

Risk Assessment September 2020



PART A. ASSESSMENT DETAILS:

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

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:	13/7/2020
Signature:		Planned Review Date:	
How communicated to staff:	Email	Date communicated to staff:	13/7/2020

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>			
<p>1. Potential spread of infectious disease: In the classroom</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>Seating & set-up:</p> <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 <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>Please refer to 'Classroom Routines' document</p>

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		<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> <ul style="list-style-type: none"> • The majority of staff in school will not require PPE beyond what they would normally need for their work, however, it will be allowed if staff feel that it will contribute to their sense of well-being <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"/> pupils <input checked="" type="checkbox"/> other <input type="checkbox"/> Becoming seriously ill from the effects of coronavirus, potential to be life threatening</p>	<p>Bubbles 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: <ul style="list-style-type: none"> ○ Y7 door F ○ Y8 door E ○ Y9 door D ○ Y10 door B ○ Y11 door C • 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"> • Y7 & 8 on Humanities corridors, at different ends, • Y9 in Science labs, Y10 on the maths corridor, • Y11 on English.

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		<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>Movement between Lessons</p> <ul style="list-style-type: none"> Room changes to be made to the timetable to try and minimise pupil movement at the end of lesson 1, 3 and 5, i.e. pupils to stay in the same room for a double lesson wherever possible. 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>3. Potential spread of infectious disease: Managing breaks & lunchtimes</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>Morning Break</p> <ul style="list-style-type: none"> Morning break has been extended to 20 minutes Children in different groups are encouraged not to play together at break & lunch times. Zoning outside will be used to keep year groups in separate areas, with groups being 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 	<p>Outside Zones</p> <p>Bottom Court (Y7, Y8) 3G (Y9, Y10) New Quad (Y11)</p> <p>Lunchtime</p> <p>Y7 12.30pm Dining Room Y8 1.00pm Dining Room Y9 1.25pm Dining Room Y10 1.25pm Café Express Y11 1.00pm Café Express</p>

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		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 Shielding advice for all adults and children will pause on 1 August. This means that even the small number of pupils who will remain on the shielded patient list can also return to school, as can those who have family members who are shielding.</p> <p>Staff Individuals who were considered to be clinically extremely vulnerable and received a letter advising them to shield are now advised that they can return to work from 1 August as long as they maintain social distancing.</p> <ul style="list-style-type: none"> An individual risk assessment has been carried out for those members of staff who had previously been designated as clinically extremely vulnerable. As a general principle, pregnant women are in the 'clinically vulnerable' category and are advised to follow the relevant guidance available for clinically-vulnerable people. 	<p>Current advice.</p>
<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"/></p> <p>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 7 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; If an individual (adult or child) showing COVID-19 symptoms, needs to use the bathroom while 	<p>LCC procedures on reporting suspected cases found here</p>

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		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;	
<p>6. 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"> ○ wash 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 ○ wash 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>
<p>7. 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; • 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 	<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>possible particularly with unwashed hands;</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 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. A dynamic risk assessment should be carried out on 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 and cleaning materials and instructions on the use of PPE; • Waste cleaning materials are disposed of in the usual way unless it is confirmed or suspected that they are contaminated as a result of a member of staff or 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. 	
8. Potential spread of infectious	Staff <input checked="" type="checkbox"/> Pupils <input checked="" type="checkbox"/>	Staff meetings <ul style="list-style-type: none"> • Only when absolutely necessary will a face to face meeting take place. Morning briefing will be by 	

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<p>disease: Additional risks of spread of COVID-19 via air borne particles</p>	<p>Other <input checked="" type="checkbox"/> Becoming seriously ill from the effects of coronavirus, potential to be life threatening</p>	<p>electronic means</p> <ul style="list-style-type: none"> 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>9. 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 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>ITT trainees to be subject to a separate risk assessment</p>
<p>10. Potential spread of infectious disease: Administering first aid</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>	<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; 	<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</p>

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		<ul style="list-style-type: none"> 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>qualifications of 30 September 2020.</p> <p>HSE Website</p>
<p>11. 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 legionella bacteria. <u>Contractor servicing and maintenance</u>: servicing, etc., will continue wherever possible (see section on Contractors and visitors to the premises). The schools property consultant will be contacted for advice prior to reopening areas of the school where it has not been possible to keep these up-to-date. <u>Testing of electrical items (PAT)</u>: PAT testing will continue where possible. If not possible, the school will put local controls in place e.g. by undertaking pre-use visual checks for signs or damage or scorching, removing any damaged or faulty equipment from use, switching off and unplugging all equipment after use etc. 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. 	<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 be re-opened</p>
<p>12. Risks from Potential damage to the mental health & well-being of staff and pupils:</p>	<p>Staff <input checked="" type="checkbox"/></p> <p>pupils <input checked="" type="checkbox"/></p> <p>other <input checked="" type="checkbox"/></p> <p>Increased anxiety and mental health maladies as a result of changes to routines, and the</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 	<p>Increases signage around school is kept proportionate and designed to keep pupils safe without causing undue anxiety.</p>

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	disproportionate fear surrounding the virus	<p>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;</p> <ul style="list-style-type: none">• 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>	

PART C: ACTION PLAN Further action / controls required						
Hazard	Action required	Person(s) responsible	Priority	Time scale	Notes / comments	Completed
1. Potential spread of infectious disease: In the classroom	Classroom setup <ul style="list-style-type: none"> De-cluttering rooms Desks arranged to face the front rather than in groups Tape markings on floor to show 2m from pupils Aerosol disinfectant to be ordered for each teacher 	staff	High	End of week 6.7		
5. Potential spread of infectious disease: Pupil or member of staff becomes symptomatic of Covid-19	Clarify instructions from County regarding the notification should a case of Covid-19 be present in school Setting up of holding area outside AG+ for any pupil who is displaying symptoms	RM SAllen			Notify North West Public Health Team icc.Northwest@phe.gov.uk Tel: 0344 225 0562, opt 2	✓
2. Potential spread of infectious disease: Pupil movement around school (Bubbles)	Signage on corridors	JLee				
7. Potential spread of infectious disease: Spread via frequently touched surfaces	Department-specific Risk Assessments	VH TS AGR JB				