

GENERAL SCHOOLS RISK ASSESSMENT

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: School opening arrangements during COVID-19 restrictions from 1 June 2020			
Location of activity: Haslingden High School			
Team/School name: Address & Contact details:	Haslingden High School Broadway Haslingden BB4 4EY	Name of Person(s) undertaking Assessment: Signature(s):	Mr Mark Jackson & Mrs. Deborah Dawes
Line Manager/ Headteacher (Name/Title):	Mr Mark Jackson (Headteacher) Mrs Deborah Dawes (Business Manager)	Date of Assessment:	23 rd June 2020
Signature:		Planned Review Date:	Weekly – 30 th June 2020
How communicated to staff:	Via school website	Date communicated to staff:	w/c 15 th June 2020

PART B. HAZARD IDENTIFICATION AND CONTROL MEASURES:			
List of significant hazards (something with the potential to cause harm)	Who might be harmed	Type of harm	Existing controls (actions already taken to control the risk - include procedure for the task/activity where these are specified)
Changes to official COVID19 guidance and advice	Staff, pupils, visitors, contractors, parents	Potential spread of infectious disease	<ul style="list-style-type: none"> • School regularly refers to official advice from the DfE, PHE, H&S and HR; <ul style="list-style-type: none"> ○ Coronavirus (Covid-19): guidance for schools and other educations settings ○ LCC Schools HR guidance ○ LCC Health & Safety COVID-19 web page • Headteacher or other senior person keeps up to date with official COVID-19 Guidance and informs employees/school arrangements as required.

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Vulnerable & extremely vulnerable staff or pupils with pre-existing health conditions	Staff, pupils,	Becoming seriously ill from the effects of coronavirus, potential to be life threatening	<ul style="list-style-type: none"> • Children who have been classed as clinically extremely vulnerable due to pre-existing medical conditions and have been advised to shield will not be expected to attend school and will continue to be supported at home as much as possible. • The parents of children who are classed as clinically vulnerable (but not clinically extremely vulnerable) must follow medical advice as to whether their child is able to attend school or not. If medical advice permits the child to attend school, an individual risk assessment will be carried out in consultation with the parents and other relevant parties. This will be reviewed on a regular basis. • If a member of staff has received an official letter from the NHS identifying them as clinically extremely vulnerable and recommending shielding, the member of staff will NOT be required to return to the workplace. Where possible work will be allocated that they are able to undertake from home. At the moment this is the case for those who are living with someone who is CEV or are vulnerable themselves. • The Headteacher will keep up to date with changing government guidelines and communicate these to staff and parents on a regular basis via email and letters.
Impact of reduced staffing levels on H&S roles and responsibilities and arrangements	Staff, pupils, visitors, contractors, parents	Potential spread of infectious disease, stress, injury or harm from accidents+/incidents	<ul style="list-style-type: none"> • A staff rota has been drawn up and circulated and staff in school know their key roles & responsibilities for the day, planned activities for pupils, essential staff tasks to be undertaken, etc.; • All staff have clear roles and responsibilities which are within their capabilities and are aware of how to raise any concerns; • The Headteacher and Business Manager are available to offer support and advice and to monitor the current working arrangements each day.
Impact of reduced staffing levels on pupil activities	Staff, pupils, contractors, visitors	Potential infectious disease, Injury or	<ul style="list-style-type: none"> • Staffing levels are reviewed in line with current DfE guidance and where necessary advice is taken from LCC Schools Advisory Service;

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and work tasks		harm from accidents,	<ul style="list-style-type: none"> • Staff work on a rota basis to provide adequate cover and to reduce the number of persons on site at any one time; • Teaching Assistants and other nominated members of support staff can be used under the direction of teaching staff if teachers are not available. • Current risk assessments are referenced for pupil activities and work tasks. Where necessary these have been updated to reflect any new risks and control measures due to COVID-19, for example use of equipment in ICT, PE, Science and DT. During the summer term there will be little, if any, practical work carried out in school • A dynamic risk assessment would be completed to consider the impact on safety where there are reduced staffing levels and to clarify what, if any, changes to existing control measures are required. The outcome from this exercise will identify whether an activity or task can be carried out safely or if an alternative is required; • The Headteacher will keep in regular contact with staff to monitor the working arrangements and provide support and advice where necessary.
Spread of Covid-19 during transport to and from school	Staff, pupils	Potential spread of infectious disease Pupils stranded or missing	<ul style="list-style-type: none"> • Staff, parents and pupils are encouraged to walk or cycle to school where possible, and this will be communicated by the Headteacher via emails and letters. • Where this is not possible, use of private transport is recommended. • Public transport should be avoided 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. From Monday, 15th June, face coverings must be worn on public transport. • The Business Manager will contact Rossobus informing them of the planned opening and seek assurances that, as far as possible, they follow

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			hygiene rules and try to keep distance from passengers; <ul style="list-style-type: none"> • School will be assured that drivers have been instructed that they must not undertake duties for school if they or a member of their household are displaying any symptoms of coronavirus; • Drop off and pick up times for Year 10 students and keyworker/vulnerable students will be staggered
Spread of COVID-19 virus via germs on surfaces and furniture within the building	Staff, pupils, visitors, contractors, parents, members of the public	Potential spread of infectious disease	<ul style="list-style-type: none"> • All keyworker and vulnerable students to be taught in Greens Lane from Monday, 1st June 2020 • Rooms G1, G2 and G3 to be used to enable social distancing at 2 metres • Staff to enter via Main Reception and sign-in • Students to enter via entrances at G4 and G8 • Students to sign in and congregate in the Hall • Staff and students to wash hand for minimum of 20 seconds under warm water upon arrival. • Staff requiring hand sanitizer should collect from the Cleaning Managers' office in Greens Lane and return at the end of the day • Sanitizing solution must not be left unattended at any point during the day • Posters are displayed on good hand washing technique and government guidelines on good hygiene/social distancing • Pupils will only be allowed into the toilets one at a time • Pupils are reminded to avoid touching their faces whenever possible particularly with unwashed hands

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			<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 washed immediately after disposal); • Tissues are readily available in the areas being used • Pupils are reminded how to catch coughs and sneezes if a tissue is not readily available i.e. in the crook of the elbow rather than in the hands • An enhanced cleaning schedule is followed for frequently touched objects such as railings/bannisters, door and window handles, taps, desk/table tops, sports equipment, teaching & learning aids, computer equipment, telephones, and bathroom facilities • At lunchtime, tables in the hall will be sanitised between groups having their lunch • 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 • If resources do not allow for the cleaning of outdoor equipment between different groups using it then it will be made off limits until cleaning can be carried out; • A documented cleaning checklist is in place 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 • PPE is provided for staff to wear during cleaning activities and must be worn as instructed e.g. gloves, aprons etc. • Waste cleaning materials are disposed of in the usual way unless it is

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			<p>confirmed or suspected that they are contaminated as a result of a member of staff or pupil displaying symptoms.</p> <ul style="list-style-type: none"> • 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; • Contaminated or suspected contaminated waste will be double bagged, labelled and stored for 72 hours before being disposed of with general waste
Spread of COVID-19 virus via air borne particles	Staff, pupils, visitors, contractors, parents, members of the public	Potential spread of infectious disease	<ul style="list-style-type: none"> • Guidance on Social Distancing MUST be adhered to at all times; • Copies of the Coronavirus guidance for educational settings poster have been printed and placed around the school; • Extra stock of tissues has been ordered and are available for each classroom; • Hand sanitizer is available for each classroom and in other appropriate locations (Reception, printers, kitchens and offices (in particular areas where cash/letters are handed in). • Stock of paper towels will be checked and maintained • DfE COVID-19 guidance on implementing social distancing in educational settings is implemented and reviewed regularly; • Classes have been split in half, with no more than 15 pupils per group and one teacher (and, if needed, a teaching assistant). • Room layouts and table settings in class and hall have been adjusted to allow for social distancing by removing normal tables and desks and using single exam desks. • Clear arrangements are in place for the supervision of students at

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			<p>lunchtime by members of teaching staff;</p> <ul style="list-style-type: none"> • Staff should supervise students into the Hall at lunch time to ensure social distancing whilst collecting grab bags and seating • 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; • As far as practicable groups will be kept apart with only brief transitory contact if this is unavoidable; • Pupils will be encouraged to socially distance themselves from staff and other pupils and to stay within their small groups; • Arrangements are in place for brining Year 10 students back. They will be brought in one day per week, in a “bubble” and will remain in these groups throughout the day; • They will be kept in a separate teaching block from the keyworker and vulnerable students; • Specific rooms have been identified for the Year 10 students and whilst they cannot be directly accessed from the outside, they all have external ventilation. • Breaks and lunch will take place in their groups and classrooms; • Students will be encouraged to bring their owns snacks/packed lunch. However, should they wish, they will be able to order a “grab bag” in the morning, which will contact a sandwich, fruit and drink. These will be delivered to the classrooms in time for lunch. Payment will be taken from students’ accounts by the Catering Manager using the cashless catering software. • Whilst the recommendation is for groups to work outdoors if possible, in our environment it is easier to maintain social distancing within a classroom situation;

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			<ul style="list-style-type: none"> • Where outdoor activities take place and outdoor equipment is used, clear protocols are in place for the use and cleaning of this equipment. • Meetings to be held via remote working tools wherever possible; • 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. Some chairs will be removed from G10 to ensure social distancing takes place. • As the number of staff in school will increase when Year 10 resume, they will be told not to congregate in the single staff room, and will be told to use either B55 (Food Technology) for refreshments, G11 as a general staff room, or G18 for access to PCs. • The use of the Quad by staff for lunch will also be encouraged if the weather is fine; • Staff stay on site during the working day unless they have permission to leave the site for the day. They will be encouraged to bring their own food, or they will be able to take a school meal, which is the same as the meal provided for students. They will be reminded to practice social distancing. Staff will be reminded that their personal items should be stored in a personal space or left at home. • In the event of more support staff needing to come into school, screens have been ordered for vulnerable areas and barriers ordered to prevent unnecessary access to other areas. The Business Manager and Office Manager will look at staggering start and end times, bringing staff in on a rota basis, etc. to reduce the number of staff in the offices at any one time whilst maintaining the level of support required. • Where possible, staff should be encouraged to work from home when possible, only coming into school on a rota basis. We do not operate a

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			"hot desk" policy.
Staff or pupil displaying signs of COVID-19 whilst in school	Staff, pupils, visitors, contractors, parents, members of the public	Potential spread of infectious disease	<ul style="list-style-type: none"> • Staff are aware of the virus symptoms and are vigilant in reporting all concerns to the responsible person • If a pupil displays symptoms they will not be permitted to remain in school. Their parent/carer will be required to take them home. Where this is not immediately possible, the pupil will be placed in G4 until they can be collected. • A window will be opened in the room for increased ventilation and the room will be sanitized after use. • The Headteacher will remind parents by letters of the need to ensure that those who display coronavirus symptoms, or have someone in their household displaying symptoms does not attend school. • If a student becomes unwell with symptoms and requires first aid and a distance of 2 metres cannot be maintained, a clear visor, face mask, gloves and apron will be available. They will also be available if there is a risk of splashing to the eyes.
Need for Personal Protective Equipment (PPE)	Staff, pupils, visitors, contractors, parents, members of the public	Potential spread of infectious disease	<ul style="list-style-type: none"> • Staff are aware of the need to use the appropriate PPE when completing specific tasks e.g. cleaning; • PPE is sourced through the schools usual procurement routes; • The school is confident that we have sufficient resources to get through the summer term, but are also assessing the sustainability of current suppliers and a sourcing new suppliers where necessary. • Disposable gloves are worn during normal cleaning regimes. Disposable gloves and impermeable aprons must be worn when cleaning areas that

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			<p>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 fluid repellent surgical face mask and eye protection if there is a risk of splashing of bodily fluids and/or airborne contaminants.</p> <ul style="list-style-type: none"> • Staff are provided with information and instruction on the use and disposal of PPE including face masks.
Reduced first aid provision	All building occupants	Untreated injuries	<ul style="list-style-type: none"> • Daily consideration is given to the reduced level of first aid provision on site; • Staff working in the school are kept informed of the first aid arrangements via an email; • It is planned to have a qualified First Aider available each day, but 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;
Administering first aid during COVID1-19 Pandemic	All building occupants	Untreated injuries, potential spread of infectious disease	<ul style="list-style-type: none"> • The Business Manager has made First Aiders 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 fluid repellent surgical face masks;

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			<ul style="list-style-type: none"> • 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;
Reduced fire and lock-down arrangements	All building occupants	Burns, smoke inhalation, fire related injuries, death, injuries relating to violence/aggression	<ul style="list-style-type: none"> • Fire and lock-down arrangements will remain the same. G1 & G2 should evacuate via the fire door in LSF and G3 via the entrance next to Student Reception. • All building occupants should assemble on the tennis courts as normal • The member of Admin staff on duty should collect the staff signing in sheet from Reception and the student signing in sheet from the Hall at the start of the day and keep them at a central point. They should be taken out to the assembly point by the Admin staff in the event of a fire alarm • When Year 10 return they will only be in the Broadway building. They should exit as normal via the nearest exit point and assemble on the tennis courts as usual. Teachers should take out their individual registers for role call. • The site team will continue to ensure fire exits are kept clear and all unnecessary resources are kept off the corridors • In an emergency there is no requirement to adhere to the 2 metre social distancing rule if it would be unsafe to do so i.e. it would hinder evacuation • When Year 12 return, they will not be able to use their normal assembly point, the astro turf. They will be informed via a letter from the Headteacher that they must exit the 6th form and make their way via the outside of all buildings, to the tennis courts.
Reduced premises inspections, tests,	All building occupants	Accidents or incidents resulting in	<ul style="list-style-type: none"> • Premises management inspections, testing and servicing of plant, equipment, will be kept up-to-date for all parts of the building and all

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servicing and maintenance		injury, occupational disease, or a risk to health e.g. electrocution, fire, legionellosis, asbestosis	<p>routine maintenance checks will take place as normal.</p> <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>Asbestos inspections</u>: undertaken on any areas of the building containing asbestos. ○ <u>Legionella/Water hygiene</u>: weekly flushing regimes will continue and the monthly monitoring by GMS will take place as usual. ○ <u>Contractor servicing and maintenance</u>: servicing, etc., will continue wherever possible (see section on Contractors and visitors to the premises). <ul style="list-style-type: none"> ● <u>Testing of electrical items (PAT)</u>: PAT testing will continue where possible. One of the Site Managers is a fully certified electrician and can carry out PAT testing outside the annual test. ● Records of all testing and checks will be kept; ● Records will also be kept of those areas that have not been checked (English block) and why (due to building closure). These areas will be fully checked before reopening.
Contractors and visitors to site including deliveries	Staff, pupils, visitors, contractors, parents, members of the public	Potential spread of infectious disease	<ul style="list-style-type: none"> ● Visitors to site are limited to essential persons only and wherever possible by appointment. Parents will be asked to phone or email the school. General visitors will be limited to one at a time in Reception, and this will be controlled via the fob system, with the magnets being operated on the external door. ● Signs will be drawn up for Reception, reinforcing expectations regarding social distancing. ● All visitors will follow the Government's guidance and the school's strict hygiene rules, for example hand washing/sanitisation upon entry;

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			<ul style="list-style-type: none"> • Contractors must obtain permission before attending site and will no longer sign in at Reception to reduce the number of people in that area at any one time. They will, instead, be asked to sign in with the Site Team in their office. • Site rules & procedures have been revised to include additional controls to mitigate the risk of transmission of COVID-19; • Reception staff responsibilities have been established in relation to COVID-19, and office staff are aware of and explain additional hygiene and social distancing rules required by contractors and visitors on arrival; • Office staff sign-in and sign-out all visitors to prevent the handling of pens and paper by multiple people; • Contractors are encouraged to access site asbestos surveys on PAMS prior to a site visit; • The Executive Summary (list of occurrences at the start of the asbestos survey), along with a floorplan of the school with asbestos containing and 'unknown' materials highlighted on it has been printed and will be laminated for contractors on arrival to site. Confirmation of sight of the survey will be signed in the Contractors file by school staff. Laminated sheets handled by the Contractor will be wiped clean using gloves and disinfectant wipes following use; • 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. Contractors will comply with any additional PPE or hygiene requirements made by the school prior to entry; • Contractors will keep the time spent on site to a minimum and will make all efforts to only attend site to carry out work during periods of reduced occupation; • Alternative routes around or through the premises will be used as

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			<p>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.</p> <ul style="list-style-type: none"> • The number of site deliveries will be reduced where possible; • A protocol for deliveries will be drawn up and implemented by Catering Manager, Site Managers and Business Manager. • 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.
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"> • Staff are aware of the current Government guidance regarding self-isolation if they are in a 'high risk' category due to a health condition, or if they or any members of their household display symptoms of COVID-19. • Where possible, and in line with the School's needs, staff will be asked to work from home to reduce the number of persons in school at any one time. Homeworking will usually involve the use of Display Screen Equipment (DSE) in the form of mobile laptops, tablets, phones, etc.; • Staff working from home will be encouraged to undertake DSE eLearning and are aware of how to set-up their workstation and equipment at home so as not to cause additional health risks. Staff have access to H&S information and support to assist homeworking arrangements such as: <ul style="list-style-type: none"> ○ H&S COVID-19 web page (section on 'How to support employees working from home') <p>Remote H&S support is available via the Duty Officer by Tel: 01772 538877 or email HS&Q Team at: health.safety@lancashire.gov.uk</p> <ul style="list-style-type: none"> • In circumstances where staff are homeworking for more than one month at a time, a Homeworker Checklist & Risk Assessment (see link to above web page) will be completed to identify any issues or concerns. These can then be discussed with their line manager at school and further actions taken where necessary.

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Stress and Anxiety	Staff	Increased levels of stress/anxiety and lower than normal levels of wellbeing	<ul style="list-style-type: none"> • The Headteacher, RCL, TGO, or other senior personnel, will keep in regular contact with staff to monitor their working arrangements and offer support and advice where necessary; • A member of SLT is on duty each day. Headteacher is in school each day, plus 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. These should be referred to SLT/CLs/RCL/MJA/TGO • 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 requiring further sources of information that will assist staff wellbeing should contact RCL, MJA or DDA and look for additional guidance on the school website. These include: <ul style="list-style-type: none"> ○ Employee Wellbeing ○ MIND web site

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 Haslingden High School

Signed:

Name:

PART C: ACTION PLAN Further action / controls required						
Hazard	Action required	Person(s) to undertake action?	Priority	Projected time scale	Notes / comments	Date completed
Transmission – Pupil transport	Business Manager to liaise with Rossobus regarding reopening	DDA	High	w/c15th June 2020	Assurances to be sought regarding following of hygiene rules and distancing Business Manager informed Rossobus about the return of Year 10 students from 22 nd June. Assurances regarding the measure they are taking are on the website: https://www.transdevbus.co.uk/rosso/our-buses-are-professionally-cleaned-during-day-and-night-and-were-working-hard-keep-you-safe-so-4	18 th June 2020
Transmission – Pupil/Staff transport	Headteacher to write to parents and staff regarding advice surrounding travelling to/from school	MJA	High	w/c 15 th June 2020	Advice regarding, walking, cycling or use of private transport to be communicated Headteacher letter to Year 10 Parents, which was also copied to all staff, sent home.	19 th June 2020
Transmission – Staff in school office	Business Manager and Office Manager to look at available staff and arrange working pattern	KTU/DDA	Med	September 2020	To maintain social distancing/safe working in offices	
Administering First Aid	A first aid assessment needs to be drawn up by the lead First Aider to include additional provisions in light of Covid 19	Lead First Aid	High	w/c 22 nd June	To have a first assessment in place. Deputy Head drawing up assessment and DfE advice circulated	17 th June 2020

					to all first aiders	
Transmission – Contractors on site	Contractors to be signed in at Site Office. Asbestos survey to be laminated for them to check and then disinfected	DDA and Site Team	Med	July 2020	To have protocol in place for the summer, when most contractors will be in school	
Transmission – Deliveries	A protocol for sanitizing deliveries in place	DDA, Catering Manager, Site Team	High	w/c 22 nd June	Systems in place to coincide with increase in student numbers, therefore potential increase in deliveries. Catering deliveries will be sanitised on arrival by staff wearing PPE, as these cannot wait for the 72 hour quarantine guidelines. All other deliveries to site will be dealt with by site team, who will use G8 as storage. If goods are not urgent, they will be left for 72 hours prior to distribution. If good are urgent, they will be sanitised by staff wearing PPE.	22 nd June 2020
Development or worsening of existing injuries or health conditions	Business Manager to encourage staff to carry out DSE self-assessment and put in place system for carrying out a homeworker checklist and risk assessment for any staff homeworking for more than one month	DDA	Med	September 2020	DDA to share with staff links to DSE eLearning and additional support.	
Increased levels of stress/anxiety	Staff directed to contact RCL, MJA or DDA if they require additional support or alternatively access additional support via the school website. JRO to put links to additional support on the school website	JRO, RCL, MJA	High	w/c 22 nd June		

Altered fire arrangements	Year 12 students using 6 th form from Monday, 29 th June will not be able to use their normal assembly point in case of a fire alarm. They will need to exit the 6 th form as usual but make their way to the tennis courts (via the outside) for assembly. The Headteacher will communicate this in his letter going out to Year 12s.	MJA	High	w/c 29 th June	MJA to write to parents, but also verbally inform students on their return.	
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