

## RECOVERY PLAN and 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 22nd June 2020

**Location of activity:** Abbey Village Community Primary School, Bolton Road, Abbey Village, Chorley, Lancashire, PR6 8DD.

|   |   |  |  |
|---|---|--|--|
| <b>Team/School name:<br/>Address &amp; Contact<br/>details:</b> |   | <b>Name of Person(s) undertaking<br/>Assessment:</b>   | Mrs Joanne Maher<br>Mrs Paula Roworth    |
|   |   | <b>Signature(s):</b>                                   | <i>Joanne Maher</i><br><i>P. Roworth</i> |
| <b>Line Manager/<br/>Headteacher<br/>(Name/Title):</b>          | Mrs Joanne Maher<br><b>Headteacher</b>          | <b>Date of Assessment:</b>                             | Friday 22nd May 2020                     |
| <b>Signature:</b>   | <i>Joanne Maher</i>                             | <b>Planned Review Date:</b>                            | Tuesday 26th May 2020                    |
| <b>Date/How<br/>communicated to staff:</b>                      | E-mail ( sent out 23/5/2020)                    | <b>Date/How<br/>communicated<br/>to<br/>governors:</b> | E-mail ( sent out 22/5/2020)             |
| <b>Date/How<br/>communicated to<br/>parents:</b>                | Wednesday 27th May 2020 via<br>Schoolspider APP |  |  |

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

| <b>List of significant hazards</b><br>(something with the potential to cause harm)   | <b>Who might be harmed</b>                        | <b>Type of harm</b>  | <b>Existing controls</b><br>(actions already taken to control the risk - include procedure for the task/activity where these are specified)   |
|--|---|--|---|
| Changes to official COVID19 guidance and advice                                      | Employees, pupils, visitors, contractors, parents | Potential spread of infectious disease   | <ul style="list-style-type: none"> <li>• School regularly refers to official advice from the DfE, PHE, H&amp;S and HR;               <ul style="list-style-type: none"> <li>○ <a href="#">Coronavirus (Covid-19): guidance for schools and other educational settings</a></li> <li>○ <a href="#">LCC Schools HR guidance</a></li> <li>○ <a href="#">LCC Health &amp; Safety COVID-19 web page</a></li> </ul> </li> <li>• Headteacher or other senior person keeps up to date with <a href="#">official COVID-19 Guidance</a> and informs employees/school arrangements as required.</li> </ul> <p>The Government has stated, 'We know that, unlike older children and adults, early years and primary age children cannot be expected to remain 2 metres apart from each other and staff. In deciding to bring more children back to early years and schools, we are taking this into account'. ( <b>Coronavirus (COVID-19): Implementing protective measures in education and childcare settings, Dfe May 2020</b>)</p> <p>We at Abbey Village Primary School will be working strictly under the guidance of this government statement, 'Schools should..... work through the hierarchy of measures set out;</p> <ul style="list-style-type: none"> <li>* avoid contact with anyone with symptoms</li> <li>* frequent hand cleaning and good respiratory hygiene practices</li> <li>* regular cleaning of settings</li> <li>* minimising contact and mixing</li> </ul> |
| Impact of reduced staffing levels on H&S roles and responsibilities and arrangements | Employees, pupils, visitors, contractors, parents | Potential spread of infectious disease, stress, injury or harm from accidents+/incidents | <ul style="list-style-type: none"> <li>• Employees at work have a daily briefing prior to pupils arriving on site to clarify key roles &amp; responsibilities for the day, planned activities for pupils, essential employee tasks to be undertaken, etc.;</li> </ul> <p><b>DAILY BRIEFING AT 8.25am- all staff on duty to attend.</b></p> <ul style="list-style-type: none"> <li>• A whiteboard held in the staffroom is updated each morning listing:</li> </ul>  |

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|   |                     |              | <ul style="list-style-type: none"> <li>○ the staff on site &amp; their key roles</li> <li>○ the most Senior member of staff</li> <li>○ who to report issues or concerns to</li> <li>○ number of pupils, noting special needs, etc.</li> <li>○ agreed times of pupil drop-off and collection</li> <li>○ first aid provision e.g. named first aider or appointed person</li> <li>○ fire arrangements</li> <li>○ security/lock down arrangements</li> <li>○ work tasks/activities to be undertaken that day</li> <li>○ areas of the building that remain in use or have restricted use</li> <li>○ any other relevant information</li> </ul> <p>The above arrangement and list is not exhaustive and will need to be adjusted to meet local needs.</p> <ul style="list-style-type: none"> <li>● All employees have clear roles and responsibilities which are within their capabilities and are aware of how to raise any concerns;</li> </ul> <p style="color: red;">Headteacher has spoken to all staff who will have increased responsibilities before finalising staffing proposal.</p> <ul style="list-style-type: none"> <li>● An individual risk assessment addressing Covid-19 concerns for an employee returning to school will be undertaken when necessary.</li> </ul> <p style="color: red;">No staff at Abbey Village fall into the critically at risk categories.</p> <ul style="list-style-type: none"> <li>● All new employees and volunteers are provided with a site induction and adequate information, instruction and training on local health and safety arrangements and their key roles and responsibilities;</li> <li>● The Headteacher/Chair of Governors, or other nominated senior personnel, is available to offer support and advice and to monitor the</li> </ul> |

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|   |  |  | <p>current working arrangements each day.</p> <p>All staff can make contact with either the Headteacher or the Chair of Governors via email if they feel they need to raise a concern;<br/> <a href="mailto:Head@abbeyvillage.lancs.sch.uk">Head@abbeyvillage.lancs.sch.uk</a><br/> <a href="mailto:chair@abbeyvillage.lancs.sch.uk">chair@abbeyvillage.lancs.sch.uk</a></p>  |
| Impact of reduced staffing levels on pupil activities and work tasks        | Employees, pupils, contractors, visitors | Potential infectious disease, Injury or harm from accidents, | <ul style="list-style-type: none"> <li>Staffing levels are reviewed in line with current DfE guidance and where necessary advice is taken from LCC Schools Advisory Service;</li> <li>Employees work on a rota basis to provide adequate cover and to reduce the number of persons on site at any one time;</li> <li>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.</li> <li>A dynamic risk assessment is 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;</li> <li>Lone working will be monitored by a nominated employee on site e.g. any building maintenance by the site supervisor, will be noted on the whiteboard along with their whereabouts, a check-out and expected check-in time;</li> <li>The Headteacher/Chair of Governors, or other senior personnel, will keep in regular contact with employees to monitor the working arrangements and provide support and advice where necessary.</li> </ul> |
| Spread of Covid-19 during transport to and from                             | Pupils                                   | Potential spread of infectious disease                       | <ul style="list-style-type: none"> <li>Parents, pupils and staff have been made aware of the</li> </ul>   |

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|--|--|--|--|
| school   |  | Pupils stranded or missing             | <p><a href="#">Coronavirus (COVID-19): safer travel guidance</a> for passengers when planning their travel;</p> <ul style="list-style-type: none"> <li>• Staff, parents and pupils are encouraged to walk or cycle to school where possible;</li> <li>• Where this is not possible, use of private transport is recommended.</li> <li>• 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.</li> <li>• School crossing patrol have been advised of school arrangements so that safe crossing can be secured.</li> <li>• Staff who travel to school on school transport issued with gloves and face masks.</li> </ul>                                       |
| Spread of COVID-19 virus via germs on surfaces and furniture within the building | Employees, pupils, visitors, contractors, parents, members of the public | Potential spread of infectious disease | <ul style="list-style-type: none"> <li>• Guidance and training is provided for staff to ensure they understand, and can enforce, the new routines and support pupils in understanding them and are familiar with revised physical arrangements, well in advance on when wider opening begins.</li> <li>• All employees, 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;</li> <li>• All employees 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.</li> <li>• Initial hand sanitizer stations fixed throughout schools for adults to access.</li> </ul> |

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|   |                     |              | <ul style="list-style-type: none"> <li>• Posters are displayed on good hand washing technique and government guidelines on good hygiene/social distancing;</li> <li>• Pupils are reminded to avoid touching their faces whenever possible particularly with unwashed hands;</li> <li>• 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);</li> <li>• <b>New lidded, 'touchless' bins purchased and distributed throughout school.</b></li> <li>• Tissues are readily available in the areas being used;</li> <li>• Pupils are reminded how to catch coughs and sneezes if a tissue is not readily available i.e. in the crook of the elbow rather than in the hands;</li> <li>• <b>Hand washing facilities available for all children and adults.</b></li> <li>• <b>Children with sensitive skin encouraged to bring their own soap in from home.</b></li> <li>• 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 &amp; learning aids, computer equipment, telephones, toys and bathroom facilities;</li> <li>• All occupied areas will be thoroughly cleaned at the end of the day;</li> <li>• Outdoor equipment cleaned between groups of pupils using it (<b>deep clean Wednesday</b>). Multiple groups are not permitted to use outdoor equipment simultaneously;</li> <li>• 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;</li> </ul> |

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|  |                            |                     | <ul style="list-style-type: none"> <li>• A documented cleaning checklist <b>in every bubble</b> is in place to ensure the enhanced cleaning schedule is followed and maintained;</li> <li>• Employees have been instructed on cleaning and sanitising requirements including the use of chemicals and cleaning materials and instructions on the use of PPE;</li> <li>• PPE is provided for employees to wear during cleaning activities and must be worn as instructed e.g. gloves, aprons etc. <b>PPE "Grab bags" throughout school for immediate, emergency use.</b></li> <li>• Waste cleaning materials are disposed of in the usual way unless it is confirmed or suspected that they are contaminated as a result of a member of staff or pupil displaying symptoms.</li> <li>• COSHH risk assessments are in place and followed for cleaning products and have been shared with staff as necessary;</li> <li>• Staff have been instructed to store personal items and clothing in areas not widely accessible during the working day (<b>designated space in the classrooms away from children</b>).</li> <li>• To facilitate social distancing and to limit the amount of touchable surfaces, unnecessary items have been removed from classrooms and other learning environments and placed in storage where they do not pose increased trips or fire risks. Where necessary additional storage facilities will be provided;</li> <li>• Soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) have been removed and placed in storage;</li> <li>• Stationery and other equipment is not shared where possible by either staff or pupils; <b>Older children to have individual, personalised folders that contain their own resources.</b></li> <li>• Good housekeeping is maintained at all times;</li> </ul> |

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|   |  |  | <ul style="list-style-type: none"> <li>• Waste bins are emptied at least daily or more often as necessary and the contents disposed of safely;</li> <li>• The school will follow the procedures as set out in the Government guidance <a href="#">Cleaning in Non-Health Care Settings</a> following a confirmed or suspected case of COVID-19 on site;</li> <li>• Contaminated or suspected contaminated waste will be double bagged, labelled and stored for 72 hours before being disposed of with general waste;</li> <li>• Where it is not possible to store waste for 72 hours, arrangements will be made for collection by the school's specialist clinical waste contractor.</li> <li>• A strict colour coding system of cleaning equipment is in place to reduce the risk of cross contamination;</li> </ul>  |
| Spread of COVID-19 virus via air borne particles                            | Employees, pupils, visitors, contractors, parents, members of the public | Potential spread of infectious disease | <ul style="list-style-type: none"> <li>• Guidance on Social Distancing <b>MUST</b> be adhered to at all times;</li> <li>• DfE COVID-19 guidance on <a href="#">implementing social distancing in educational settings is implemented and reviewed regularly</a>;</li> <li>• Classes have been split in half, with no more than 15 pupils per group and one teacher (and, if needed, a teaching assistant).</li> <li>• Vulnerable pupils and children of critical workers in other year groups will also be split into small groups of no more than 15.</li> <li>• Room layouts and table settings in class and dining area have been adjusted to allow for social distancing e.g. tables spaced out to the recommended distance i.e. a minimum of 2 meters apart. Where necessary floor tape has been used to mark out a 2 metre distance.</li> <li>• Pupils will remain in the same small groups at all times each day, and different groups will not mix during the day, or on subsequent days;</li> </ul> |



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|--|-----------------------------------|----------------------------|---|
|  |                                   |                            | <ul style="list-style-type: none"> <li>• The same teacher(s) and other staff will be assigned to each group and, as far as possible, these will stay the same during the day and on subsequent days;</li> <li>• The teacher and pupils within an individual group will use the same classroom or area of a setting throughout the day;</li> <li>• Where possible rooms are accessed directly from outside;</li> <li>• Children in different bubbles will not play together at break times.</li> <li>• <b>Pupils will eat within their bubbles.</b></li> <li>• Lunch breaks for staff are staggered to limit the occupancy of the staff room.</li> <li>• Staff room furniture has been reconfigured to maintain social distancing and reduce face to face contact;</li> <li>• Specific toilet areas are designated to different groups of children;</li> <li>• 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;</li> <li>• As far as practicable groups will be kept apart with only brief transitory contact if this is unavoidable;</li> <li>• Pupils will be encouraged to socially distance themselves from staff and other pupils and to stay within their small groups;</li> <li>• When possible, groups will work outdoors as this can limit transmission and more easily allow for social distancing between children and staff;</li> <li>• 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;</li> <li>• <b>Parents/carers with a questions or concerns must telephone school or</b></li> </ul> |

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|   |                     |              | <p>send an email directly to the Headteacher. <b>Parents/Carers will not be permitted on site at anytime. Emergency appointments can be made through a telephone call to the school office.</b></p> <ul style="list-style-type: none"> <li>• Arrangements are in place for parents/carers to drop off and collect children at specified times, without physically entering the premises e.g. front gate drop-off with employee meeting the pupil at the school door.</li> <li>• <b>All children need to attend school 'school ready'. If a child is upset or refusing to come into school independently, parents will be asked to take their child home and come back on a new day in accordance with the school plan. Staff will not carry or remove a child from a parent in the morning.</b></li> <li>• Parents have been advised that only <b>one parent</b> should accompany their child to the school entrance;</li> <li>• Meetings to be held via remote working tools wherever possible;</li> <li>• Only when absolutely necessary will a face to face meeting take place. This will be with the minimum number of participants, whilst observing social distancing rules either in an outdoor space or well ventilated area indoors.</li> <li>• Measures have been put in place to protect office staff when dealing with contractors, parents and visitors.</li> <li>• Wherever possible, contractors, parents and visitors should only attend by prior appointment.</li> <li>• The occupancy of the school office is restricted to ensure social distancing 2 metre rules can be observed</li> </ul> <p>Shared work areas are avoided wherever possible. Where this is not possible work areas to be thoroughly sanitized before and after use by different</p> |

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|---|--|--|---|
|   |  |  | people.   |
| Employee or pupil displaying signs of COVID-19 whilst in school             | Employees, pupils, visitors, contractors, parents, members of the public | Potential spread of infectious disease | <ul style="list-style-type: none"> <li>• Employees are aware of the virus symptoms and are vigilant in reporting all concerns to the responsible person who will reference <a href="#">DfE COVID-19: guidance for education settings</a> for advice on dealing with the situation;</li> <li>• Employees 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;</li> <li>• Employees showing symptoms are sent home and reminded to self-isolate following current government guidance for staying at home;</li> <li>• 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. <b>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;</b></li> <li>• A window will be opened in the room for increased ventilation;</li> <li>• 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;</li> <li>• If an individual (adult or child) showing COVID-19 symptoms, needs to use the bathroom while waiting to go home, they will use a separate bathroom if possible. The bathroom will then be cleaned and disinfected before being used by anyone else;</li> </ul> |
| Manual Handling   | Employees  | Musculoskeletal injuries               | <ul style="list-style-type: none"> <li>• A dynamic risk assessment is carried out when moving furniture &amp; resources which takes into account; <ul style="list-style-type: none"> <li>○ the task being undertaken;</li> </ul> </li> </ul>  |

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|   |  |  | <ul style="list-style-type: none"> <li>○ the capabilities of individual carrying out the task;</li> <li>○ the load being lifted or moved;</li> <li>○ the surroundings (environment).</li> </ul>   |
| Need for Personal Protective Equipment (PPE)                                | Employees, pupils, visitors, contractors, parents, members of the public | Potential spread of infectious disease | <ul style="list-style-type: none"> <li>• Employees are aware of the need to use the appropriate PPE when completing specific tasks e.g. cleaning;</li> <li>• <b>PPE "Grab bags" will be provided throughout school.</b></li> <li>• PPE is sourced through the schools usual procurement routes;</li> <li>• Disposable gloves and impermeable aprons must be worn during cleaning and sanitization.</li> <li>• Disposal gloves &amp; 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.</li> <li>• Staff are provided with information and instruction on the use and disposal of PPE including face masks.</li> </ul> |
| Reduced first aid provision   | All building occupants   | Untreated injuries                     | <ul style="list-style-type: none"> <li>• Daily consideration is given to the reduced level of first aid provision on site;</li> <li>• Employees working in the school are kept informed of the first aid arrangements via a whiteboard in the staffroom which is updated daily;</li> <li>• As a minimum an Appointed Person will be delegated to take charge in an emergency situation;</li> <li>• <b>Mrs P Roworth (Monday &amp; Tuesday)</b></li> <li>• <b>Mrs J Maher ( Wednesday, Thursday &amp; Friday)</b></li> <li>• In the event of an incident requiring first aid, should there be no nominated</li> </ul>  |

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|   |                        |   | <p>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;</p> <ul style="list-style-type: none"> <li>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.</li> </ul>  |
| Administering first aid during COVID1-19 Pandemic                           | All building occupants | Untreated injuries, potential spread of infectious disease                                      | <ul style="list-style-type: none"> <li>First Aiders are aware of and follow the <a href="#">Government guidance for first responders</a>;</li> <li>The First Aid Needs Assessment has been reviewed and amended to take account of current occupancy, numbers of first aiders required and additional PPE needed during the COVID-19 pandemic including provision of disposal gloves, disposal plastic aprons and fluid repellent surgical face masks;</li> <li>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;</li> </ul> |
| 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"> <li>Employees are made aware of the current fire and lock-down procedures, including amendments to normal working practices due to the current limited resources and building use, etc.;</li> <li>Daily checks are made to ensure all required fire doors are not blocked and kept unlocked and are available in the event of an emergency;</li> <li>Surplus furniture and resources have been stored away safely so as not to cause a fire hazard, block fire exits or obscure fire extinguishers or fire signage;</li> <li>Nominated persons are identified each day/shift:<br/><br/>In the event of a fire alarm -</li> </ul>                              |

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|   |                        |   | <ul style="list-style-type: none"> <li>○ to liaise with the fire officer and report any concerns e.g. areas of a building that may not have been checked;</li> <li>○ to act as Fire Wardens, take out the register and emergency grab bag.</li> </ul> <p>In the event of a lock-down -</p> <ul style="list-style-type: none"> <li>○ to call/liaise with the Police.</li> <li>○ to lead pupils to a 'safe area' depending upon the type of security threat/lock-down.</li> </ul> <p>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;</p>   |
| Reduced premises inspections, tests, servicing and maintenance              | All building occupants | Accidents or incidents resulting in injury, occupational disease, or a risk to health e.g. electrocution, fire, legionellosis, asbestosis | <ul style="list-style-type: none"> <li>● 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"> <li>○ <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.</li> <li>○ <u>Asbestos inspections</u>: undertaken on any areas of the building containing asbestos which remain open. If there is no prospect of areas containing asbestos being disturbed they will be safely left until the school fully reopens, at which point checks will be made as part of the reopening process.</li> <li>○ <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.</li> </ul> </li> </ul> |

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|---|--|--|--|
|   |  |  | <ul style="list-style-type: none"> <li>○ <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.</li> <li>○ <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.</li> <li>● Records of all testing and checks will be kept;</li> <li>● Records will also be kept of those areas that have <b>not</b> been checked and why e.g. due to building closure, reduced resource, etc. These areas will be fully checked before reopening.</li> </ul> |
| Contractors and visitors to site including deliveries                       | Employees, pupils, visitors, contractors, parents, members of the public | Potential spread of infectious disease | <ul style="list-style-type: none"> <li>● Visitors to site are limited to essential persons only and wherever possible by appointment;</li> <li>● <b>Cold packed lunches will be provided for all Free School Meals families and all Universal Free School Meals children ( Children in Reception, Year 1 and Year 2 only). All other children attending will need to bring a packed lunch from home in a fully disposable plastic bag. Deliveries for the school kitchen will be kept to the absolute minimum.</b></li> <li>● All visitors will follow the Government's guidance and the school's strict hygiene and social distancing rules e.g. hand washing/sanitisation upon entry;</li> <li>● Contractors must obtain permission before attending site;</li> <li>● Site rules &amp; procedures have been revised to include additional controls to mitigate the risk of transmission of COVID-19;</li> </ul>  |

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

| List of significant hazards<br>(something with the potential to cause harm) | Who might be harmed | Type of harm | Existing controls<br>(actions already taken to control the risk - include procedure for the task/activity where these are specified)  |
|---|---------------------|--------------|---|
|   |                     |              | <ul style="list-style-type: none"> <li>• Reception staff responsibilities have been established in relation to COVID-19 and the communication of procedures required by contractors and visitors to site;</li> <li>• Office staff are aware of and explain additional hygiene and social distancing rules required by contractors and visitors on arrival;</li> <li>• Office staff sign-in and sign-out all visitors to prevent the handling of pens and paper by multiple people;</li> <li>• A procedure is in place to sanitise touchscreen sign-in systems each time they are used;</li> <li>• Contractors are encouraged to access site asbestos surveys on PAMS prior to a site visit;</li> <li>• 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 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;</li> <li>• Contractors will wear appropriate PPE as determined by their employer, however they may be asked to wear additional PPE (provided by the school) upon arrival e.g. gloves, mask, coveralls, shoe covers, etc. Contractors will comply with any additional PPE or hygiene requirements made by the school prior to entry;</li> <li>• 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;</li> <li>• Alternative routes around or through the premises will be used as instructed by the school e.g. the school may usher the contractor through</li> </ul> |



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

| List of significant hazards<br>(something with the potential to cause harm) | Who might be harmed                  | Type of harm   | Existing controls<br>(actions already taken to control the risk - include procedure for the task/activity where these are specified)  |
|---|--------------------------------------|--|---|
|   |                                      |  | <p>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"> <li>• The number of site deliveries has been reduced where possible;</li> <li>• A procedure is in place to wipe down deliveries with sanitizer entering the school premises where possible;</li> <li>• 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.</li> </ul>  |
| Homeworking with DSE  | Staff and members of their household | Development or worsening of existing musculoskeletal injuries or health conditions | <ul style="list-style-type: none"> <li>• 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.</li> <li>• Where possible, and in line with the School's needs, staff will be asked to work from home e.g. where they are shielding or 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, yogas, tablets, phones, etc.;</li> <li>• Staff working from home have undertaken 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&amp;S information and support to assist homeworking arrangements such as: <ul style="list-style-type: none"> <li>○ <a href="#">H&amp;S COVID-19 web page</a> (section on 'How to support employees working from home')</li> </ul> </li> </ul> <p>Remote H&amp;S support is available via the Duty Officer by Tel: 01772 538877 or email HS&amp;Q Team at: <a href="mailto:health.dafety@lancashire.gov.uk">health.dafety@lancashire.gov.uk</a></p> <ul style="list-style-type: none"> <li>• In circumstances where staff are homeworking for more than one month at a time, a Homeworker Checklist &amp; Risk Assessment (see link to above web page) will be completed to identify any issues or concerns. These can then be discussed with their line manager at school and further actions taken where necessary.</li> </ul> |

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

| <b>List of significant hazards</b><br>(something with the potential to cause harm) | <b>Who might be harmed</b> | <b>Type of harm</b>  | <b>Existing controls</b><br>(actions already taken to control the risk - include procedure for the task/activity where these are specified)   |
|--|----------------------------|--|---|
| Stress and Anxiety   | Staff                      | Increased levels of stress/anxiety and lower than normal levels of wellbeing | <ul style="list-style-type: none"> <li>• The Headteacher/Chair of Governors, or other senior personnel, will keep in regular contact with staff to monitor their working arrangements and offer support and advice where necessary;</li> <li>• Staff are able to make contact with a colleague or manager for advice and support, or just for reassurance, during the normal working day;</li> <li>• A process is available for individuals to report concerns over breaches of school safe working policy/guidelines so that intervention can occur;</li> <li>• Where a member of staff returning to the workplace has raised concerns about their safety or wellbeing due to the risk of COVID-19, where necessary their line manager can complete a <a href="#">risk assessment addressing COVID-19 concerns for an employee</a> to help identify key concerns and any further adjustments required to support them at work;</li> <li>• Staff are made aware of sources of information that will assist employee wellbeing such as:                             <ul style="list-style-type: none"> <li>○ <a href="#">Employee Wellbeing</a></li> <li>○ <a href="#">MIND web site</a></li> <li>○ <a href="#">H&amp;S COVID-19 web page</a></li> </ul> </li> </ul> |

This general risk assessment will apply to this area/task/activity in most schools providing the control measures described are in operation and there are no further local significant hazards. If it does not fully apply and further control measures are required, please complete the Action Plan at Part C. If it fully applies please sign below.

We certify that the risk assessment above fully applies to the area/task/activity under assessment in *Abbey Village Primary School*

Signed: *Joanne Maher*

Name: Mrs Joanne Maher  
Name: Mrs Paula Roworth

Risk Assessor: Mrs Joanne Maher  
Risk Assessor: Mrs Paula Roworth

*P. Roworth*

Name: Miss Sarah Shorrock ( Chair of Governors)

*Shorrock*

Name: Mrs Donna Stevenson ( Vice Chair of Governors)

*Stevenson*

**ON BEHALF OF THE FULL GOVERNING BOARD OF ABBEY VILLAGE PRIMARY SCHOOL**

| <b>PART C: ACTION PLAN Further action / controls required</b> |                        |                                       |                 |                             |                         |                       |
|---|------------------------|---------------------------------------|-----------------|-----------------------------|-------------------------|-----------------------|
| <b>Hazard</b>   | <b>Action required</b> | <b>Person(s) to undertake action?</b> | <b>Priority</b> | <b>Projected time scale</b> | <b>Notes / comments</b> | <b>Date completed</b> |
|   |                        |                                       |                 |                             |                         |                       |
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