

SCHOOL RISK ASSESSMENT – COVID-19

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



PART A. ASSESSMENT DETAILS:

Area/task/activity: Full School opening arrangements during COVID-19 restrictions from 1 September 2020

Location of activity:

Team/School name: Address & Contact details:	Whitechapel Preschool Church Lane Whitechapel PR3 2EP	Name of Person(s) undertaking Assessment:	Esther Hartley
		Signature(s):	
Line Manager/ Headteacher (Name/Title):	Esther Hartley (manager)	Date of Assessment:	18/8/2020
Signature:		Planned Review Date:	9/9/2020
How communicated to staff:	Via email 19/8/2020 Discussed during staff meeting	Date communicated to staff:	19/8/2020 1/9/2020

PART B. HAZARD IDENTIFICATION AND CONTROL MEASURES:

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

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			19 Guidance and informs employees/school arrangements as required.
Vulnerable & extremely vulnerable staff or pupils with pre-existing health conditions	Staff, pupils, household members	Becoming seriously ill from the effects of coronavirus, potential to be life threatening	<ul style="list-style-type: none"> • Adults who were considered to be clinically extremely vulnerable and received a letter advising them to shield are/were advised by the Government that they can/could return to work from 1 August 2020 as long as they maintain social distancing; • Pupils who were considered to be clinically extremely vulnerable and received a letter advising them to shield are/were advised by the Government that they can/could return to school from 1 August 2020 (when the rest of their class returns); • If infection rates rise in local areas, individuals (or family members) from that area, and that area only, will be advised to shield during the period where rates remain high and therefore may be temporarily absent; • Some pupils no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school. The school works closely with parents of children who are extremely vulnerable to support a return to school, carrying out an individual risk assessment as necessary; • School applies the measures set out in the government Guidance for full opening: schools as far as is reasonably practicable to reduce the risk to all staff including those who are extremely clinically vulnerable and clinically vulnerable; • Staff members who are in the most at risk categories are reminded to take particular care. Where an employee expresses concerns, An individual risk assessment will be completed to assess the risks to that individual and identify ways to reduce these risk to an acceptable level including where possible the need for any reasonable adjustments such as temporarily working from home or temporary deployment to a role where it is possible to maintain social distancing. This will be done in consultation with the member of staff and will be reviewed on a regular basis or in the

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			<p>event of any significant changes;</p> <ul style="list-style-type: none"> • People who live with those who are clinically extremely vulnerable or clinically vulnerable attend the workplace as normal; - individual risk assessment so they feel comfortable within the work place. • Some people with particular characteristics may be at comparatively increased risk from coronavirus (COVID-19), as set out in the COVID-19: review of disparities in risks and outcomes report. If people with significant risk factors express concerns an individual risk assessment will be completed to assess the risks to that individual and identify ways to reduce them to an acceptable level; • People who live with those who have comparatively increased risk from coronavirus (COVID-19) attend the workplace as normal; • (Advice for those who are extremely clinically vulnerable can be found in the guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19).
Staff, pupils & household members displaying signs of COVID-19	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	<ul style="list-style-type: none"> • Staff, parents and pupils are made aware of the virus symptoms; • Staff, other adults and pupils are instructed not to come into school if they or members of their household have coronavirus (COVID-19) symptoms, in-line with the guidance for households with possible coronavirus infection; • Staff or pupils showing COVID-19 symptoms are sent home, reminded to self-isolate for 10 days and instructed to arrange a test to see if they have COVID-19; • Staff and parents are advised that other members of their household (including any siblings) should self-isolate for 14 days from date of onset of symptoms; • Staff and parents have been instructed to inform school immediately of the

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			<p>results of a test so that an assessment can be made of the potential impact on school;</p> <ul style="list-style-type: none"> • If someone tests negative, if they feel well and no longer have any symptoms similar to those identified for coronavirus (COVID-19), they can stop self-isolating. They may still have another virus, such as a cold or flu, therefore it is still advisable to avoid contact with others until they recover. However other members of their household can stop self-isolating; • Staff who have assisted someone who has taken ill with COVID-19 symptoms and any pupils who have been in close contact with them, will wash their hands with warm, running water and soap for a minimum of 20 seconds. They do not need to go home unless they display the symptoms themselves or are advised to do so by NHS Test and Trace or Local Health Protection Team; • If a pupil displays symptoms their parent/carer will be required to take them home. Where this is not immediately possible, the pupil will be placed in a separate room until they can be collected,(disabled toilet in top hall alongside a member of staff in full PPE) whilst being mindful of the individual pupils' needs; • The bathroom will then be cleaned and disinfected before being used by anyone else; • Ideally, a window will be opened in the room for increased ventilation; • If it is not possible to isolate the pupil e.g. if it causes them undue distress or they need to remain under adult observation, an assessment will be carried out to see whether it is sufficient to move them to an area which is at least 2 metres away from others; • The area around the person with symptoms will be cleaned with normal household bleach after they have left to reduce the risk of passing the infection on to other people as per the COVID-19: cleaning of non-

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			<p>healthcare settings guidance;</p> <ul style="list-style-type: none"> When caring for someone with symptoms of coronavirus (COVID-19) a face mask should be worn if a distance of 2 metres cannot be maintained. If direct contact is necessary, then gloves, an apron and a face mask should be worn; If a risk assessment determines that there is a risk of splashing to the eyes, e.g. from coughing, spitting, or vomiting, then eye protection will also be worn by the supervising adult.
Staff, pupils & household members test positive for COVID-19	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	<ul style="list-style-type: none"> If someone tests positive, they are instructed to follow the ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’ self-isolating for at least 10 days from the onset of their symptoms and will only be allowed to return to school when they do not have symptoms including; a high temperature, cough or loss of sense of smell/taste. They will be advised that other members of their household must continue self-isolating for the full 14 days; The School will contact the local health protection team as soon as they have been notified of a positive result. (This team may also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace); The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate; Based on the advice from the health protection team, school will send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means: — direct close contact - face to face contact with an infected individual for

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			<p>any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin);</p> <ul style="list-style-type: none"> — proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual; — travelling in a small vehicle, i.e. a car, with an infected person; • School will keep a record of pupils and staff in each group (this will be each days register) School will not share the names or details of people with coronavirus (COVID-19) unless essential to protect others; • Household members of those contacts who are sent home do not need to self-isolate themselves unless the pupil or staff member who is self-isolating subsequently develops symptoms; • If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they are instructed to follow the ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’ and instructed to get a test; • If the test is negative they are instructed to remain in isolation for the remainder of the 14-day isolation period as they could still develop the coronavirus (COVID-19) within the remaining days; • If the test result is positive, they are instructed to inform school immediately, and must isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period); • They are advised that their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms.
Outbreak of Covid-19 within school	Staff, pupils, visitors, contractors, household members	Spread of infectious disease	<ul style="list-style-type: none"> • The school will work closely with the local health protection team if there are two or more confirmed cases within 14 days, or there is an overall rise in sickness absence where coronavirus (COVID-19) is suspected. The

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			<p>local health protection team will advise if additional action is required;</p> <ul style="list-style-type: none"> Schools is aware that in consultation with the local Director of Public Health, where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person's days, then the whole school if necessary, in line with routine public health outbreak control practice.
Transmission of Covid-19 due to lack of consultation on safe working practices and provision of information & instruction on safe ways of working.	Staff, pupils, visitors, contractors, parents	Spread of infectious disease	<ul style="list-style-type: none"> Guidance and training is provided for staff to ensure they understand, and can enforce, the new routines and support pupils in understanding them and are familiar with revised physical arrangements; The manager ensure staff are consulted when considering arrangements and there is ongoing engagement with staff, through regular staff meetings and group whatsapp, to monitor and understand any unforeseen impacts of changes to working environments; The manager is available to offer support and advice and to monitor the current working arrangements on a daily basis; All new staff and volunteers are provided with a site induction and adequate information, instruction and training on local health, safety and COVID secure arrangements and their key roles and responsibilities; Signage, posters and cleaning schedules are displayed to support implementation of COVID secure measures; Up to date information and guidance on how to manage the risks associated with COVID -19 are available on the Health & Safety Website.
Spread of Covid-19 during travel to and from school on dedicated transport	Staff, pupils, household members, members of the public	Potential spread of infectious disease Pupils stranded or missing	<ul style="list-style-type: none"> N/A

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<p>Spread of Covid-19 when arriving at school</p>	<p>Staff, pupils, household members, members of the public</p>	<p>Potential spread of infectious disease Pupils stranded or missing</p>	<ul style="list-style-type: none"> • 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; • Parents and carers drop off and pick up from the main door, lining up the ramp and leaving via the steps. Arriving at 8:50am and leaving by 3:20pm. • Parents have been advised that only one parent should accompany their child to the school entrance; • All staff and pupils wash their hands thoroughly with warm, running water and hand soap or with hand sanitiser for at least 20 seconds on arrival at school;
<p>Transmission of Covid-19 through insufficient personal hygiene</p>	<p>Staff, pupils, visitors, contractors, household members</p>	<p>Potential spread of infectious disease</p>	<ul style="list-style-type: none"> • Good hand hygiene and the need to wash hands more frequently is promoted around school; • Staff, pupils and visitors are instructed to wash hands when they arrive at school, before and after eating, after using the bathroom, going from inside to out and vice-versa or after touching their face, blowing their nose, sneezing, coughing; • Hand washing facilities are readily available. Hand sanitiser stations have been positioned to allow pupils and staff to clean their hands regularly both inside and out; • Pupils are supervised and monitored to ensure safe and appropriate hand hygiene; • Pupils are encouraged to avoid touching their faces whenever possible particularly with unwashed hands; • The Catch it, Bin it, Kill it guidance is promoted to catch coughs and sneezes in tissues and throw them in the bin immediately (hands to be washed immediately after disposal);

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			<ul style="list-style-type: none"> • Pupils are reminded how to catch coughs and sneezes if a tissue is not readily available i.e. in the crook of the elbow rather than in the hands; • Posters are displayed on good hand washing technique and government guidelines on good respiratory hygiene; • Young pupils and pupils with complex needs are supported to follow the catch it, bin it, kill it guidance; • Tissues are readily available around school including in all classrooms and sufficient numbers of bins are in place for the disposal of tissues.
Spread of COVID-19 virus via germs on surfaces and furniture within the building	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	<ul style="list-style-type: none"> • An enhanced cleaning schedule is followed which includes; <ul style="list-style-type: none"> — More frequent cleaning of shared areas that are used by different groups; — Sanitising of tables before and after snack and lunch times; — More frequent cleaning of touched objects such as railings/bannisters, door handles, taps, desk/table tops, play equipment, toys, sports equipment, teaching & learning aids, computer equipment, telephones and bathroom facilities; — thorough cleaning of all occupied areas at the end of the day; • When cleaning, the usual products i.e. detergents and bleach will be used as these are effective at getting rid of the virus on surfaces; • Staff have been instructed on cleaning and sanitising requirements including the use of chemicals and cleaning materials and instructions on the use of PPE; • PPE is provided for staff to wear during cleaning activities and must be worn as instructed e.g. gloves etc.; • COSHH risk assessments are in place and followed for cleaning products and have been shared with staff as necessary;

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			<ul style="list-style-type: none"> • A documented cleaning checklist is in place to ensure the enhanced cleaning schedule is followed and maintained; • As the ability to social distance in early years setting is limited, additional meticulous attention is given to the cleaning regime; • In early years settings the use of soft toys and toys with intricate parts or that are otherwise hard to clean are not in use; • For individual and very frequently used equipment, such as pencils and pens, staff are instructed to have their own items that are not shared; • Classroom based resources, such as construction, small world, games, sports equipment are allocated to each day. These are cleaned at the end of the day and stored until that day the following week; • Classroom and outdoor resources such as pens, paint brushes, chalk, books are cleaned at the end of each day with antibac wipes as they will be shared across all days. Along with frequently touched surfaces. • Pupils are only allowed to bring essentials into school each day including school bag, lunch boxes, hats, coats, wellies, water bottles • Pupils and teachers are permitted to take books and other shared resources home that contribute to the pupil's education and development. Unnecessary sharing including the sharing of items that do not contribute to a pupil's education or development is not permitted; • Shared resources are cleaned frequently and meticulously and before being shared and taken home; • Waste bins are emptied at least daily or more often as necessary and the contents disposed of safely; • School follows the procedures set out in the Government guidance Cleaning in Non-Health Care Settings following a confirmed or suspected

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			<p>case of COVID-19 on site;</p> <ul style="list-style-type: none"> Contaminated or suspected contaminated waste will be double bagged, labelled and stored for 72 hours, in a lidded bin in the outdoor shed, before being disposed of with general waste; Waste cleaning materials are disposed of in the usual way unless it is confirmed or suspected that they are contaminated as a result of a member of staff or pupil displaying symptoms; Staff have been instructed to store personal items and clothing in the filing cabinet in the office.
Transmission of Covid-19 through airborne particles due to interaction with a large number of other pupils	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	<ul style="list-style-type: none"> Each day will be classed as a bubble, this will be assessed as sessions become busier. At Meal times children will be spaced out using name cards, sitting in their key groups with their key person as far as possible. Free flow to the outdoor play area in order to maximise space for children to play. Setting is not shared with any other group. WOOSC will have use of the top half of the hall, and there will be a 'corridor' for children to access it from the main door. Arrival is from 8:50am, queue up the ramp keeping 2m apart and leave down the steps. Pick up is by 3:20pm, following the same principle as above.
Transmission of Covid-19 through airborne particles due to close proximity to others			<ul style="list-style-type: none"> Staff to maintain a 2 metre distance from each other at all times; Staff will maintain a 1m distance during meal times and circle times as far as is practically possible.

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			<ul style="list-style-type: none"> • Where space allows, pupils who are old enough are supported to maintain a distance from each other and are encouraged not to touch staff and their peers where possible; • Classrooms have been adapted to support social distancing where possible including; <ul style="list-style-type: none"> — moving unnecessary furniture out of classrooms to make more space; • Where practical desks have been assigned to individuals or to the smallest number of pupils possible. Where desk sharing cannot be avoided desks are wiped down between changes of pupils; • As much as possible, fresh air is increased within buildings by opening the back doors encourage ventilation, taking account of any potential security or fire safety issues;
Transmission of Covid-19 through airborne particles due to singing, chanting, playing wind or brass instruments or shouting.	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	<ul style="list-style-type: none"> • Singing will not take place in larger groups, a maximum of 8 children • A 2 metre social distance will be maintained and pupils will be positioned side by side using name spots; • Instruments that need to be blown will not be used, frequent cleaning of all other instruments between use will take place; <p><i>Further detailed DfE guidance will be published shortly</i></p>
Transmission of Covid-19 staff work areas	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	<ul style="list-style-type: none"> • Where practical and the role allows, staff are supported to work from home; • The occupancy of the school office and PPE rooms is restricted to ensure social distancing rules can be observed; • The school office layout has been rearranged to facilitate side by side working rather than face to face; • Dividing screens have been placed in-between work areas where

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			necessary; <ul style="list-style-type: none"> • Shared work areas are avoided. Where this is not possible work areas are thoroughly sanitised before and after use by different people; • Sanitising wipes are available to enable shared desks and equipment to be cleaned before and after use, staff are reminded of this requirement regularly; • Measures have been put in place to protect office staff when dealing with contractors, parents and visitors. Wicker barrier put up at the office door, parents and visitors are encouraged to use email or phone to communicate with office staff and also use 'seesaw' with key person's.
Transmission of Covid-19 staff rest areas	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	<ul style="list-style-type: none"> • Staff eat their lunch with the children with appropriate spacing at tables using named place mats. • Staff are encouraged to bring their own food to work. Staff are encouraged not to purchase food off site to prevent possible transmission of the COVID-19 virus through contact with other people and/or contaminated surfaces. • During snack times staff are reminded to social distance from each other where possible.
Transmission of Covid-19 through airborne particles due to face-face meetings	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	<ul style="list-style-type: none"> • Meetings to be held via remote working tools wherever possible; • Face to face planning meetings will happen once a week, staff will sit at separate tables to ensure enough distance, the room will be well ventilated • Hand sanitiser is provided in the setting where handwashing facilities are not immediately available; • Disinfectant wipes are available in the setting to enable staff to wipe down shared equipment before and after use;

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			<ul style="list-style-type: none"> • Meetings are held in the well-ventilated setting;
Manual Handling	Staff	Musculoskeletal injuries	<ul style="list-style-type: none"> • A dynamic risk assessment is carried out when moving furniture & resources which takes into account; <ul style="list-style-type: none"> — the task being undertaken; — the capabilities of individual carrying out the task; — the load being lifted or moved; — the surroundings (environment) and; — consideration of social distancing in 2 person manual handling activities/lifts.
Need for Personal Protective Equipment (PPE)	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	<ul style="list-style-type: none"> • Staff are aware of the need to use the appropriate PPE when completing specific tasks e.g. cleaning or supporting an individual with coronavirus symptoms; • PPE is sourced through normal school procurement routes; • Disposable gloves are worn during normal cleaning regimes. Disposable gloves and impermeable aprons must be worn when cleaning areas that have been occupied by someone displaying symptoms of COVID-19; • When caring for someone with symptoms of COVID-19 a face mask should be worn if a distance of 2 metres cannot be maintained and if contact is necessary, gloves, an apron and a face mask should be worn. • If a risk assessment determines that there is a risk of splashing to the eyes, e.g. from coughing, spitting, or vomiting, eye protection will also be worn by the supervising adult. • Staff and pupils are instructed on the need to wear a face covering by law on public transport and have been given guidance on wearing and making

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			face coverings; <ul style="list-style-type: none"> Staff are provided with information and instruction on the use and disposal of PPE including face masks; Further guidance is available on safe working in education, childcare and children's social care .
Dealing with emergency situations including accidents, security and evacuation during the COVID-19 pandemic	All building occupants	Untreated injuries, potential spread of infectious disease	<ul style="list-style-type: none"> 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; First Aiders are aware of and follow the Government guidance for first responders; The First Aid Needs Assessment has been reviewed and amended to take account of current occupancy, numbers of first aiders required and additional PPE needed during the COVID-19 pandemic including provision of disposal gloves, disposal plastic aprons, fluid repellent surgical face masks and visors as required; 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; 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; If a risk assessment determines that there is a risk of splashing to the eyes, e.g. from coughing or vomiting, eye protection will also be worn by the first aider; 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;

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			<ul style="list-style-type: none"> For instances where first aid qualifications are due for renewal and may expire during the current crisis i.e. due for renewal on or after 16 March 2020, the HSE had granted a 3 month extension. School will endeavour to provide training ASAP but is aware that if this is not possible a further extension may be granted to no later than 30 September 2020 subject to evidence to support the reason why it has not been possible to arrange training.
Reduced premises inspections, tests, servicing and maintenance	All building occupants	Accidents or incidents resulting from poorly maintained premises & plant	<ul style="list-style-type: none"> Premises management inspections, testing and servicing of plant, equipment, etc. have been brought up to date for all parts of the building from September 2020 onwards; Records of all testing and checks are stored and available to all interested parties.
Transmission of Covid-19 through airborne particles from customers, visitors and contractors accessing the building	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	<ul style="list-style-type: none"> Visitors to site including contractors, parents and visitors are limited to essential persons only and wherever possible by appointment only; They will be instructed to ensure they minimise contact and maintain as much distance as possible from other staff. Specialists, therapists, clinicians and other support staff for pupils with SEND will provide interventions as usual remotely if possible but will attend the setting if deemed necessary; 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; Reception staff responsibilities have been established in relation to COVID-19 and the communication of procedures required by contractors and visitors to site; Office staff are aware of and explain additional hygiene and social distancing rules required by contractors and visitors on arrival;

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			<ul style="list-style-type: none"> • Staff will Sign visitors in and out to prevent the handling of pens and paper by multiple people. A record of all visitors is kept in the event this may be required for track and trace purposes; • Contractors must obtain permission before attending site; • 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; • 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; • 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; • The number of site deliveries has been reduced where possible; • A procedure is in place to wipe down deliveries with sanitiser on entering the school premises where possible; • Staff handling deliveries will observe good hand hygiene, washing hands using warm, running water and soap for a minimum of 20 seconds or using hand sanitiser after handling new deliveries that have not been sanitised.
Homeworking with DSE	Staff and members of their household	Development or worsening of existing musculoskeletal injuries or health	<ul style="list-style-type: none"> • Homeworking will usually involve the use of Display Screen Equipment (DSE) in the form of mobile laptops, Yogas, tablets, phones, etc.; • 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

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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)
		conditions	<p>cause additional health risks;</p> <ul style="list-style-type: none"> • Staff have access to H&S information and support to assist homeworking arrangements such as: • H&S COVID-19 web page (section on 'How to support employees working from home'); • 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 ; • 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 manager at school and further action taken where necessary.
Stress and Anxiety	Staff	Increased levels of stress/anxiety and lower than normal levels of wellbeing	<ul style="list-style-type: none"> • The manager monitors working arrangements and offers support and advice where necessary; • Staff are able to contact colleagues or managers for advice and support, or just for reassurance, during the normal working day; • A process is available for individuals to report concerns over breaches of school safe working policy/guidelines so that intervention can occur; • 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 manager will complete a risk assessment addressing COVID-19 concerns for an employee to help identify key concerns and any further adjustments required to support them at work; • Staff are made aware of sources of information that will assist staff wellbeing such as: <ul style="list-style-type: none"> ○ Employee Wellbeing ○ MIND web site ○ H&S COVID-19 web page

PART B. HAZARD IDENTIFICATION AND CONTROL MEASURES:

List of significant hazards (something with the potential to cause harm)	Who might be harmed	Type of harm	Existing controls (actions already taken to control the risk - include procedure for the task/activity where these are specified)
			<ul style="list-style-type: none"> The Department for Education is providing additional support for both pupil and staff wellbeing in the current situation. Information about the extra mental health support for pupils and teachers is available; The Education Support Partnership provides a free helpline for school staff and targeted support for mental health and wellbeing.

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

I certify that the risk assessment above fully applies to the area/task/activity under assessment in Whitechapel Preschool

Signed:

Name: Esther Hartley

Risk Assessor:

PART C: ACTION PLAN Further action / controls required

Hazard	Action required	Person(s) to undertake action?	Priority	Projected time scale	Notes / comments	Date completed
Cleaning of hands at regular intervals	Sanitation stations set up at various points within the setting, inside and out. To include hand sanitiser, tissues and a bin.	Lisa Newman	M	Sept 2020		
Ensure social distancing during circle and eating times.	Create place mats/ spots for children during eating and circle times	Katie Walsh	M	Sept 2020		
Ensuring all surfaces are cleaned at regular intervals	Create a cleaning schedule to aid adherence to risk assessment and procedures.	Esther Hartley	H	Sept 2020		

Appropriate PPE available at all times	Regularly stocked up within first aid kits, toilets and changing areas	Ingrid Fearnley (first aid) Lisa Newman (toilet/nappy change)	M	Sept 2020	Regularly checked: First aid with normal checks Toilets beginning of each week	
Vulnerable staff and families	Conduct risk assessment through meeting either face to face or online to enable appropriate measures to be put in place	Esther Hartley	H	Sept 2020	Reviewed regularly suggested 6 weekly.	