



HASLINGDEN HIGH SCHOOL & SIXTH FORM RISK ASSESSMENT – COVID-19

School opening arrangements during COVID-19 restrictions

NOTE: Due to the constantly changing situation, dynamic risk assessments will be carried out.
The general risk assessment below will be amended to reflect school specific controls on an ongoing basis.



PART A. ASSESSMENT DETAILS:

Team/School name:	Haslingden High School	Name of Person(s) undertaking Assessment:	Julie Langham
Address & Contact details:	Broadway Haslingden BB4 4EY 01706 215726	Signature(s):	
Line Manager/ Headteacher (Name/Title):	Mr Russell Clarke	Date of Assessment:	17 th May 2021
Signature:		Review Date	June 2021/24 th August 2021/9 th September 2021
How communicated to staff:	Via website; Staff bulletin; INSET day information session; email	Date communicated to staff:	1 September 2021/10 th September 2021

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 COVID-19 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, HS&Q and HR; <ul style="list-style-type: none"> Coronavirus (Covid-19): guidance for schools and other educational 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; 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.
Transmission of Covid-19 through airborne particles	Staff, pupils, visitors, contractors,	Potential spread of infectious disease	<ul style="list-style-type: none"> The school has applied the Government's recommendations and will return to a normal teaching timetable as from 1st September 2021.

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)
due to interaction with a large number of other pupils	household members		<ul style="list-style-type: none"> All teachers and other staff are permitted to operate across different classes and year groups to facilitate the delivery of the timetable and specialist provision. Control measures in place include: <ul style="list-style-type: none"> Ensuring good hygiene for everyone; Maintaining appropriate cleaning regimes; Keeping occupied spaces well ventilated; Following public health advice on testing, self-isolation and managing confirmed cases of COVID-19.
Transmission of Covid-19 through airborne particles due to inadequate ventilation	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	<ul style="list-style-type: none"> Schools will follow LCC's Simple Steps for Good Ventilation guidance and complete the Ventilation Checklist which will then be included as an addendum to this document. As much as possible, fresh air is increased within buildings by opening windows and doors frequently to encourage ventilation, taking account of any potential security, fire safety issues or inclement weather. During cold weather, as a minimum, windows will be fully opened 15 minutes before a room is used, and whenever a room is unoccupied to purge the air. Where possible, windows will be kept partially open at times of occupation. To balance the need for increased ventilation while maintaining a comfortable temperature some flexibility on suitable indoor clothing is permitted, furniture is arranged where possible to avoid direct draughts and high-level windows are opened in colder weather in preference to low level to reduce draughts. CO₂ monitors will be placed around school providing an opportunity to indicate the ventilation status of rooms at various times throughout the day.
Transmission of Covid-19 through insufficient personal hygiene	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	<ul style="list-style-type: none"> Good hand hygiene and the need to wash hands more frequently is promoted around school. Staff, pupils and visitors are instructed to wash hands or use hand sanitiser when they arrive at school, when they return from breaks, when they change rooms, before and after eating, after using the toilet, after touching shared resources or after touching their face, blowing their nose, sneezing, coughing.

PART B. HAZARD IDENTIFICATION AND CONTROL MEASURES:			
List of significant hazards (Something with the potential to cause harm)	Who might be harmed	Type of harm	Existing controls (Actions already taken to control the risk - include procedure for the task/activity where these are specified)
			<ul style="list-style-type: none"> • Hand washing facilities are readily available. Where hand washing facilities are not readily available, hand sanitiser stations have been positioned to allow pupils and staff to clean their hands regularly. • Staff have frequent opportunities to wash their hands when providing care to non-symptomatic children who present behaviours which may increase the risk of droplet transmission such as biting, licking, kissing or spitting. • Alcohol based hand sanitiser or wipes are not used in lessons or activities involving the use of naked flames e.g., in science labs or food tech classes. Hands will be washed using soap and running water and dried thoroughly. • Skin cleaning wipes have been made available for use with very young pupils or pupils with complex needs. • Pupils are encouraged to avoid touching their faces whenever possible particularly with unwashed hands. • The Catch it, Bin it, kill it guidance is promoted to catch coughs and sneezes in tissues and throw them in the bin immediately (hands to be washed immediately after disposal). • 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. • Posters are displayed on good hand washing technique and government guidelines on good respiratory hygiene. • Young pupils and pupils with complex needs are supported to follow the catch it, bin it, kill it guidance. • Tissues are readily available around school including in all classrooms and sufficient numbers of bins are in place for the disposal of tissues. • Staff supporting others to evacuate are aware of the need to follow hand washing or sanitising instructions. • First aiders will pay particular attention to sanitisation measures immediately before and following the administration of first aid.

PART B. HAZARD IDENTIFICATION AND CONTROL MEASURES:			
List of significant hazards (Something with the potential to cause harm)	Who might be harmed	Type of harm	Existing controls (Actions already taken to control the risk - include procedure for the task/activity where these are specified)
			<ul style="list-style-type: none"> • Staff who have assisted someone who has taken unwell with COVID-19 symptoms are aware of the need to follow appropriate handwashing guidelines. • Staff handling deliveries will observe good hand hygiene.
Spread of COVID-19 virus via germs on surfaces and furniture within the building	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	<p>An enhanced cleaning schedule is followed which includes:</p> <ul style="list-style-type: none"> • More frequent cleaning of rooms/shared areas that are used by different groups. • Alcohol sanitising wipes are made available for all pupils to make use of when sitting at the desk at the start of the lesson. • Sanitising of tables in the dining area between different groups (bubbles) having their lunch. • More frequent cleaning of touched objects such as railings/bannisters, door and window handles, taps, desk/tabletops, play equipment, toys, sports equipment, teaching & learning aids, computer equipment, telephones and toilet facilities. • Thorough cleaning of all occupied areas at the end of the day, including the use of fogging machines. • When cleaning, the usual products such as detergents and bleach will be used as these are effective at getting rid of the virus on surfaces. • 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 etc. • COSHH risk assessments are in place and followed for cleaning products and have been shared with staff as necessary. • A documented cleaning checklist is in place to ensure the enhanced cleaning schedule is followed and maintained. • For individual and very frequently used equipment, such as pencils and pens, staff and pupils are instructed to have their own items that are not shared. • Classroom based resources, such as books and games are used and shared

PART B. HAZARD IDENTIFICATION AND CONTROL MEASURES:			
List of significant hazards (Something with the potential to cause harm)	Who might be harmed	Type of harm	Existing controls (Actions already taken to control the risk - include procedure for the task/activity where these are specified)
			<p>within the class bubble; these are cleaned regularly, along with all frequently touched surfaces.</p> <ul style="list-style-type: none"> Resources that are shared between classes, such as sports, art and science equipment are cleaned frequently and meticulously between lessons. Where cleaning of shared resources is not possible between lessons, sports, art and science equipment are rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different classes or year groups. Pupils are only allowed to bring essentials into school each day including school bag, lunch boxes, hats, coats, books, stationery, and mobile phones. Pupils and teachers are permitted to take books and other shared resources home that contribute to the pupil's education and development. Unnecessary sharing including the sharing of items that do not contribute to a pupil's education or development is not permitted. Shared resources are rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) before being shared and taken home. 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. School follows the procedures set out in the Government guidance Cleaning in Non-Health Care Settings following a confirmed or suspected case of COVID-19 on site. Contaminated or suspected contaminated waste is double bagged, labelled and stored for 72 hours before being disposed of with general waste. 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.

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)
Need for Personal Protective Equipment (PPE)	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	<ul style="list-style-type: none"> • Staff who are already using PPE to protect against non-COVID-19 risks, will continue to do so. Use of PPE has been determined by an assessment of risks in the workplace. • Staff, pupils and visitors are required to wear face coverings in enclosed and crowded spaces where they may come in contact with people they don't normally meet including public and dedicated transport to school. • First Aiders have read and follow the Government guidance for first responders and the HSE Guidance on First Aid during the coronavirus pandemic. • When caring for someone with COVID-19 symptoms a face mask should be worn if social distancing cannot be maintained and if contact is necessary, gloves, an apron and a face mask should be worn. • Additional PPE is made available in First Aid boxes and alongside Defibrillators. • Disposable gloves, an impermeable apron and a fluid resistant surgical face mask are to be worn when delivering hands on first aid to adults where close contact cannot be avoided. If a risk assessment indicates the likelihood of contamination by splashes, droplets of blood or body fluids, disposable eye protection (such as a face visor or goggles) will be worn. • Staff are aware of the need to report insufficient levels of PPE to their line manager. • Disposable gloves and impermeable aprons must be worn when cleaning areas that have been occupied by someone displaying COVID-19 symptoms. • Staff are aware of the arrangements for the safe use and disposal of PPE including face masks/face coverings.
Vulnerable & extremely vulnerable staff or pupils	Staff, pupils, household members	Becoming seriously ill from the effects of	<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 as a minimum, to follow the

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)
with pre-existing health conditions		coronavirus, potential to be life threatening	<p>same guidance as everyone else. It is important that everyone adheres to this guidance, but CEV people may wish to think particularly carefully about the additional precautions they can continue to take. Further information can be found in the https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/19-july-guidance-on-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.</p> <ul style="list-style-type: none"> • All clinically extremely vulnerable (CEV) children and young people should attend their education setting unless they are one of the very small number of children and young people under paediatric or other specialist care who have been advised by their clinician or other specialist not to attend. • 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. • Where an employee expresses concerns or is identified as being in the clinically vulnerable categories an individual risk assessment will be completed to assess the risks to them and identify ways to reduce these to an acceptable level including where possible the need for any reasonable adjustments such as temporarily working from home or temporary deployment to a role in limited circumstances where it is possible to maintain social distancing. This will be done in consultation with the member of staff and will be reviewed on a regular basis or in the event of any significant changes. • 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. • It is acknowledged that some staff and pupils with particular characteristics may be at comparatively increased risk from coronavirus (COVID-19), as identified in

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)
			the COVID-19: review of disparities in risks and outcomes report . If staff and pupils with significant risk factors express concerns an individual risk assessment will be completed to assess the risks to them and identify ways to reduce the risks to an acceptable level.
Staff, pupils & household members who are asymptomatic	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	<ul style="list-style-type: none"> • School is actively engaging with the asymptomatic testing programme, promoting its benefits to staff, pupils and parents/carers; • School offers testing to all staff who work within the setting. Staff are encouraged to undertake twice weekly home tests whenever they are working in school until the end of September, when this practice will be reviewed. • Staff and pupils who have received their COVID-19 vaccine are encouraged to continue to participate in the LFD testing programme. • All students and pupils will receive 2 on-site lateral flow device tests, 3 to 5 days apart, on their return in the Autumn term. Following the initial on-site testing process, pupils and students will continue to test twice weekly at home until the end of September, when this practice will be reviewed. • 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. • Whilst awaiting the PCR result, the individual should continue to self-isolate. If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the pupil can return to school, if the individual doesn't have COVID-19 symptoms. • On site LFD testing is available for small number of pupils who are unable or unwilling to test themselves at home.
Staff, pupils & household members displaying signs of COVID-19	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	<ul style="list-style-type: none"> • Staff, parents/carers and pupils are made aware of the virus symptoms: <ul style="list-style-type: none"> ○ a high temperature

PART B. HAZARD IDENTIFICATION AND CONTROL MEASURES:			
List of significant hazards (Something with the potential to cause harm)	Who might be harmed	Type of harm	Existing controls (Actions already taken to control the risk - include procedure for the task/activity where these are specified)
			<ul style="list-style-type: none"> ○ a new, continuous cough ○ a loss or change to your sense of smell or taste. ● Staff, other adults and pupils should follow public health advice on https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/ are instructed not to come into school and self-isolate straight away if: <ul style="list-style-type: none"> ○ they have tested positive for COVID-19 or ○ members of their household have coronavirus (COVID-19) symptoms, or have tested positive (unless they are not required to self-isolate according to NHS regulations) ○ they have been told to self-isolate following contact with someone who has tested positive - https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/if-youre-told-to-self-isolate-by-nhs-test-and-trace-or-the-covid-19-app/ ● Staff, other adults or pupils showing COVID-19 symptoms are sent home, to self-isolate and instructed to book a test to see if they have COVID-19. ● 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. ● If a member of staff, other adults or pupils live with someone who has symptoms of COVID-19, or has tested positive for COVID-19, they will not need to self-isolate if any of the following apply: <ul style="list-style-type: none"> ○ they are fully vaccinated – this means 14 days have passed since your final dose of a COVID-19 vaccine given by the NHS; ○ they are below the age of 18 years and 6 months; ○ they are taking part or have taken part in a COVID-19 vaccine trial; ○ they are not able to get vaccinated for medical reasons. ● Whilst they may not have symptoms, they should still: <ul style="list-style-type: none"> ○ get a PCR test on GOV.UK to check if you have COVID-19; ○ follow advice on how to avoid catching and spreading COVID-19; ○ consider limiting contact with people who are at higher risk from COVID-19.

PART B. HAZARD IDENTIFICATION AND CONTROL MEASURES:			
List of significant hazards (Something with the potential to cause harm)	Who might be harmed	Type of harm	Existing controls (Actions already taken to control the risk - include procedure for the task/activity where these are specified)
			<ul style="list-style-type: none"> • Staff who do not need to isolate, and children and young people aged under 18 years 6 months who usually attend school, and have been identified as a close contact, should continue to attend school as normal. They do not need to wear a face covering within the school, but it is expected and recommended that these are worn when travelling on public or dedicated transport. • Sixth Form students who have turned over the age of 18 years and 6 months will be treated in the same way as children until 6 months after their 18th birthday, to allow them the opportunity to get fully vaccinated. At which point, they will be subject to the same rules as adults and so if they choose not to get vaccinated, they will need to self-isolate if identified as a close contact. • School will continue to have a role in working with health protection teams in the case of a local outbreak. If there is a substantial increase in the number of positive cases in the school, or if central government offers the area an enhanced response package, a director of public health might advise a setting to temporarily reintroduce some control measures. • Staff, parents/carers, and pupils are required to provide the school with details of anyone they or their child have been in close contact with if they test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace. • Staff and parents have been instructed to inform school immediately of the results of a test so that an assessment can be made of the potential impact on school. • If staff or pupils with COVID symptoms test negative and have not been told by the Test & Trace Team to self-isolate, they can stop self-isolating and return to school if they feel well and have been without a fever for 48 hours. • Staff who have assisted someone who has taken ill with COVID-19 symptoms and any pupils who have been in close contact with the symptomatic person, 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 symptoms themselves or the symptomatic person subsequently tests positive or they are advised to do

PART B. HAZARD IDENTIFICATION AND CONTROL MEASURES:			
List of significant hazards (Something with the potential to cause harm)	Who might be harmed	Type of harm	Existing controls (Actions already taken to control the risk - include procedure for the task/activity where these are specified)
			<p>so by NHS Test and Trace, the School or Local Health Protection Team.</p> <ul style="list-style-type: none"> • If a pupil displays symptoms their parent/carer 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 the individual pupil's needs. • Ideally, a window will be opened in the room for increased ventilation. • If it is not possible to isolate the pupil e.g., if it causes them undue distress or they need to remain under adult observation, an assessment will be carried out to see whether it is sufficient to move them to an area which is at least 2 metres away from others. • If an individual (adult or child) showing COVID-19 symptoms, needs to use the toilet while waiting to go home, they will use a separate toilet if possible. The toilet will then be cleaned and disinfected before being used by anyone else. • The area around the person with symptoms will be cleaned and disinfected using disposable cloths or paper towels and disposable mop heads after they have left to reduce the risk of passing the infection on to other people as per the COVID-19: cleaning of non-healthcare settings guidance. • When caring for someone with symptoms of coronavirus (COVID-19) a face mask should be worn if 2 metres cannot be maintained. If direct contact is necessary, then gloves, an apron and a face mask should be worn. • If a risk assessment determines that there is a risk of splashing to the eyes, e.g., from coughing, spitting, or vomiting, then eye protection will also be worn by the supervising adult.
Transmission of Covid-19 due to lack of consultation on safe working practices and provision of information & instruction on safe ways of working.	Staff, pupils, visitors, contractors, parents	Spread of infectious disease	<ul style="list-style-type: none"> • Guidance and training is provided for staff to ensure they understand, and can enforce, the new routines and support pupils in understanding them and are familiar with revised physical arrangements. • Senior leaders within school ensure staff are consulted when considering local arrangements and there is ongoing engagement with staff (including through trade unions and employee representative groups) to monitor and understand

PART B. HAZARD IDENTIFICATION AND CONTROL MEASURES:			
List of significant hazards (Something with the potential to cause harm)	Who might be harmed	Type of harm	Existing controls (Actions already taken to control the risk - include procedure for the task/activity where these are specified)
			<p>any unforeseen impacts of changes to working environments.</p> <ul style="list-style-type: none"> • Senior leaders are available to offer support and advice and to monitor the current working arrangements daily. • All new staff and volunteers are provided with a site induction and adequate information, instruction and training on local health, safety and COVID secure arrangements and their key roles and responsibilities. • Signage, posters, and other instructions are displayed to support implementation of COVID secure measures. • Up to date information and guidance on how to manage the risks associated with COVID -19 are available on the Health & Safety Website.
Spread of Covid-19 during travel to and from school	Staff, pupils, household members, members of the public	Potential spread of infectious disease Pupils stranded or missing	<ul style="list-style-type: none"> • The school has arrangements for advising parents and carers that pupils must not board home to school transport if they have symptoms of coronavirus (Covid-19) or have had a positive LFD or PCR test result. • If a pupil develops symptoms or receives a positive LFD test whilst at school, the school will contact the parent or carer who will be required to make arrangements for the child or young person's journey home. • If a pupil has received a positive LFD test and is unable to be collected, if age appropriate and safe to do so the pupil will be permitted to walk, cycle or scooter home. • When making arrangements to transport a pupil home through school transport, school will ensure a vehicle with a bulkhead or partition separating the driver and passenger will be used where possible, social distancing will be maintained and face coverings worn by the driver, passenger assistant and pupil if old enough and able to do so. • Pupils are instructed to use hand sanitiser upon boarding and disembarking transport. • Drivers and passenger assistants use alcohol hand rub or sanitiser at regular intervals throughout the journey, and after performing tasks such as helping a pupil into the vehicle or handling a pupil's belongings.

PART B. HAZARD IDENTIFICATION AND CONTROL MEASURES:			
List of significant hazards (Something with the potential to cause harm)	Who might be harmed	Type of harm	Existing controls (Actions already taken to control the risk - include procedure for the task/activity where these are specified)
			<ul style="list-style-type: none"> • Assurances have been given by transport providers that transport is cleaned regularly and that high touch points are sanitised prior to a school pick up/drop off. • Ventilation within the vehicle is maximised by opening windows and ceiling vents to allow fresh air to circulate. • Pupils aged 11 and above are advised to wear a face covering when travelling on dedicated school transport to secondary school. This does not apply to those who are exempt from wearing a face covering. • School have been assured that transport providers, as far as possible, follow hygiene rules and try to keep their distance from passengers. • School have been assured those drivers have been instructed that they must not undertake duties for school if they are displaying any symptoms of coronavirus.
Spread of Covid-19 during Educational Visits both in the UK and abroad	Staff, pupils, household members, members of the public	Potential spread of infectious disease	<ul style="list-style-type: none"> • School is aware of current Government Guidance relating to foreign travel and ensures that parents are reminded that they must adhere to this including adhering to any requirement to quarantine or isolate upon return. • All reasonable steps are taken to ensure that pupils who are known to have travelled abroad are not permitted to return to school until quarantine or self-isolation periods have been completed. • A full and thorough risk assessment will be completed taking account of any public health advice, such as hygiene and ventilation requirements. The risk assessment will be approved depending on the visit type, either by the school/nursery or LCCs Educational Visits Team via Evolve prior to the visit taking place. • Risk assessments will consider contingency arrangements for a number of possibilities including staff having to self-isolate or participants developing COVID symptoms whilst on the visit. • The school will liaise with the venue/activity provider as part of the risk assessment process to ensure it has made its own assessment of the risk of COVID-19 and implemented suitable controls measures to prevent infection.

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)
			Preliminary visits to the venue will be carried out if deemed necessary to check measures are place.
Transmission of Covid-19 through airborne particles due to close proximity to others	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	<ul style="list-style-type: none"> • An outbreak management plan is in place outlining how the school will operate if there is an outbreak in the school or local area. • Support is obtained as required from relevant teams including Lancashire Public Health Education Outbreak Management team. • School continues to record COVID-19 related absence in accordance with the information contained within the PHE North West Schools Resource Pack. • In the event of an outbreak any staff required to work from home will be supported to do so including ensuring they have suitable equipment, developing appropriate communication channels and looking after their physical and mental wellbeing. • A homeworking checklist and risk assessment has been completed for any staff working from home for a prolonged period which is reviewed on a 3-monthly basis.
Transmission of Covid-19 staff work areas	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	<ul style="list-style-type: none"> • Dividing screens will remain in place in-between work areas where they have already been installed. • Sanitising wipes are available to enable shared desks and equipment to be cleaned before and after use, staff are reminded of this requirement regularly. • Measures have been put in place to protect office staff when dealing with contractors, parents and visitors. Perspex screens have been installed in open reception areas. • Staff are reminded to be mindful of the number of staff working together in any smaller workrooms and offices, to ensure there is good ventilation by opening windows and propping doors open with door jams. When meeting with external visitors, or multiple members of staff, always consider booking a meeting room/the staff training room/or utilising an empty classroom or Library.
Transmission of Covid-19 through airborne particles	Staff, pupils, visitors, contractors,	Potential spread of infectious disease	<ul style="list-style-type: none"> • Site guidance on social distancing and hygiene will be explained to visitors, parents/carers and contractors on or before arrival. Site rules are prominently

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)
from customers, visitors and contractors accessing the building	household members		<p>displayed at all access points, including sanitising, handwashing, social distancing, not entering if symptomatic etc.</p> <ul style="list-style-type: none"> • All visitors will follow the Government's guidance and the school's strict hygiene rules., e.g., hand washing/sanitisation upon entry. • Visitor/Contractor 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 control measures and the communication of procedures to contractors and visitors to site. • Records are kept of all visitors with sufficient detail to support rapid contact tracing if required by NHS Test and Trace. • Contractors must obtain permission before attending site. • Staff handling deliveries will observe good hand hygiene, washing hands using warm, running water and soap for a minimum of 20 seconds or using hand sanitiser after handling new deliveries that have not been sanitised.
Stress and Anxiety	Staff	Increased levels of stress/anxiety and lower than normal levels of wellbeing	<ul style="list-style-type: none"> • Senior personnel monitor working arrangements and offer support and advice where necessary. • Staff can contact colleagues or managers for advice and support, or just for reassurance, during the normal working day. • A procedure 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 will 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

PART B. HAZARD IDENTIFICATION AND CONTROL MEASURES:			
List of significant hazards (Something with the potential to cause harm)	Who might be harmed	Type of harm	Existing controls (Actions already taken to control the risk - include procedure for the task/activity where these are specified)
			<ul style="list-style-type: none"> ▪ MIND web site ▪ H&S COVID-19 web page • The Department for Education is providing additional support for both pupil and staff wellbeing in the current situation. Information about the extra mental health support for pupils and teachers is available. • The Education Support Partnership provides a free helpline for school staff and targeted support for mental health and wellbeing.

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: 

Risk Assessor Name:
Designation:

JULIE A LANGHAM
Business Manager