

THE LOYNE SPECIALIST SCHOOL - COVID OPERATIONAL RISK ASSESSMENT

NOTE: Due to the constantly changing situation, dynamic risk assessments must be carried out.

This Risk Assessment has been produced in line with government guidance updated in January 2021

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

Updates to government and Local Authority advice will be reflected in this document and shared with relevant parties accordingly.

This Risk Assessment must be read in conjunction with our COVID Risk Assessment and Response plan.

This risk assessment also applies to our Post 19 provision

This risk assessment outlines how we plan mitigate risk from COVID 19, as far as possible, at The Loyne Specialist School.




PART A. ASSESSMENT DETAILS:

Area/task/activity: School and Post-19 opening arrangements during COVID-19 lockdown restrictions from 5th January 2021

Location of activity: The Loyne Specialist School and Grizedale Centre

School name: Address & Contact details:	The Loyne Specialist School Sefton Drive Lancaster LA1 2QD	Name of Person Undertaking Assessment:	Anna Lazenbury (School Business Manager)
	Grizedale Centre Sefton Drive Lancaster LA1 2QD	Signed off by	<i>Susan Campbell</i> Susan Campbell (Headteacher) <i>Ann Marie Houghton</i> Ann-Marie Houghton (Chair of Governors)
Headteacher	Susan Campbell	Date of Original Risk Assessment:	15 th July 2020

Signature:		Review Dates:	Refer to Section C at the end of the Risk Assessment for details of changes. Reviewed 7th September 2020 Reviewed 28th September 2020 Reviewed 9th November 2020 Reviewed 8th January 2021
How communicated to staff, governors, parents & carers.	Via email, website and morning briefings (for staff)	Date Communicated	As per review dates above

PART B. HAZARD IDENTIFICATION AND CONTROL MEASURES:			
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Changes to official COVID19 guidance and advice	Staff, pupils, Post 19, visitors, contractors, parents & carers	Potential spread of infectious disease	Senior leaders refer daily to official advice from the Department of Education (DfE), and on a regular basis, as changes occur, to Public Health England (PHE), and Health and Safety Executive (HSE) information, alongside advice released by Lancashire County Council (LCC) on the School Portal. <ul style="list-style-type: none"> o https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools o https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/guidance-for-full-opening-special-schools-and-other-specialist-settings o https://www.gov.uk/coronavirus o https://www.hse.gov.uk/ o https://www.gov.uk/guidance/north-west-england-local-restrictions <p>The Headteacher and Senior Leadership Team will keep staff,</p>

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			<p>parents/carers and governors up to date with any changes to advice and school arrangements as and when the occur.</p> <p>Following the announcement of a National Lockdown with effect from 5th January 2021 pupils in schools nationally moved to remote learning with the exception of some critical/key worker children and those identified as vulnerable. Definitions of these categories of pupils can be found in the following document; https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/950510/School_national_restrictions_guidance.pdf</p> <p>Critical workers are advised to only send their children to school if absolutely necessary.</p> <p>As outlined in the link directly above, the expectation for special schools is that;</p> <p><i>Special schools should continue to welcome and encourage pupils to attend full-time where the parent/carer wishes for their child to be able to attend. Special post-16 settings should continue to welcome and encourage students to attend as per their usual timetable where the young person wishes to attend.</i></p> <p><i>However, it is noted that; On occasion special schools may encounter circumstances where they cannot provide their usual interventions and provision at adequate staffing ratios, or with staff with vital specialist training. In these circumstances they should seek to resume as close</i></p>

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			<p>as possible to the child or young person's specified provision as soon as possible.</p> <p>It should be noted that, as per government advice, in relation to working in education settings, it is not possible to ensure a totally risk-free environment.</p>
<p>Returning to school during lockdown</p>	<p>Staff, pupils, Post 19</p>	<p>Stress/mental health injury or harm from accidents/ Incidents due to staff : pupil ratio</p>	<p>In order to provide an environment that is as safe as possible for our young people and staff, school will be reopen to the children of critical workers and identified vulnerable pupils only, based on parental request and our risk assessment, with effect from 11th January 2021.</p> <p>The number of pupils on roll (as of 8th January 2021) is 110. With effect from 11th January 2021 there will be approx 27 pupils in school on a rota basis. This number is a significant reduction on our cohort. Although, it is anticipated this number may rise slightly, our main priority is the safety of all. Therefore numbers will be carefully managed during national lockdown.</p> <p>Our young people will continue to be accommodated in class bubbles and will not mix with children and staff from outside their class bubble whilst in school.</p> <p>Class groups have been carefully planned for the reopening of school on 11th January 2021. The safety of our pupils and staff is, as always, paramount and this has been considered first and foremost in our planning. Extensive consideration has also been given to the behaviour of some of our young people. We will ensure, as always, that our young people are well supported and that are staff and young people are as safe as they can be. This will mean operating at</p>

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			<p>reduced numbers and on a reduced timetable which will be kept under regular review.</p> <p>All our staff are highly trained and we will endeavour to keep our young people with those staff that know them best. However, this may not always be possible.</p> <p>Staff working with young people they may not be familiar with must read the young person's Personal Behaviour Support Plan (PBS) and Personalised Learning Plan (PLP) plus any related guidance such as their Moving and Handling Plan, and feeding guidelines.</p> <p>If in doubt staff must seek further advice from the Assistant Headteacher in the first instance.</p> <p>Post 19</p> <p>Our young adults in our Post 19 setting and their families will be contacted individually regarding their placements and whether they wish to attend the setting based on our risk assessment and information provided to them by the centre Manager. All requests for placements will be considered in line with this risk assessment and Local Authority (LA) advice. A statement released by the LA on the 8th January 2021 strongly recommends the closure of adult day services or that numbers are severely curtailed to reduce risk of transmission. It is recognised, by the LA, that in some instances the adverse impact of closing would present a greater risk to the individual's health and well-being. On this basis our intention is to open the Post 19 provision to a very small number of young adults who are most in need of the benefits a placement offers.</p> <p>Young adults attending will be split across 2 bases to ensure space for social distancing, where this can be maintained, and the operation of</p>

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			<p>'bubbles'. Further information regarding specific arrangements for Post 19 are available from our Post 19 centre manager on request.</p>
<p>COVID-19 New Variant</p>	<p>Staff, pupils, Post 19, household members, members of the public</p>	<p>Potential spread of infectious disease</p>	<p>Government advice states: Data from Whole Genome Sequencing, epidemiology and modelling suggest the new variant 'VUI – 202012/01' (the first Variant Under Investigation in December 2020) transmits more easily than other strains.</p> <p>We currently have no evidence that the variant is more likely to cause severe disease or mortality, but we are continuing investigations to understand this better.</p> <p>The way to control this virus is the same, whatever the variant. It will not spread if we avoid close contact with others. Wash your hands, wear a mask, keep your distance from others, and reduce your social contacts.</p> <p>Further information regarding the new variant can be found here; https://www.gov.uk/government/collections/new-sars-cov-2-variant</p>
<p>Spread of Covid-19 during travel to and from school on dedicated transport</p>	<p>Staff, pupils, Post 19, household members, members of the public</p>	<p>Potential spread of infectious disease Pupils stranded or missing</p>	<p>Parents/carers must not let their child board home to school transport if they, or a member of their household, has symptoms of coronavirus (Covid-19).</p> <p>If a pupil develops symptoms whilst at school, the school will contact the parent or carer who must make arrangements for the child or young person's journey home.</p> <p>Pupils on dedicated school services do not mix with the general public on those journeys and tend to be consistent. Therefore the usual social distancing measures will not apply from the Autumn term 2020 on dedicated transport.</p>

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			<p>The approach to dedicated transport has been aligned as far as possible with the principles underpinning the system of controls set out in school and where possible takes into account how pupils are grouped together at school.</p> <p>Pupils are instructed to use hand sanitiser upon boarding and disembarking transport where this is possible.</p> <p>Drivers and passenger assistants use alcohol hand rub or sanitiser at intervals throughout the journey, and after performing tasks such as helping a pupil into the vehicle or handling a pupil's belongings.</p> <p>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.</p> <p>A system is in place at school to manage queuing, boarding and disembarking from transport to prevent unnecessary close contact with others. Staff from different bubbles must maintain social distancing at all times and only one bubble at a time is permitted in the reception area.</p> <p>Transport staff are not permitted to enter the building beyond the foyer area.</p> <p>Ventilation within the vehicle is maximised by opening windows and ceiling vents to allow fresh air to circulate where this is possible.</p> <p>Pupils aged 11 and above must wear a face covering when travelling on dedicated school transport. This does not apply to those who are exempt from wearing a face covering e.g. those with a disability.</p> <p>Additional dedicated school transport services have been put in place to reduce the number of pupils needing to use public transport.</p>

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			<p>School have been assured that transport providers, as far as possible, follow hygiene rules and try to keep distance from passengers.</p> <p>School have been 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.</p> <p>A separate risk assessment and working arrangements agreed with the Health Protection Board are in place which include the wearing of medical standard PPE by passenger assistants and driver attendants (where appropriate) and training on their correct use and safe disposal;</p> <p><i>For more information see <u>Government Guidance: Transport to school and other places of education: 2020 to 2021 academic year</u></i></p>
Risk of Transmission - Arrival and Departure Arrangements	Staff, pupils, Post 19, drivers, passenger assistants, parents/carers	Potential spread of infectious disease	<p>All staff and visitors must thoroughly anti bac their hands before signing in and out using the anti bac stations in the foyer.</p> <p>All young people must anti bac their hands on arrival and departure. This should be carried out independently where possible. Where this is not possible staff must model good practice for learning, where the young person has mental capacity.</p> <p>For our youngest children and those that do not have mental capacity anti bac must be applied to their hands by staff.</p> <p>On receiving pupils and after putting pupils on transport staff must thoroughly anti bac their hands or wash their hands for at least 20 seconds.</p> <p>For children who are not transported, parents/carers should arrive at 9.00 a.m. and wait at the school pedestrian gate / at the front of school on the pathway and must maintain social distancing.</p>

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			<p>Parent/carers are encouraged to wear facemasks when dropping off/picking up their child. At the end of the day a staff member will return the young person to their parent/carer who must remain outside.</p> <p>Parents/carers are requested not to enter school unless absolutely necessary and by appointment only. When it is necessary for parent/carer to enter the school building they will be instructed to follow handwashing and social distancing guidelines. They must also wear a face covering at all times.</p> <p>Independent travellers should arrive at 9.00 a.m. and follow hygiene procedures before they go to their class base. They will not be permitted into school prior to 9.00 a.m.</p> <p>The above arrangements will continue until further notice.</p> <p>Face Coverings on Transport</p> <p>Where a young person/young adult arrives at school with a face covering, this must be removed by a member of staff wearing protective gloves. If the face covering is disposable this can be placed in a covered bin.</p> <p>Reusable face covering must be placed in a sealable plastic bag (supplied by the parent/carer) and put into the young person's school bag. Staff must wear protective gloves or wash their hands thoroughly before removing facemask. The front of the mask should not be touched.</p> <p>If parents/carers wish to provide face coverings for their child for use on transport they must provide 2 sets, one to wear for the journey to school and one that can be worn on the journey home. Face coverings will be applied to young people by staff wearing protective</p>

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			<p>gloves.</p> <p>Post 19</p> <p>Young adults attending our Post 19 provision will arrive at a separate time to pupils using the side entrance so not to overlap with timings and entry/exit points of the school.</p> <p>Post 19 young adults who are collected by staff using the minibus will be socially distanced on the bus where this is possible. Staff will carry PPE on board and will wear a face mask when transporting young adults and open windows to allow ventilation. Staff and young adults will sanitise their hands prior to getting on the bus and on arrival at the provision.</p> <p>Touch points in the bus will be anti-baced by staff after use.</p>
<p>Risk of Transmission - Staff and Visitor travel Arrangements</p>	<p>Staff, pupils</p>	<p>Potential spread of infectious disease</p>	<p>Staff and visitors are encouraged to walk or cycle to school where possible.</p> <p>Public transport should be avoided wherever possible. If public transport is necessary, staff are advised to follow social distancing rules (on public transport) and thoroughly anti bac their hands on arrival at school using the anti bac stations in the foyer <u>before</u> signing in.</p> <p>From the 15th June it is mandatory that a facemask is worn by all persons over the age of 11 using public transport unless exempt.</p> <p>Car sharing is not encouraged.</p> <p>If staff /visitors have no alternative to car sharing with members outside of their household it is strongly recommended that a face mask is worn and windows are opened for ventilation and fresh air flow.</p>
<p>Risk of Transmission - from items sent from</p>	<p>Staff, pupils, Post 19</p>	<p>Potential spread of infectious disease</p>	<p>Items sent from home should remain minimal in order to reduce</p>

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home			<p>transmission risk. The following items are permitted:</p> <ul style="list-style-type: none"> • 1 x bag • Packed lunch / snack • Medication • Wheelchair • 1 x packet of unopened incontinence wear. We must inform parents when their child's incontinence wear is running low. • 1 x spare set of clothes to be kept in school • Therapy equipment • Coat • Face masks x 2 and a sealable plastic bag to place worn face masks in if they are not a disposable mask. <p>The following items are not permitted:</p> <ul style="list-style-type: none"> • Personal non-essential items, e.g. comforters, devices, toys • Drink vessels brought in from home. Pupils will be provided with drinking cups which will be washed thoroughly after use. <p>Stringent hand hygiene is essential. Staff must wash their hands for 20 seconds or anti bac after handling items from home.</p> <p>Medication Procedures</p> <p>Medication for pupils (not Post 19) will be received at the foyer by a named member of staff and signed in. Medication will then be placed in a box and stored securely in the school office until all medication has been received. Once all medication has arrived it will be</p>

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			<p>distributed to each classroom door by an identified member of staff. Medication, other than refrigerated medication which will remain in the nurse's office, must be stored in the locked cabinets that have been installed in each classroom.</p> <p>The reverse will happen at the end of the day with medication collected from classroom doors by an identified member of staff. This will then be signed out by a named member of staff and handed back over to transport personnel. Some medication will be retained in school where it is not required at home.</p>
Risk of Transmission – Pupil Clothing	Staff, pupils, Post 19, parents/cares, visitors	Potential spread of infectious disease	<p>In order to support our parents/carers with supplying clean clothes on a daily basis for their child our uniform policy has been relaxed. Our Pre 16 pupils may wear uniform or a navy blue t-shirt and/or jumper and grey trousers or a skirt.</p> <p>Our Post 16 students should continue to wear black trousers but may wear a plain hooded sweat top. Sweat tops must not carry logos or slogans.</p> <p>All clothing should be clean on every day.</p> <p>Post 19</p> <p>All clothing should be clean on every day.</p>
Lack of Social Distancing	Staff, pupils, visitors	Potential spread of infectious disease	<p>Government advice acknowledges that special education settings face specific challenges, with social distancing and the use of consistent groups (bubbles). Within our setting it will not be possible to always socially distance, even at 1 metre, from pupils or between staff and pupils.</p> <p>It is therefore absolutely critical that:</p> <ul style="list-style-type: none"> • Staff and pupils that show any sign of illness <u>must</u> stay at home

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			<ul style="list-style-type: none"> • Staff and pupils that show any sign of illness on site <u>must</u> go home immediately (or await collection) and not come into contact with other staff or pupils once symptomatic other than staff providing support. • Staff must maintain robust hand hygiene and wash/anti bac hands more often • Staff must support our young people to maintain robust hand hygiene • All staff, parents and carers must actively engage with NHS Test and Trace • Staff, pupils and visitors must maintain robust respiratory hygiene. • In line government advice effective from 5th November 2020, facemasks must be worn <u>by all staff</u> (unless exempt) when moving around the school. Our young people, who all have a disability are exempt from wearing face coverings. However, where they choose/or their parents require they wear a face covering this will be supported. Most staff have been provided with 2 reusable face coverings. School also has a ready supply of disposable coverings. <p>All persons must follow the 'catch it, kill it, bin it' guidance. Pupils must also follow this guidance where they are able to do so independently or be supported in maintaining respiratory hygiene.</p> <ul style="list-style-type: none"> • Coughs and sneezes must be caught in a tissue or the elbow • Young people in different class groups are not to interact at break/lunch times. This includes in outside areas as far as possible unless social distancing can be maintained • Where space allows, pupils who are old enough and have

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			<p>mental capacity are supported to maintain a distance from each other and are encouraged not to touch staff and their peers where possible.</p> <ul style="list-style-type: none"> • Classrooms have been adapted to support social distancing where possible. • Where possible, young people sitting face to face must be avoided. • Unnecessary furniture out of classrooms to make more space
Spread of COVID-19 virus across wider groups	Staff, pupils, visitors, parents & carers	Potential spread of infectious disease	<p>It is known that consistent groups reduce the risk of transmission by limiting the number of children, young people and staff in contact with each other. Passing briefly in the corridor or playground is low risk, however, this should be minimised by reducing the need to move around school. Busy corridors, entrances and exits must be avoided.</p> <p>In order to reduce transmission risk the following measures are in place:</p> <p>Staff and pupils MUST not come into school if they are unwell and must go home immediately if they become unwell in school.</p> <p>The school will continue to operate a 'bubble model'. This has been revised for partial reopening from 11th January 2021. The following classes will operate as <u>separate bubbles</u>.</p> <ul style="list-style-type: none"> • Smart Start One • Coniston • Cartmel • Ullswater. <p>The FE Department will operate as one bubble</p>

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			<p>Post 19 will operate as 2 separate bubbles across 2 bases.</p> <p>Classes must remain in their class bases as much as possible to reduce movement around school.</p> <p>There will be no large group activities, e.g. assembly.</p> <p>Classes will have lunch in their class bases.</p> <p>Dismissal will take place from class bases, not the hall</p> <p>Contingency plans for blended learning for young people who are unable to attend the setting e.g. if they are isolating due to someone in the household presenting with symptoms.</p> <p>SLT will ensure that national and local COVID guidance is stringently followed and that isolation rules are adhered to at all times.</p> <p>Our families and staff are encouraged and expected to actively engage in the NHS Test and Trace programme.</p> <p>Additional recording of information, in line with PHE guidance, is in place for staff and pupils displaying symptoms of COVID-19. Information includes, date of symptom onset, date of test and test result.</p> <p>The following will not take place initially but will be kept under review:</p> <ul style="list-style-type: none"> • Access to the hydro-pool • Access to the MSE room. • Rebound

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			<ul style="list-style-type: none"> • After School Clubs (under review Sept 2020) • Assemblies in the hall. We are currently exploring how house points and celebrations of achievement can be shared. • P.E in the hall • Sherbourne sessions • Overnight Residential visits (pending updated guidance in autumn) • Chill and Chat (other than remotely) • Lunch time and after school clubs <p>The following are permitted:</p> <ul style="list-style-type: none"> • P.E outdoors with a focus on physical development. Staff should encourage activities that allow for distancing where possible such as, throwing balls, using hoops, or parachute games. • Use of the MUGA • Use of the FE4 cookery room by FE – one class bubble at a time. The thorough wiping down of all surfaces and equipment must take place before the next bubble is permitted to use the cookery room. • Use of outdoor equipment. It is imperative that staff and young people wash or anti bac their hands after using play equipment. Outdoor equipment will be disinfected at regular intervals across the week. • Yoga • Lexia

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			<ul style="list-style-type: none"> • Listen and Move • Singing and the playing of instruments, in groups of no more than 15 where social distancing can be maintained and instruments are ideally not shared. If they are shared they must be thoroughly disinfected after use. Pupils should be positioned back-to-back or side-to-side when playing or singing (rather than face-to-face) whenever possible. Use microphones where possible or encourage singing quietly. • The school minibus can be used where there is no alternative, e.g. walking. Use of the minibus will be subject to dynamic risk assessment. Minibuses must be cleaned down after use. Social distancing must be maintained when using the minibus. • Out and about activities (subject to risk assessment and updated PBS plans). Day trips are permitted. These trips also include any out and about activity for our FE students and Post 19 provision connected with their preparation for adulthood (for example, workplace visits or travel training). This should be done in line with protective measures, such as keeping bubbles together in their consistent group, and the COVID-secure measures in place at the destination. Schools should also make use of outdoor spaces in the local area to support the delivery of the curriculum. As normal, schools should undertake full and thorough risk assessments in relation to all educational visits to ensure they can be done safely. • Use of sand and water trays. It is imperative that staff and young people wash or anti bac their hands after using sand and water trays and that pupils do not 'mouth objects' that have been used in the trays. A separate risk assessment will be put in

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			<p>place for the use of sand and water trays.</p> <ul style="list-style-type: none"> • Cycling on the cycle track. This will take place in 'bubble' groups. Bike handles and helmets will be anti-baced after use. • Eye-Gaze • Therapeutic interventions from therapists. Under NHS guidance therapists will always be in full PPE when providing therapeutic interventions at school. <p>Use of bathrooms for pupils</p> <p>Government advices states that; <i>different groups do not need to be allocated their own toilet blocks, but toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet.</i> Each age phase has their own bathroom facilities, some classrooms also offer toilets. Bathroom facilities should be used as normal. As far as possible social distancing should be maintained between our young people when they are using the bathroom. Staff members must anti bac handles and taps after use, where this is possible, and ensure the young person has thoroughly washed their hands.</p> <p>Where possible, there should be no crossing of 'bubbles' when toileting or changing pupils.</p> <p>Use of bathrooms for staff</p> <p>Staff do not need to be assigned to separate toilet areas. However, social distancing applies when using staff toilets and only one member of staff will be permitted into the ladies toilets at any one time. Staff must refrain from queuing in bathroom areas or corridors outside the bathroom.</p>

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			<p>To ease congestion when changing in and out of scrubs staff must use the bathrooms in their age phase of school and make use of rooms (e.g. rothay) for changing purposes before pupils arrive and at the end of the school day once pupils have left.</p>
<p>Transmission of Covid-19 through insufficient personal hygiene</p>	<p>Staff, pupils, Post-19 visitors, contractors, household members</p>	<p>Potential spread of infectious disease</p>	<p>Good hand hygiene and the need to wash hands more frequently is promoted around school</p> <p>Staff, pupils, young adults and visitors are instructed to wash hands 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.</p> <p>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.</p> <p>Where necessary pupils are supervised and monitored to ensure safe and appropriate hand hygiene.</p> <p>Skin cleaning wipes have been made available for use with very young pupils or pupils with complex needs.</p> <p>Pupils and young adults are encouraged to avoid touching their faces whenever possible particularly with unwashed hands.</p> <p>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).</p> <p>Pupils and young adults 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.</p>

PART B. HAZARD IDENTIFICATION AND CONTROL MEASURES:

<p>List of significant hazards (something with the potential to cause harm)</p>	<p>Who might be harmed</p>	<p>Type of harm</p>	<p>Existing controls (actions already taken to control the risk - include procedure for the task/activity where these are specified)</p>
			<p>Posters are displayed on good hand washing technique and government guidelines on good respiratory hygiene.</p> <p>Young pupils and pupils with complex needs are supported to follow the catch it, bin it, kill it guidance where possible.</p> <p>Tissues are readily available around school including in all classrooms and sufficient numbers of bins are in place for the disposal of tissues.</p>
<p>Spread of COVID-19 virus via germs on surfaces, resources and furniture <u>within</u> the building</p>	<p>Staff, pupils</p>	<p>Potential spread of infectious disease</p>	<p>Equipment and resources are integral to education. For individual and very frequently used equipment, it is recommended that staff and pupils have their own items that are not shared. These can be kept in individual PLOT boxes.</p> <p>Young people who play with their saliva, grazes, cuts or regularly put their hands or objects in their mouth should be discouraged from doing so, verbally or by gentle physical intervention from doing so.</p> <p><u>ALL</u> staff must ensure an enhanced cleaning schedule is followed for frequently touched objects such as door and window handles, desk/table tops, learning aids, PE mats, computer equipment, telephones, resources and bathroom facilities. Each class base must take responsibility for using anti bac wipes provided to keep surfaces clean.</p> <p>Cleaners will thoroughly clean occupied areas at the beginning or end of each day. They will also carry out additional cleaning, including door and window handles, table tops and additional bathroom cleaning.</p> <p>Where possible taps could be turned on and off with elbows.</p>

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			<p>An elbow must be used to press the switch to operate the double doors in the corridor.</p> <p>All areas must be ventilated as far as possible and windows (where available) opened for at 15 minutes intervals to purge the air.</p> <p>PC's, personal communication devices and iPads, which must be anti-baced before and after use and kept within the social bubble as far as possible.</p> <p>Classroom based resources, such as books and games, can be used and shared within the class bubble; these should be cleaned regularly, along with all frequently touched surfaces.</p> <p>For individual and very frequently used equipment, such as personal devices, pencils and pens, staff and pupils are instructed to have their own items that are not shared.</p> <p>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.</p> <p>Resources that are shared between classes or bubbles, such as sports, art and science equipment, or resources that are taken home should be cleaned meticulously or rotated to allow them to be left unused for a period of 48 hours or 72 hours for plastics. Books must be unused for 48 hours before being put back in to circulation.</p>

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			<p>Settings will need to make an assessment of the cleanability of equipment used in the delivery to determine whether this equipment can withstand cleaning and disinfection between each use (and how easy or practical it would be to do so) before it is put back into general use.</p> <p>It is recommended that intricate items that may be difficult to clean are not used.</p> <p>Milton is available in school and must be used to disinfect resources where viable and appropriate.</p> <p>The science suggests that the survival of the virus is significantly decreased after 24 hours and even more so after 48 hours after which the spread is considered low risk. The survival of the virus can also depend upon temperature and weather conditions for outdoor equipment.</p> <p>The main printer in the reprographics room is to be used by <u>staff only</u> and must be anti-baced before and after use.</p> <p>Phones in shared areas must be anti-baced after use.</p> <p>Soft furnishing can be used but use is not encouraged due to the logistics of cleaning. An anti bac spray can be used on soft furnishing to help mitigate risk of infection spread. These are available from the Site Supervisor.</p> <p>A separate risk assessment will be put in place for messy play e.g. sand, mud and water in early years settings which considers the DfE</p>

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			<p>guidance; Actions for early years and childcare providers during the coronavirus outbreak.</p> <p>A cleaning regime is in place for outdoor play equipment.</p> <p>Waste bins are emptied at least daily or more often as necessary and the contents disposed of safely;</p> <p>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;</p> <p>Staff are instructed to store personal items and clothing in areas not widely accessible during the working day e.g. in lockers.</p>
Communication methods	Employees/pupils	Lack of information leading to unsafe practice	<p>Morning briefings will be held 3 x per week at 8.45 a.m. Monday, Wednesday and Friday unless advised otherwise. These will be held virtually via Zoom. Staff will be asked to share any pertinent information as normal.</p> <p>Staff are reminded that they must be punctual when signing in to the meetings.</p> <p>Class meetings can happen in class bases.</p> <p>Departmental meetings will be held via Zoom.</p> <p>Parent/carers will communicate with school via the office of Class Dojo.</p> <p>Only when absolutely necessary should 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.</p>

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			Home visits are not permitted and should be arranged virtually where possible.
Staff in different bubbles coming together at break/lunch times	Staff/pupils	Potential spread of infectious disease	<p>To ensure the safety of our young people staff must take staggered breaks and lunches as they always have.</p> <p>In line with government guidance social distancing should remain in place as far as possible between staff during these times. This is to reduce transmission risk from droplet transmission in a more informal setting where staff are more likely to be talking face to face.</p> <p>In order to minimise transmission risk and provide socially distanced spaces for staff outside of the classroom the following arrangements have been made.</p> <ul style="list-style-type: none"> • The staffroom will be cleared of shared resources. • Staff must bring their own bottles, mugs and cutlery into school. These are the responsibility of each individual and must be kept in an assigned cupboard in the class base or taken home at the end of each day. • Staff are responsible for wiping down surfaces they have used during break and lunch times. • <u>All staff</u> are responsible for the cleanliness of shared facilities such as microwaves, kettles, fridge handles. • Staff not in the same bubble must socially distance, at least 1 metre, during break and lunch times

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			<ul style="list-style-type: none"> • Staff not in the same bubble must not sit face to face <p>The following areas have been assigned for staff use during break and lunch times:</p> <p><u>Staffroom</u> Smart Start, Coniston, unattached staff, office, site supervisors, IT Technician, nurses, Post 19 staff. Social distancing must be maintained at all times between staff not in the same bubble.</p> <p>NB. Smart Start and Coniston are no longer classed as one bubble during the period of partial reopening from 11th January.</p> <p><u>Hall</u> Cartmel and Ullswater: Social distancing must be maintained at all times between staff not in the same bubble.</p> <p><u>Hall or FE4</u> FE Department who will remain as one bubble.</p> <p>When weather permits staff may also make use of outside seating in the sensory garden at the front of school and gazebo.</p> <p>Staff must not pull up additional seating and must maintain social distancing with staff from other bubbles/areas of school.</p>
<p>Spread of COVID-19 virus via air borne particles</p>	<p>Employees, pupils</p>	<p>Potential spread of infectious disease</p>	<p>The school has applied the Government's principles of keeping groups separate (bubbles), keeping bubble sizes as small as is reasonably practicable and maintaining social distancing (where possible).</p>

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			<p>Early years settings who only care for children under the age of 5 are <u>not required</u> to keep children in small, consistent groups.</p> <p>Staff members in early years settings stay within a single group as far as possible e.g. on a day to day or weekly basis, in order to limit contacts;</p> <p>Classrooms are not shared with other class groups.</p> <p>Children in different groups are encouraged not to play together/socialise at break times. Breaks are staggered to restrict the number of children playing at one time and groups are supervised and kept apart as far as possible.</p> <p>Staff must maintain a 2 metre distance at all times when in school from persons not in their bubble.</p> <ul style="list-style-type: none"> • Hand dryers have been removed in the staff toilets and replaced with paper towels due to the style of hand dryer. Elsewhere across school current advice from the WHO is that hand should be dried with paper towels or a warm air hand dryer. • Waste bins are emptied at least daily or more often as necessary and the contents disposed of safely. Waste bins across school have been replaced with pedal bins in line with government advice. • Staff and pupils (where they have capacity) 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. • Guidance on Social Distancing MUST be adhered as far as possible. • Staff must not present for work if they, or someone in their

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			<p>household has symptoms linked to COVID-19.</p> <ul style="list-style-type: none"> • Perspex screens have been installed at reception. • Shared work areas are avoided wherever possible. Where this is not possible work areas must be thoroughly sanitized before and after use by different people. • Singing will not take place in larger groups (more than 15) • Where singing takes place a 2 metre social distance will be maintained and pupils will be positioned back to back or side by side. • Instruments will not be shared where at all possible, where this is not possible frequent cleaning of instruments between use will take place.
<p>Transmission of Covid-19 through airborne particles due to inadequate ventilation</p>	<p>Staff, pupils, Post 19, visitors, contractors, household members</p>	<p>Potential spread of infectious disease</p>	<p>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.</p> <p>As a minimum, windows will be fully opened (if possible) for at least 15 minutes before a room is used, and whenever a room is unoccupied in order to purge the air.</p> <p>Where possible, windows will be kept partially open at times of occupation.</p> <p>Ventilation units (where available) that pull air in from outside are an acceptable alternative where a room has no windows.</p>

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			<p>Viro Cube</p> <p>School has purchased 1 Viro Cube unit which is currently utilised across our Post-19 provision. Enviro Cube is an air and surface contact killer that eradicates bacteria, viruses and spores, and also destroys all odours, it also filters and purifies the air.</p> <p>It requires no chemicals, once training has been given it can be used every day in any area as part of an on-going cleaning programme.</p> <p>The school intends to purchase further Viro Cubes (or similar product) to use in areas where there is little natural ventilation.</p> <p>As it is easily portable, it will also be used in areas where there has been a known positive COVID case.</p>
<p>Use of Face Coverings and Visors</p>	<p>Staff, pupils, Post 19, visitors</p>	<p>Potential spread of infectious disease</p>	<p>Current government advice states: <i>In light of the mitigating measures the school is taking e.g. setting up of class bubbles, face coverings will not be required to be worn in classrooms due to the negative impact they can have on learning, teaching and communication.</i></p> <p>However, as a special school, where social distancing cannot easily be maintained and with transmission rates known to be more prevalent, according to scientific advice, we will support any staff member that would prefer to wear a face covering or visor in the classroom where this is practical. The safety of our staff and pupils is our priority. If you opt to wear a face covering or visor in the classroom this is done so at your own risk.</p> <p>It is imperative that face coverings are washed daily and visors anti-baced after use. Further advice on the use of face coverings can be found here;</p>

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			government guidance on face coverings;
Personal Protective Equipment (PPE)	Staff, pupils, Post 19	Potential spread of infectious disease	<p>All staff working with pupils/young adults on site are required to wear scrubs. Staff must allow adequate time to change into scrubs before the start of the day at 8.45 a.m. Outwear must be removed before wearing scrubs. These must continue to be worn by all staff working with our young people, this includes welfare assistants.</p> <p>Scrubs must be removed at the end of the day and placed in the drawstring bag that is provided for each set of scrubs. Do not shake scrubs after they have been taken off. These must then be taken home and washed by the staff member. Each staff member will have 2 sets of scrubs provided.</p> <p>Long sleeve tops are permitted to be worn under scrubs as the weather turns cooler but these must be changed into and out of, along with your scrubs.</p> <p>The school has provided staff that work directly with children and young adults;</p> <ul style="list-style-type: none"> • 2 sets of scrubs which are worn at all times by staff that work with our young people unless they are going out and about. This includes our Post 19 provision when on site. • The provision of 2 reusable face coverings to almost all staff. A ready supply of disposable face coverings is also available. <p>The only exception to the wearing of scrubs will be for staff that work</p>

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			<p>with identified pupils and young adults who's timetable involves them going out and about in the community. These staff are not required to wear scrubs when out and about but must bring a change of clothes to change into and out of at the end of the day. The above also applies to staff working with children in the Green Curriculum where the wearing of scrubs for long periods outside would not be practical.</p> <ul style="list-style-type: none"> • The wearing of visors when working with identified pupils as detailed in their PBS plans, including feeding a child that may splutter (or otherwise subject to risk assessment). • Staff have the option of wearing a face covering or visor at all times. • Gloves, a face covering and an apron <u>must</u> be worn when providing intimate care. <p>Scrubs and face coverings must be washed at the end of each day by the staff member along with their scrubs.</p> <ul style="list-style-type: none"> • Staff must wear face coverings when providing transport to our young people. This include our Post 19 young adults. • In line with government guidance (October 2020), face coverings must be worn by all staff when moving around the school. Although our young people are exempt from wearing masks, for those over the age of 11 who choose to wear a mask or parents

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			<p>require they wear a mask, this will be supported.</p> <ul style="list-style-type: none"> • Full PPE has been provided to each class and our Post 19 provision for use in response to a COVID symptomatic young person. • By persons cleaning an area that has been used to isolate someone with COVID symptoms or has been contaminated by bodily fluids from someone with suspected COVID symptoms. • Wearing protective gloves when removing or applying face coverings to pupils. <p>The school nurse, due to separate NHS guidance will wear PPE when dealing with young people or leaving the nurses office.</p> <p>Individual matrices for our young people will not be provided from September. However, where a young person is known to, for example, splutter food, produce large amount of saliva, or there is a high likelihood of them bringing staff into direct contact with bodily fluids around the face then PPE should be considered. Teacher's should seek further advice from SLT if they feel additional PPE is required and this should be documented in the young person's PBS plan.</p> <p>We are aware that some pupils display behaviour that may bring others in to contact with bodily fluids. Due to the reactive nature of most behaviour support it will not be possible for staff to adorn PPE before dealing with behaviour. In many cases the PPE may actually present an additional risk if it is pulled or otherwise by a pupil requiring behaviour support. Pupils likely to require behaviour support will be risk</p>

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			<p>assessed to ensure we provide, as far as possible, appropriate protection for staff where deemed necessary.</p> <p>PPE is not classed as clinical waste unless it has been used when dealing with a young person with COVID symptoms. Further guidance can be found at: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p>
Lateral Flow Testing	Staff, 'close contact' pupils and young adults	Potential spread of infectious disease	<p>Up to a third of individuals who test positive for COVID-19 have no symptoms at all and can therefore spread the virus unknowingly. That is why the testing those without symptoms is vital. Identifying those individuals will save lives. This is what is known as 'rapid testing'.</p> <p>Staff will be tested once a week on an ongoing basis. Testing will also be offered to all pupils Year 7 and above and all staff that are identified as a 'close contact' This new approach, known as 'daily contact testing', will allow those who are in close contact with someone who has tested positive for COVID-19 to return to school or college if they agree to be tested for 7 days* following last contact with a positive case and that test is negative.</p> <p>Any pupil, young adult, or staff member who has symptoms should not be attending the setting and should be self-isolating.</p> <p>Tests will not be offered to persons that become symptomatic on site. If a person develop symptoms on site they must go home immediately</p>

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			<p>as per our COVID Response Plan and arrange a PVR test.</p> <p>Lateral Flow Testing is no mandatory and staff and pupils (or their parents/carers), must give consent.</p> <p>It is our intention to begin Lateral Flow Testing with effect from the end of January 2021.</p> <p>A further detailed risk assessment on Lateral Flow Testing will be provided.</p>
<p>Dealing with emergency situations including accidents, security and evacuation during the COVID-19 pandemic</p>	<p>All building occupants</p>	<p>Untreated injuries, potential spread of infectious disease</p>	<p>In an emergency, e.g. an accident or fire, people do not have to stay 2m apart if it would be unsafe but should do so where this is possible;</p> <p>First Aiders are aware of and follow the Government guidance for first responders;</p> <p>There will be a least one trained first aider in each classroom.</p> <p>Pupils who require first aid will continue to receive care in the same way. No additional PPE is needed because of COVID-19 for any pupil who does not have symptoms.</p> <p>When administering first aid to an adult a face mask should be worn if a distance of 2 metres cannot be maintained. If direct contact is necessary, gloves, an apron and a face mask should be worn.</p> <p>If a risk assessment determines that there is a risk of splashing to the eyes, e.g. from coughing or vomiting, eye protection or a visor will also be worn by the first aider.</p> <p>Staff involved in the provision of assistance to others in an emergency</p>

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			<p>including first aid are instructed to pay particular attention to sanitation measures immediately afterwards including washing hands for 20 seconds under warm, running water or using hand sanitiser.</p> <p>FAW or EFAW certificates that expired after 16 March 2020 can remain valid until 31 October 2020 or 6 months from date of expiry, whichever is later. All requalification training for these certificates should be completed by 31 March 2021.</p> <p>Further guidance on first aid is available on <u>Health & Safety Executive website</u>;</p>
Fire Regulations	Employees, pupils, visitors, contractors	Unsafe evacuation	<p>Fire evacuation will continue as normal. Staff and pupils must evacuate via the nearest safe exit and assemble on the play areas. In an emergency, e.g. an accident or fire, safety is paramount over social distancing. However, social distancing should be maintained where this is possible.</p> <p>Daily checks must be made by class teams to ensure fire doors are not blocked and are kept unlocked and are available in the event of an emergency.</p>
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, Post 19, visitors, contractors, parents	Spread of infectious disease	<p>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 any unforeseen impacts of changes to working environments.</p> <p>The Senior Leadership Team, are available to offer support and advice and to monitor the current working arrangements on a daily basis.</p> <p>Staff are reminded that they must not enter office spaces when seeking advice unless necessary.</p>

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			<p>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.</p> <p>Signage, posters and other instructions are displayed to support implementation of COVID secure measures;</p> <p>Up to date information and guidance on how to manage the risks associated with COVID -19 are available on the Health & Safety Website.</p> <p>A NHS QR code is displayed in the pool lobby for use for external pool users.</p>
<p>Transmission of Covid-19 through airborne particles from customers, visitors and contractors accessing the building</p>	<p>Staff, pupils, visitors, contractors, household members</p>	<p>Potential spread of infectious disease</p>	<p>Visitors to site including contractors, parents and visitors are limited to essential persons only and wherever possible by appointment only;</p> <p>Where visits can happen outside of school hours, they will;</p> <p>Visitors will be instructed to ensure they minimise contact and maintain as much distance as possible from other staff.</p> <p>Specialists, therapists, clinicians and other support staff for pupils with SEND will provide interventions as usual.</p> <p>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.</p> <p>Visitor/Contractor site rules & procedures have been revised to include additional controls to mitigate the risk of transmission of COVID-19.</p> <p>Reception staff responsibilities have been established in relation to COVID-19 and the communication of procedures required by</p>

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			<p>contractors and visitors to site.</p> <p>Office staff are aware of and explain additional hygiene and social distancing rules required by contractors and visitors on arrival.</p> <p>A record will be kept of all visitors with sufficient detail to support rapid contact tracing if required by NHS Test and Trace.</p> <p>A procedure is in place to sanitise touchscreen sign-in systems each time they are used.</p> <p>Contractors must obtain permission before attending site.</p> <p>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. where this is considered necessary. Contractors will comply with any additional PPE or hygiene requirements made by the school prior to entry.</p> <p>Contractors will be asked to 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.</p> <p>Alternative routes around or through the premises will be used as 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> <p>The number of site deliveries has been reduced where possible.</p> <p>A procedure is in place to wipe down deliveries with sanitiser on entering the school premises where possible.</p> <p>Staff handling deliveries will observe good hand hygiene, washing</p>

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			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.
Homeworking with DSE	Staff and members of their household	Development or worsening of existing musculoskeletal injuries or health conditions	<p>Homeworking will usually involve the use of Display Screen Equipment (DSE) in the form of mobile laptops, tablets, phones, etc.</p> <p>Staff working from home have undertaken DSE e-learning and are aware of how to set-up their workstation and equipment at home so as not to cause additional health risks.</p> <p>Staff have access to H&S information and support to assist homeworking arrangements such as:</p> <p>H&S COVID-19 web page (section on 'How to support employees working from home');</p> <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> <p>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. The finding will be discussed with the line manager at school and further action taken where necessary.</p>
National Lockdown Restrictions in place from 5th January 2021	Pupils	Lack of educational provision and support	<p>During the lockdown that came in to force on 5th January 2021, advice provided from the government to the local authority will be followed. Contingency plans have been put in place to support our parents, carers, children and young adults in the event of them not being able to attend school due to local lockdown. This will include blended learning and the remote access of resources.</p> <p>School will remain open for the children of critical workers and those</p>

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>identified by the Senior Leadership Team and other professional as vulnerable.</p> <p>The school will continue to follow advice from the DfE and LA during lockdown.</p>
Quarantine	Staff, pupils, Post 19, visitors, contractors, general public	Potential spread of infectious disease	<p>Any staff/pupils travelling abroad during periods of school closure must self-isolate for 10 days on return if the country is removed from the travel corridor and added to the quarantine list. This includes holidays in the country that is quarantined or transit stops in quarantined countries. Persons returning from abroad can pay for a private 'test to release' but must continue to isolate.</p> <p>In England, if you do not self-isolate, you can receive a fixed penalty notice of £1,000. If you do not provide an accurate contact detail declaration – or do not update your contact detail form in the limited circumstances where you need to move from the accommodation where you're self-isolating to another place to continue self-isolating – you can be fined up to £3,200.</p> <p>Further information can be found here: https://www.gov.uk/guidance/coronavirus-covid-19-travel-corridors</p>
Test and Trace App	Staff, pupil, visitors, contractors, general public	Potential spread of infectious disease	<p>Staff and the families of our pupils are strongly encouraged to download the The NHS Test and Trace app https://www.nhs.uk/apps-library/nhs-covid-19/ which launched on 24th September 2020. It is a key part of the country's ongoing coronavirus (COVID-19) response and is designed to slow the spread of coronavirus (COVID-19) by alerting people who may have been exposed to infection so that they can take action.</p> <p>The app is available to download for anyone aged 16 and over if they</p>

PART B. HAZARD IDENTIFICATION AND CONTROL MEASURES:

<p>List of significant hazards (something with the potential to cause harm)</p>	<p>Who might be harmed</p>	<p>Type of harm</p>	<p>Existing controls (actions already taken to control the risk - include procedure for the task/activity where these are specified)</p>
			<p>choose to do so. It should be noted that use of the app does not replace the requirement of individuals to social distance or to report positive cases to the setting. Use of the app change does not change the processes of escalation if there any positive cases linked to education settings.</p> <p>Six key functions of the App</p> <ul style="list-style-type: none"> • Trace – alerts the individual if they were in close contact with a confirmed case • Alert – provides the individual with the risk level associated with coronavirus (COVID-19) in their local area, based on the postcode district they enter • Check in – allows the individual to check in to locations via the app and official NHS QR codes • Symptoms – allows the individual to check symptoms against government guidance and to get advice • Test – allows the individual to order a free test and to receive results and advice via the app • Isolate – provides an isolation 'companion', which counts down how many days they have left to isolate and provides links to useful advice
<p>Stress and Anxiety</p>	<p>Staff</p>	<p>Increased levels of stress/anxiety and lower than normal levels of wellbeing</p>	<p>Staff are able to make contact with SLT or their colleagues for advice and support, or just for reassurance, during the normal working day. There is also our in house wellbeing team that can support.</p> <p>A process is available for individuals to report concerns over breaches of school safe working policy/guidelines so that intervention can occur. Please refer to the Whistle Blowing Policy located in the staffroom.</p>

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>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 The School Business Manager can complete a risk assessment addressing COVID-19 concerns for an employee to help identify key concerns and any further adjustments required to support them at work</p> <p>Staff are made aware of sources of information that will assist employee wellbeing such as:</p> <ul style="list-style-type: none"> o Employee Wellbeing o MIND web site o H&S COVID-19 web page <p>Training will be provided to staff on the changes to processes and procedures within school.</p> <p>Additionally, training will be offered for staff on wellbeing and in particular on the change cycle (based upon the grief model) and how we progress through the different stages at different rates. We are also exploring specific well-being training and support for staff.</p>

I certify that the risk assessment above fully applies to the area/task/activity under assessment in The Loyne Specialist School.

Signed: 

Name: Susan Campbell

Risk Assessor: Anna Lazenbury

PART C: ACTION PLAN Further action / controls required						
Hazard	Action required	Person(s) to undertake action?	Priority	Projected time scale	Notes / comments	Date completed
Failure to comply with updated guidance / risk of infection	Update links in Risk Assessment	Anna Lazenbury	1	Immediate	Links updated	07/09/2020
Transport Arrangements	Update with final and specific detail re how pupils and young adults will safely enter and leave the site	Anna Lazenbury	1	Immediate	Transport information updated	07/09/2020
Safe distribution and storage of medication	Update medication arrangements	Anna Lazenbury	1	Immediate	Medication process updated	07/09/2020
Mixing staff bubbles/social distancing at break/lunch times	Update allocated areas for staff breaks/lunch	Anna Lazenbury	1	Immediate	Staff break out areas have been updated	07/09/2020
Insufficient PPE	Update reference to face masks	Anna Lazenbury	1	Immediate	Face mask to be worn by staff providing intimate care and providing transport to pupils/young adults	07/09/2020
Failure to comply with updated guidance / risk of infection	Update risk assessment to reflect changes in government advice effective from 17 th September 2020 and publish on website	Anna Lazenbury	1	Immediate	Updated sections: Spread of COVID-19 virus across wider groups Bubble information Day Trips Singing and Music Information recording Test and Trace	28/09/2020

					Local Lockdown	
Failure to comply with updated guidance / risk of infection	The risk assessment has been updated on 9 th November 2020 to reflect national guidance in force from 5 th November 2020	Anna Lazenbury	1	Immediate	Updated sections: Reintroduction of whole school Use of facemask and gov.uk advice for autumn term. Lack of social distancing Compulsory use of facemasks. Quarantine Local Lockdown National Lockdown effective from 5 th Nov 2020.	
Failure to comply with updated guidance / risk of infection	The links and advice in this document have been updated to reflect national government advice from 5 th January 2021	Anna Lazenbury	1	Immediate	Throughout	08/01/2021
Failure to comply with updated guidance / risk of infection	Information relating to the new variant of COVID-19 has been added	Anna Lazenbury	1	Immediate	See New Variant Section	08/01/2021
Risk of transmission from airborne particles	Information has been updated to include reference to ventilation and the purging of fresh air.	Anna Lazenbury	1	Immediate	Updated in, Transmission of Covid-19 through airborne particles due to inadequate ventilation	08/01/2021
Risk of transmission – infectious disease	Class bubbles have been updated The use of break out areas for staff has been updated.	Anna Lazenbury	1	Immediate	See section; Spread of COVID-19 virus across wider groups	08/01/2021
Risk of transmission – infectious disease	A section has been included on the optional wearing of face coverings or visors for staff when in class bases	Anna Lazenbury	1	Immediate	See new section, Use of Face Coverings and Visors	08/01/2021

Risk of transmission – infectious disease	A section has been added on the introduction of Lateral Flow Testing	Anna Lazenbury	1	Immediate	See section on Lateral Flow Testing	08/01/2021
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