

## 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 released on 2<sup>nd</sup> July 2020 <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools> Updates to government 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**



### PART A. ASSESSMENT DETAILS:

**Area/task/activity:** School opening arrangements during COVID-19 easing from September 2020

**Location of activity:** The Loyne Specialist School

<b>School name: Address &amp; Contact details:</b>	The Loyne Specialist School Sefton Drive Lancaster LA1 2QD	<b>Name of Person Undertaking Assessment:</b>	Anna Lazenbury (School Business Manager)
		<b>Signed off by</b>	<i>Susan Campbell</i> Susan Campbell (Headteacher) <i>Ann-Marie Houghton</i> Ann-Marie Houghton (Chair of Governors)
<b>Headteacher</b>	Susan Campbell	<b>Date of Assessment:</b>	15 <sup>th</sup> July 2020
<b>Signature:</b>	<i>Susan Campbell</i>	<b>Planned Review Date:</b>	Ongoing – Refer to Section C at the end of the Risk Assessment for details of changes. Reviewed 7 <sup>th</sup> September 2020
<b>How communicated to staff, governors, parents &amp; carers.</b>	Via email and website	<b>Date Communicated</b>	Version 1 to staff and on website: 16 <sup>th</sup> July 2020 Version 2: to staff via morning

briefings – ongoing.  
Version 2 uploaded to website 8<sup>th</sup>  
September 2020

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

List of significant hazards (something with the potential to cause harm)	Who might be harmed	Type of harm	Existing controls (actions already taken to control the risk - include procedure for the task/activity where these are specified)
<p><b>Changes to official COVID19 guidance and advice</b></p>	<p>Staff, pupils, visitors, contractors, parents &amp; carers</p>	<p>Potential spread of infectious disease</p>	<p>School regularly refers to official advice from the Department of Education (Dfe), Public Health England (PHE), and Health and Safety Executive (HSE), alongside information released by Lancashire County Council (LCC).</p> <ul style="list-style-type: none"> <li>o <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a></li> <li>o <a href="https://www.gov.uk/coronavirus">https://www.gov.uk/coronavirus</a></li> <li>o <a href="https://www.hse.gov.uk/">https://www.hse.gov.uk/</a></li> </ul> <p>The Headteacher and Senior Leadership Team will keep staff, parents/carers and governors up to date with any changes to advice and school arrangements as required.</p> <p>Current government advice regarding the reopening of schools from September states that <b>all</b> pupils must return to school. For our school this means moving away from the reduced numbers of young people we have had in school during the summer term in small social bubbles. Whilst we plan to continue to operate bubbles from September this will be on a much larger scale. It should be noted that, as per government advice, <b>in relation to working in education settings, it is not possible to ensure a totally risk-free environment.</b> However, government advice states that the balance of risk is now overwhelmingly in favour of young people returning to school. This</p>

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			<p>includes specialist settings.</p> <p>This risk assessment outlines how we plan mitigate risk as far as possible from September at The Loyne Specialist School.</p>
<b>Reintroduction of Whole School</b>	Staff, pupils	Stress/mental health injury or harm from accidents/incidents	<p>Class groups have been carefully planned for September 2020. 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, who may have been greatly affected by 6 months out of the school environment. We will ensure, as always, that our young people are well supported and that are staff and young people are safe. This will mean operating a reduced timetable from September which will be kept under regular review.</p> <p>At the start of the new academic year as our young people move, in the majority of cases, in to a new class group and new students join the school, they may/will be placed with staff that are new to them. All our staff are highly trained and this training has remained in place for the duration of lockdown, ensuring that staff are up to date and refreshed on our health and safety arrangements across school and behaviour support for our young people.</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>Staff are reminded that they must not enter office spaces when seeking advice unless necessary and social distancing of a least 1</p>

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			<p>metre can be maintained.</p> <p><b>Post 19</b></p> <p>Similar arrangements have been put in place for our Post 19 provision with our small number of young adults split across 2 bases to ensure space for social distancing, where this can be maintained, and the operation of 'bubbles'. Post 19 young adults will return on a phased entry and will operate in bubbles until guidance changes. Further information regarding specific arrangements for Post 19 are available from our Post 19 centre manager on request.</p>
<p><b>Risk Of COVID Transmission on Transport</b></p>	<p>Staff, pupils, drivers, passenger assistants</p>	<p>Risk of infection</p>	<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>Hand sanitiser is used upon boarding and/or disembarking transport</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 to manage queuing, boarding and disembarking from transport to prevent unnecessary close contact with others</p> <p>Where possible social distancing within vehicles will be maintained</p> <p>Pupils over the age of 11, are required to wear face coverings where possible. It is acknowledged that for young people with special needs, this may not be appropriate or viable. However, parents/carers will be encouraged to support their child with the wearing of a facemask where this is possible.</p> <p>Additional dedicated school transport services have been put in place</p>

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			<p>to reduce the number of pupils needing to use public transport</p> <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>Transport staff to wear appropriate PPE such as a fluid resistant disposable face mask when supporting pupils with complex needs who require assistance to access the vehicle or fasten seatbelts. Immediately after assisting pupils transport staff will sanitise their hands.</p> <p>Transport staff are not permitted to enter the building beyond the foyer area.</p>
<p><b>Risk of Transmission - Transport Arrival and Departure Arrangements (Pupils)</b></p>	<p>Staff, pupils, drivers, passenger assistants, parents/carers</p>	<p>Risk of infection</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>With effect from 2<sup>nd</sup> September 2020 pupils will return on phased entry and staggered starts as follows:</p> <p><b>Week 1</b></p> <ul style="list-style-type: none"> <li>• Primary only (Reception to Y6): Wednesday 2<sup>nd</sup> September</li> <li>• Secondary and primary (Reception – Y11): Thursday 3<sup>rd</sup> September</li> <li>• Secondary and primary (Reception – Y11): Friday 4<sup>th</sup> September</li> <li>• Whole school including FE (Post 16) Y12 plus: Monday 7<sup>th</sup> September</li> </ul>

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			<p><b>Staggered starts – Arrival Times</b> Identified pupils will arrive on Wave 1 as arranged by transport in liaison with the school. Arrival time for Wave 1 will be 9.00 a.m.</p> <p>Remaining pupils requiring transportation will <u>arrive on Wave 2</u> at 9.30 a.m.</p> <p>The half hour gap should leave sufficient time for the first lot of buses to be away before the next lot arrive.</p> <p>A detailed document outlining which pupil will arrive at which time and their bus number has been circulated to class teachers. A further document detailing which staff are collecting which child has been shared with staff week commencing 7<sup>th</sup> September. This document also details which entrance each child should use to access school.</p> <p>A further list of pupils being brought to school by parents/carers has also been supplied to staff. Staff have been directed to collect these children first in the morning just before 9.00 a.m. to ease congestion and waiting times on the car park.</p> <p><b>Staggered starts – Departure Times</b> Pupils who arrived at 9.00 a.m. will be <u>picked up</u> at 2.30 p.m. and remaining pupils at 3.00 p.m.</p> <p>The half hour gap should leave sufficient time for the first lot of buses to be away before the next lot arrive</p> <p>Staggered start times will commence from Wednesday 2<sup>nd</sup> of September, even though pupils are having a phased return to school</p>

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			<p>and to continue from the 8<sup>th</sup> September onwards when all pupils are back until further notice.</p> <p>For children that are not transported, parents/carers should arrive at 9.00 a.m. and wait at the school pedestrian gate (socially distanced). They will then be marshalled for safety purposes until a staff member collects their child. At the end of the day the staff member will take the young person to the pedestrian gate at 3.00 p.m. for prompt collection.</p> <p>Independent travellers should arrive at 9.00 a.m. follow hygiene procedures and go to their class base. They will not be permitted into school prior to 9.00 a.m. and must wait in the cycle shelter keeping a social distance</p> <p><b>Post 19</b></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 school staff using the school 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. 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><b>Risk of Transmission - Staff travel Arrangements</b></p>	<p>Staff, pupils</p>	<p>Risk of Infection</p>	<p>Staff 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</p>

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			<p>school using the anti bac stations in the foyer <u>before</u> signing in.</p> <p>From the 15<sup>th</sup> June it is mandatory that a facemask is worn by all persons over the age of 11 using public transport.</p> <p>Car sharing is not encouraged.</p> <p>If staff have no alternative to car sharing with members outside of their household it is strongly recommended that a face mask is worn.</p>
<p><b>Risk of Transmission - from items sent from home</b></p>	<p>Staff, pupils</p>	<p>Risk of Infection</p>	<p>Items sent from home should remain minimal in order to reduce transmission risk. The following items <b>are permitted</b>:</p> <ul style="list-style-type: none"> <li>• 1 x school bag</li> <li>• Medication</li> <li>• Wheelchair</li> <li>• 1 x packet of unopened incontinence wear. We must inform parents when their child's incontinence wear is running low.</li> <li>• 1 x spare set of clothes to be kept in school</li> <li>• Therapy equipment</li> <li>• Coat</li> <li>• Face masks</li> </ul> <p><b>The following items are not permitted:</b></p> <ul style="list-style-type: none"> <li>• Personal non-essential items, e.g. comforters, devices, toys</li> <li>• Home School Diaries</li> <li>• Food and drinks/drinks bottles brought in from home. Pupils will be provided with drinking cups which will be washed thoroughly after use.</li> </ul>

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			<p>Stringent hand hygiene is essential. Staff <b>must</b> wash their hands for 20 seconds or anti bac after handling items from home.</p> <p><b>Medication Procedures</b></p> <p>Medication 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 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>
<b>Risk of Transmission – Arrival and departure in school</b>	Staff, pupils	Risk of infection	<p>All staff and visitors must thoroughly anti bac their hands <b>before</b> 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>Temperature checks will not continue from September. Logistically this will not be possible. Current advice also indicates that temperature</p>

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			<p>checks are not a reliable indication of COVID symptoms.</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 plastic bag (supplied by the parent/carer) and put into the young person's school bag.</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 gloves.</p>
<p><b>Risk of Transmission – Pupil Clothing</b></p>	<p>Staff, pupils, parents/cares, visitors</p>	<p>Risk of infection</p>	<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><b>Lack of Social Distancing</b></p>	<p>Staff, pupils, visitors</p>	<p>Risk of infection</p>	<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><b>It is therefore absolutely critical that:</b></p> <ul style="list-style-type: none"> <li>• Staff and pupils that show any sign of illness <u>must</u> stay at home</li> </ul>

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			<ul style="list-style-type: none"> <li>• Staff must maintain robust hand hygiene and wash/anti bac hands more often</li> <li>• Staff must support our young people to maintain robust hand hygiene</li> <li>• All staff, parents and carers must actively engage with NHS Test and Trace</li> </ul> <p>Staff, pupils and visitors must maintain robust respiratory hygiene.</p> <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"> <li>• Coughs and sneezes must be caught in a tissue or the elbow</li> <li>• 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</li> <li>• Where space allows, pupils who are old enough and have mental capacity are supported to maintain a distance from each other and are encouraged not to touch staff and their peers where possible.</li> <li>• Classrooms have been adapted to support social distancing where possible.</li> <li>• Where possible, young people sitting face to face must be avoided.</li> <li>• Unnecessary furniture out of classrooms to make more space</li> </ul>
<p><b>Spread of COVID-19 virus across wider groups</b></p>	<p>Staff, pupils, visitors, parents &amp; carers</p>	<p>Risk of infection</p>	<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</p>

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			<p>around school. Busy corridors, entrances and exits must be avoided.</p> <p>In order to reduce transmission risk the following measures have been put in place from September:</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Classes must remain in their class bases as much as possible to reduce movement around school.</li> <li>• Where this is not possible classes will be kept in larger 'year group bubbles' of primary, secondary, FE.</li> <li>• Classes will have lunch in their class bases</li> <li>• Dismissal will take place from class bases, not the hall</li> </ul> <p>The following <b>will not take place</b> initially but will be kept under review:</p> <ul style="list-style-type: none"> <li>• Access to the hydro-pool</li> <li>• Access to the MSE room.</li> <li>• Rebound</li> <li>• Assemblies in the hall. We are currently exploring how house points and celebrations of achievement can be shared.</li> <li>• P.E in the hall</li> <li>• Sherbourne sessions</li> <li>• Overnight Residential visits (pending updated guidance in autumn)</li> </ul>

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			<ul style="list-style-type: none"> <li>• Chill and Chat</li> </ul> <p>The following <b>are permitted</b>:</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Use of the MUGA</li> <li>• 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.</li> <li>• 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.</li> <li>• Yoga</li> <li>• Lexia</li> <li>• Listen and Move</li> <li>• Singing and the playing of instruments, in groups of no more than 15 where social distancing can be maintained and instruments are not shared.</li> <li>• 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.</li> <li>• Out and about activities (subject to risk assessment and</li> </ul>

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			<p>updated PBS plans)</p> <ul style="list-style-type: none"> <li>• 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</li> <li>• Cycling on the cycle track – to be arranged. This will take place in 'bubble' groups. Bike handles and helmets will be anti-baced after use.</li> <li>• Eye-Gaze</li> <li>• Advice is currently being sought on therapeutic interventions from therapists.</li> <li>• Lunch time and after school clubs are currently under review with a view to them recommencing as soon as possible.</li> </ul> <p><b>Use of bathrooms for pupils</b></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><b>Use of bathrooms for staff</b></p> <p>Staff do not need to be assigned to separate toilet areas. However,</p>

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			<p>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> <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><b>Spread of COVID-19 virus via germs on surfaces, resources and furniture <u>within</u> the building</b></p>	<p>Staff, pupils</p>	<p>Risk of infection</p>	<p>Equipment and resources are integral to education. During the summer term, their use was minimised, many were moved out of classrooms, and there was significant extra cleaning. Government advice states that this position has now changed for the autumn term, because the prevalence of coronavirus (COVID-19) has decreased and because they are so important for the delivery of education.</p> <p>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>

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			<p>Where possible taps could be turned on and off with elbows.</p> <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. When weather allows ensure classroom windows are open.</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>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 <b>between</b> classes or bubbles, such as sports, art and science equipment, or resources that are taken home should be cleaned meticulously <b>or</b> rotated to allow them to be left unused for a period of <b>48 hours or 72 hours for plastics</b>.</p> <p>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.</p>
<p><b>Communication methods</b></p>	<p>Employees/pupils</p>	<p>Lack of information leading to unsafe practice.</p>	<p>Morning briefings will be held 3 x per week at 8.45 a.m. Monday, Wednesday and Friday. These will be held virtually via Zoom. Staff will be asked to share any pertinent information as normal.</p> <p>Class teams are reminded that they must be punctual when signing in</p>

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			<p>to the meetings.</p> <p>Class meetings can happen in class bases.</p> <p>Departmental meetings will be held via Zoom.</p> <p>The school are currently exploring moving away from Home School Diaries as a communication method and focusing on the introduction of an App; Classroom DoJo which will be rolled out in the autumn term.</p> <p>We hope to introduce this in the autumn term, late September.</p> <p>Home School diaries will not be in use when school returns in autumn. Class teams are encouraged to communicate with parents via phone calls or via class email addresses which will be in place from September.</p> <p>Meetings with external personnel must be held via remote working tools wherever possible.</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> <p>Home visits are not permitted and should be arranged virtually where possible.</p>
<p><b>Staff in different bubbles coming together at break/lunch times</b></p>			<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</p>

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			<p>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"> <li>• The staffroom will be cleared of shared resources.</li> <li>• 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.</li> <li>• Staff are responsible for wiping down surfaces they have used during break and lunch times.</li> <li>• <u>All staff</u> are responsible for the cleanliness of shared facilities such as microwaves, kettles, fridge handles.</li> <li>• Staff must socially distance, at least 1 metre, during break and lunch times</li> <li>• Staff must not sit face to face</li> </ul> <p>The following areas have been assigned for staff use during break and lunch times:</p> <p><b>Staffroom: Capacity 11</b> Smart Start, Coniston, Office staff, Site Supervisors, IT Tech, nurses, SLT, unattached staff, Post 19.</p>

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			<p><b>Hall: Capacity 18</b> Primary, Secondary, FE, Derwent.</p> <p>When weather permits please 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>Milk will be provided in each area.</p>
<p><b>Spread of COVID-19 virus via air borne particles</b></p>	<p>Employees, pupils</p>	<p>Potential spread of infectious disease</p>	<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. <b>Do not</b> 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.</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> <ul style="list-style-type: none"> <li>All employees and pupils to wash their hands more frequently for 20 seconds, particularly before eating and drinking, administering first</li> </ul>

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			<p>aid, before and after playtime/breaks, after using shared resources and after using the toilet.</p> <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>• 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.</li> </ul> <p><a href="https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public/myth-busters">https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public/myth-busters</a></p> <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. Waste bins across school have been replaced with pedal bins in line with government advice.</li> <li>• Staff and pupils (where they have capacity) are reminded to avoid touching their faces whenever possible particularly with unwashed hands.</li> <li>• 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.</li> <li>• Guidance on Social Distancing <b>MUST</b> be adhered as far as possible.</li> <li>• Staff must not present for work if they, or someone in their household has symptoms linked to COVID-19.</li> <li>• Perspex screens have been installed at reception.</li> </ul>

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			<ul style="list-style-type: none"> <li>• 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.</li> <li>• Singing will not take place in larger groups (more than 15)</li> <li>• Where singing takes place a 2 metre social distance will be maintained and pupils will be positioned back to back or side by side.</li> <li>• Instruments will not be shared where at all possible, where this is not possible frequent cleaning of instruments between use will take place.</li> </ul>
<b>Need for Personal Protective Equipment (PPE)</b>	Staff, pupils,	Potential spread of infectious disease	<p>Current government advice states that; <i>education settings will not require PPE beyond what they would normally need for their work</i>. However, at the Loyne School we feel it is important to continue to offer additional protection to our staff. This includes:</p> <ul style="list-style-type: none"> <li>• The wearing of scrubs at all times for staff that work with young people. This includes our Post 19 provision when on site.</li> </ul> <p>The only exception to this will be for staff that work 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 but must bring a change of clothes to change into and out of at the end of the day.</p> <p>The above also applies to staff working with children in the Green Curriculum where the wearing of scrubs for long periods outside would</p>

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			<p>not be practical.</p> <ul style="list-style-type: none"> <li>• 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).</li> <li>• Gloves and an apron must be worn when providing intimate care. Additionally, it is strongly recommended that face masks are worn when providing intimate care. Each staff member will have 2 reusable face masks provided to them. These must be washed at the end of each day by the staff member along with their scrubs.</li> <li>• Staff must wear face masks when providing transport to our young people. This include our Post 19 young adults.</li> <li>• Full PPE has been provided to each class and our Post 19 provision for use in response to a COVID symptomatic young person.</li> <li>• 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.</li> <li>• Wearing protective gloves when removing or applying face coverings to pupils.</li> </ul> <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</p>

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			<p>who does not have symptoms unless there is an increased risk from coughing or vomiting, in which case a visor may also be worn.</p> <p>Staff involved in the provision of assistance to others in an emergency 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>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 assessed to ensure we provide, as far as possible, appropriate protection for staff where deemed necessary.</p> <p>PPE <b>is not</b> classed as clinical waste unless it has been used when dealing with a young person with COVID symptoms.            Further guidance can be found at:</p>

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			<a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a>
<b>Fire Regulations</b>	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>
<b>Transmission of Covid-19 due to lack of consultation on safe working practices and provision of information &amp; instruction on safe ways of working.</b>	Staff, pupils, visitors, contractors, parents	Spread of infectious disease	<p>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.</p> <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>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</p>

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			<p>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 &amp; Safety Website.</p>
<p><b>Contractors and visitors to site including deliveries</b></p>	<p>Employees, pupils, visitors, contractors, parents, members of the public</p>	<p>Potential spread of infectious disease</p>	<p>Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual if it determined safe to do so.</p> <p>There will be no Chill and Chat</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</p> <p>They must anti-bac their hands thoroughly before entering the school.</p> <p>Other than essential visitors that work with our young people or visitors that need access in the event of emergency repair e.g. plumber, or for legal compliance checks, all visits must be arranged outside of the school day as far as possible.</p> <p>Visitors will not be required to wear lanyards but will be required to wear a printed ID badge.</p> <p>Office staff are aware of and explain additional hygiene and social distancing rules required by contractors and visitors on arrival.</p> <p>The office staff will sanitise the touchscreen sign-in/out system at regular intervals.</p> <p>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</p>

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			<p>reduced occupation.</p> <p>Alternative routes around or through the premises will be used as far as possible.</p> <p>Staff handling deliveries will observe good hand hygiene, washing hands using warm running water and soap for a minimum of 20 seconds or using in sanitiser after handling new deliveries that have not been sanitised.</p> <p>Children who are symptomatic and require collection will be collected from the foyer.</p> <p>Contractors, parents and visitors should only attend by prior appointment.</p>
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&amp;S information and support to assist homeworking arrangements such as:</p> <p><a href="#">H&amp;S COVID-19 web page</a> (section on 'How to support employees working from home');</p> <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.safety@lancashire.gov.uk">health.safety@lancashire.gov.uk</a> ;</p> <p>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.</p>

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			The finding will be discussed with the line manager at school and further action taken where necessary.
<b>Local Lockdown</b>	Pupils	Lack of educational provision and support	In the event of a local lockdown, 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.
<b>Stress and Anxiety</b>	Staff	Increased levels of stress/anxiety and lower than normal levels of wellbeing	<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> <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 <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</p> <p>Staff are made aware of sources of information that will assist employee wellbeing such as:</p> <ul style="list-style-type: none"> <li>o <a href="#">Employee Wellbeing</a></li> <li>o <a href="#">MIND web site</a></li> <li>o <a href="#">H&amp;S COVID-19 web page</a></li> </ul> <p>Training will be provided to staff on the changes to processes and procedures within school.</p>

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			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.

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

<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>
Insufficient access to latest advice	Update links in Risk Assessment	Anna Lazenbury	1	Immediate	Links updated (P2)	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 (P6)	07/09/2020
Safe distribution and storage of medication	Update medication arrangements	Anna Lazenbury	1	Immediate	Medication process updated (P9)	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 (P19)	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 (P22)	07/09/2020