be used. • Supervising pupils arriving and departing from school <ul style="list-style-type: none"> ○ A member of the SLG will be on duty each morning to help maintain pupils’ orderly arrival at school ○ Pupils will be reminded on our expectations regarding their conduct whilst on the way to and from school ○ Staff will be on duty at the end of the school day to ensure pupils depart in an orderly manner and to encourage them to maintain social distancing 	<p>DfE guidance states “Schools should work with partners to consider staggered start times to enable more journeys to take place outside of peak hours. We recognise that this option will be more feasible in some circumstances than others.”</p> <p>Additional bins have been provided for disposing of masks on entry and for tissues</p>

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<p>8. Potential spread of infectious disease: Spread via frequently touched surfaces</p>	<p>Staff <input checked="" type="checkbox"/> Pupils <input checked="" type="checkbox"/> Other <input checked="" type="checkbox"/> Becoming seriously ill from the effects of coronavirus, potential to be life threatening</p>	<p>Habits of good hygiene Guidance and training has been 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, in advance of wider opening beginning</p> <ul style="list-style-type: none"> • All staff, 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; • Those removing face coverings are required to wash or sanitise their hands before and immediately after removing it; • All staff 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; • Posters are displayed on good hand washing technique and government guidelines on good hygiene/social distancing, and pupils are reminded to avoid touching their faces whenever possible particularly 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 sanitized immediately after disposal); • Tissues are readily available in the areas being used, and 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 sanitiser has been made available where hand washing facilities are not readily accessible. <p>Cleaning procedures</p> <ul style="list-style-type: none"> • An enhanced cleaning schedule is followed for frequently touched surfaces; • At lunchtime, tables in the dining area will be sanitised between groups having their lunch; • Disposable gloves and impermeable aprons must be worn when cleaning areas that have been occupied by someone displaying symptoms of COVID-19. Disposal gloves & impermeable aprons should be worn when administering first aid. Members of staff should use their judgement in individual circumstances before deciding if it is appropriate to also wear a surgical face mask and eye protection if there is a risk of splashing of bodily fluids and/or airborne contaminants. • All occupied areas will be thoroughly cleaned at the end of the day; • Outdoor equipment is cleaned between groups of pupils using it. Multiple groups are not permitted to use outdoor equipment simultaneously; • The cleaning team is given strong direction to ensure the enhanced cleaning schedule is followed and maintained; • Staff have been instructed on cleaning and sanitising requirements including the use of chemicals 	<p>The school follows 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;</p> <p>Subject-specific risk assessments have been conducted for PE, Science, Technology and CEPA and are to be found in a separate Annex.</p>

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		<p>and cleaning materials and instructions on the use of PPE;</p> <ul style="list-style-type: none"> 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; Stationery and other equipment is not shared where possible by either staff or pupils and 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, whilst contaminated or suspected contaminated waste will be double bagged, labelled and stored for 72 hours before being disposed of with general waste, and 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. 	
<p>9. Potential spread of infectious disease: Additional risks of spread of COVID-19 via air borne particles</p>	<p>Staff <input checked="" type="checkbox"/> Pupils <input checked="" type="checkbox"/> Other <input checked="" type="checkbox"/> Becoming seriously ill from the effects of coronavirus, potential to be life threatening</p>	<p>The school has followed the LCC Design & Construction guidance on the use of ventilation and air conditioning, the supplementary note for Winter 2020/21 and has sought specialist advice and assistance on ventilation measures from the Building Services Engineer or Building Consultant;</p> <p>Staff meetings</p> <ul style="list-style-type: none"> Only when absolutely necessary will a face to face meeting take place. Morning briefing is by electronic means but is supplemented by face-to-face briefings in the gym on alternative days for form tutors and non-form tutors to maintain social distancing 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 Staff room to be limited to a maximum number of staff based on DfE guidelines <p>Parent meetings</p> <ul style="list-style-type: none"> 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; Parents Evenings to be conducted by remote means (telephone/online virtual meeting) 	
<p>10. Potential spread of infectious disease: Contractors & Visitors</p>	<p>Staff <input checked="" type="checkbox"/> pupils <input checked="" type="checkbox"/> other <input checked="" type="checkbox"/> Becoming seriously ill from the effects of coronavirus, potential to be life threatening</p>	<ul style="list-style-type: none"> Visitors to site are limited to essential persons only and wherever possible by appointment, and will follow the Government's guidance and the school's strict hygiene and social distancing rules e.g. hand washing/sanitisation upon entry Office staff sign-in and sign-out all visitors to prevent the handling of pens and paper by multiple people, and additional Perspex protection has been fitted Supply teaching staff – the school's supply agreement with Hays helps us to minimise the numbers of temporary staff entering the school premises Supply teachers will be expected to comply with the school's arrangements for managing and minimising risk, including taking particular care to maintain distance from other staff and pupils 	<p>ITT trainees to be subject to a separate risk assessment</p>

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		<ul style="list-style-type: none"> Contractors will wear appropriate PPE as determined by their employer and 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 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. <p>Office working</p> <ul style="list-style-type: none"> The occupancy of the school office is restricted to ensure social distancing 2 metre rules can be observed; Shared work areas are avoided wherever possible. Where this is not possible work areas to be cleaned before and after use by different people. 	
<p>11. Potential spread of infectious disease: Administering first aid</p>	<p>Staff <input checked="" type="checkbox"/></p> <p>Pupils <input checked="" type="checkbox"/></p> <p>Other <input type="checkbox"/></p> <p>Becoming seriously ill from the effects of coronavirus, potential to be life threatening</p>	<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 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; Weekly consideration is given to the possibility of a reduced level of first aid provision on site; 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; 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. 	<p>The first aid training industry in England is confident that enough courses will now be available for all required requalification training to take place. HSE has therefore agreed a final deadline for requalification for these qualifications of 30 September 2020.</p> <p>HSE Website</p>
<p>12. Risks from: Reduced premises inspections, tests, servicing and maintenance</p>	<p>Staff <input checked="" type="checkbox"/></p> <p>Pupils <input checked="" type="checkbox"/></p> <p>Other <input checked="" type="checkbox"/></p>	<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>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 	<p>Fire Drills</p> <p>Fire drills will be limited to Y7 & Y12 (i.e. year groups with significant numbers of pupils new to the school)</p> <p>Water fountains have been disabled and will be flushed thoroughly when deemed safe to</p>

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		<p>legionella bacteria.</p> <ul style="list-style-type: none"> ○ <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 and 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. 	be re-opened
<p>13. Risks from Potential damage to the mental health & well-being of staff and pupils:</p>	<p>Staff <input checked="" type="checkbox"/> pupils <input checked="" type="checkbox"/> other <input checked="" type="checkbox"/> Increased anxiety and mental health maladies as a result of changes to routines, and the disproportionate fear surrounding the virus</p>	<ul style="list-style-type: none"> ● The Headteacher will keep in regular contact with staff to monitor their working arrangements and offer support and advice where necessary; ● 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 staff wellbeing such as: <ul style="list-style-type: none"> ○ Employee Wellbeing ○ Education Support Partnership ○ H&S COVID-19 web page <p>Pupils well-being will continue to be supported as previously, with our established procedures. The Well-being Hub is available for pupils and also our mentors will be available for pre-arranged counselling sessions.</p>	Increases signage around school is kept proportionate and designed to keep pupils safe without causing undue anxiety.
<p>14. Staff, pupils & household members who are asymptomatic</p>	<p>Staff <input checked="" type="checkbox"/> pupils <input checked="" type="checkbox"/> other <input checked="" type="checkbox"/></p>	<ul style="list-style-type: none"> ● School is actively engaging with the asymptomatic testing programme, promoting its benefits to staff, pupils and parents/carers; ● A separate risk assessment is in place for the LFD on-site testing programme and home testing programme; ● The asymptomatic testing programme does not replace the current testing policy for those with symptoms. Anyone with symptoms (even if they recently had a negative LFD test result), will be advised to self-isolate immediately according to government guidelines and book a test; 	

PART B. HAZARD IDENTIFICATION AND CONTROL MEASURES:

Hazard	Who may be harmed/ type of harm	Existing controls	Additional Comments
		<p>On site LFD testing is available for small number of pupils who are unable or unwilling to test themselves at home.</p> <ul style="list-style-type: none">• A stock of PCR tests is kept on site for use in exceptional circumstances where it is believed there are barriers to the individual accessing a PCR test elsewhere;•	

Contextualisation

This risk assessment is informed by the LCC Generic Risk Assessment for schools, but is bespoke to Alder Grange School and so necessarily reads quite differently.

The HSE stresses the importance of not simply copying a generic assessment but instead thinking about the specific hazards and controls faced by our own school. Furthermore it is generally acknowledged that a good risk assessment should be concise and clear to the reader. A risk assessment spanning hundreds of sheets of paper will be ineffective as useful information will likely be ignored amongst the mass of text. Updating excessively large documents is also a burdensome task which may in itself lead to neglect.