

Activity/ Situation	WIDER OPENING OF SCHOOL from 4.6.2020 Updated: 7.6.2020 Updated: 14/6/2020				
Location	South Otterington CE Primary School				
Persons at Risk	Pupils ☒	Employees☒	Visitors ☒	Contractors ☒	
HAZARD(S)	<p><i>Note: this list is not exhaustive and must be adapted for your own needs</i></p> <ul style="list-style-type: none"> ✗ Social Distancing Measures Not Followed ✗ Social Distancing Measures Not Followed During Travel to and from School ✗ Inadequate Cleaning ✗ Shared Resources ✗ Staffing & Spread of Coronavirus to Staff, CYP and Families, Visitors and Contractors ✗ Site User Becoming Unwell ✗ Site User Developing Symptoms ✗ Inadequate Hand Washing/Personal Hygiene ✗ Inadequate Personal Protection & PPE ✗ Visitors, Contractors & Spread of Coronavirus ✗ Inadequate Ventilation ✗ Fire and Intruder Alarms and Emergencies, Including Lockdown ✗ School Activities 				
CONTROL MEASURES	ADDITIONAL INFORMATION	YES	NO	N/A	
<p><i>Note: you must amend and adapt this generic risk assessment to suit your own needs by selecting the controls from the examples provided (adding and amending others where necessary) and then evaluate the overall risk for the activity/situation.</i></p>					
<p>Social Distancing Measures Not Followed</p>					
For pre-school children in early years settings, the staff to child ratios within Early Years Foundation Stage (EYFS) continue to apply and are adhered to	Early Years Foundation Stage	☒	☐	☐	
As per the existing Supporting vulnerable children and young people during the coronavirus (COVID-19) outbreak guidance, vulnerable children of all year groups continue to be expected and encouraged to attend educational provision where it is appropriate for them to do so	Supporting vulnerable children and young people during the coronavirus (COVID-19) outbreak guidance	☒	☐	☐	
Primary School classes halved with a maximum of 15 pupils per class and desks spaced as far apart as possible	DfE Guidance : Actions for education and childcare settings to prepare for wider opening from 1 June 2020 DfE Guidance Coronavirus (COVID-19): implementing protective measures in	☒	☐	☐	

	education and childcare settings We have 12 per Bubble and consistent staffing in each. 14.6.2020 We have 15 in Little Bubble with 2 classrooms and an outdoor area.			
Secondary School classes halved with 2 metres between each desk. Where very small classes might result from halving, it would be acceptable to have more than half in a class, provided the 2 metres rule is applied	Not applicable to our setting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
The number of CYP who use the cloakroom facilities at any one time are limited to ensure they do not become crowded	Bubbles will use their own toilets. Toilet handles, taps, door handles, soap dispensers will be cleaned with spray and cloth at playtime and lunch time.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CYP use the same classroom or area of a setting throughout the day	Each Bubble has a designated classroom and toilet area. Mars classroom- Y6, Key Worker in Neptune classroom and Little Bubble in Earth classroom EYFS Base- Y1, Reception and Preschool (Little Bubble) Little Bubble will be in Earth classroom, EYFS Base – three classrooms and outdoor area for the children. Two sets of toilets.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pupils are seated at the same desk each day if they attend on consecutive days	Yes, desks are as far as possible apart in the classroom. 12 desks in Y6 and KW Bubble classrooms. Stars or Gingerbread men are reminders of where to sit/ stand to play. Little Bubble will not have chairs/tables specific. They will be outdoors and indoors.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>CYP and staff where possible, only mix in a small, consistent group or “bubble” and that small group stays away from other people and group</p>	<p>‘Bubbles’ will consist of up to 15 pupils , at least 2 members of staff.</p> <p>Tables and chairs will be spread out as far as possible in the classroom. 2m social distancing adhered to.</p> <p>All areas clear of obstacles.</p> <p>All displays of children’s work has been removed.</p> <p>Posters from Government around school and site- 40 in total from a selection in Appendix from Government documentation .</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>CYP are in the same small groups at all times each day, and different groups are not mixed during the day, or on subsequent days</p>	<p>‘Bubbles’ will stay consistent during the week.</p> <p>Break time and lunchtime will be different for each ‘Bubble.’</p> <p>Arrival and collection times will be staggered for each ‘Bubble’.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>The same teacher(s) and other staff are assigned to each group and, as far as possible, these stay the same during the day and on subsequent days, recognising for secondary schools there will be some subject specialist rotation of staff</p>	<p>Y6 Bubble: 2/3 staff KW Bubble : 2/3 staff Little Bubble:3/4 staff 14.6.2020 this includes 1:1 SEND TA</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Staff positioning – standing behind pupils, working from above pupils, staff walk with hands clasped to avoid contact</p>	<p>Tables and chairs will be spread out as far as possible in the classroom.</p> <p>Teachers will stand behind pupils to view work.</p> <p>Pupils will walk with hands clasped to avoid touching anything.</p>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

<p>Staff and pupils are reminded that they must not touch their faces, eyes, nose etc.</p>	<p>Children and staff will wash hands regularly for 20 seconds with soap.</p> <p>Hands will be washed on arrival, after playtime, before and after lunch and before bedtime.</p> <p>Children and staff will wash their hands after sneezing, coughing.</p> <p>Catch it, kill it bin, promoted through school.</p> <p>Cleaning box in each classroom.</p> <p>Lidded bins in each classroom.</p> <p>Posters of 'Catch it, Kill it, Bin it' visible across the site.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Consideration given to which lessons or classroom activities could take place outdoors</p>	<p>Afternoon activities will be outdoors when possible.</p> <p>Little Bubble will have outdoor learning available all day.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>The timetable and selection of classroom or other learning environment has been used to reduce movement around the school or building</p>	<p>Children will complete on-line work in the morning session and outdoor learning where possible in the afternoon.</p> <p>Children in a set classroom/playground and toilet bubble.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>The number of CYP who use the toilet facilities at any one time are limited to ensure they do not become crowded</p>	<p>Bubbles will use the specific toilets.</p> <p>If children need toilet during the session a staff member will clean handles and taps after use.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Assembly groups staggered</p>	<p>Daily Collective Worship is in class.</p> <p>14.6.2020 Shining Star CW will be held on TEAMS at 9.30am on a Monday. Children should stay 2m apart</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	and see other Bubbles on Whiteboard. Teacher to chose a shining star and tell everyone why they have achieved it.			
Break times are staggered so that all CYP are not moving around the school at the same time	Break time and lunchtime will be different for each 'Bubble.'	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lunch breaks are staggered	<p>CYP should clean their hands beforehand and enter in the groups they are already in, groups should be kept apart as much as possible and tables should be cleaned between each group. If such measures are not possible, they should be brought their lunch in their classrooms</p> <p><u>Lunchtime:</u></p> <p>11.30am-12pm Little Bubble.</p> <p>12pm-12.30pm Key Workers.</p> <p>12.30pm-1pm Y6 Bubble.</p> <p>If children have left the hall and the tables are cleaned the next Bubble may arrive for lunch.</p> <p>Cutlery and cups will be set out for each setting by lunch staff.</p> <p>'Gingerbread man' on a seat for 2m social distancing.</p> <p>7.6.2020 MSA (MSA)now in school 11.15-12.15 to clean tables and sweep the floor after each Bubble</p> <p>Only cups set on the tables, Cook dishes</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<p>lunch onto tray with knife and fork.</p> <p>Children stand on a dot. Cook stands on a dot as child collects from shelf.</p>			
<p>Shared areas such as halls, dining areas and internal and external sports facilities are used for lunch and exercise at half capacity</p>	<p>If class groups take staggered breaks between lessons, these areas can be shared as long as different groups do not mix (and especially do not play sports or games together) and adequate cleaning between groups is in place</p> <p><u>Lunchtime:</u></p> <p>11.30am-12pm Little Bubble.</p> <p>12pm-12.30pm Key Workers.</p> <p>12.30pm-1pm Y6 Bubble.</p> <p>If children have left the hall and the tables are cleaned the next Bubble may arrive for lunch.</p> <p>Cutlery and cups will be set out for each setting by lunch staff.</p> <p>7.6.2020 MSA now in school 11.15-12.15 to clean tables and sweep the floor after each Bubble</p> <p>Only cups set on the tables, Cook dishes lunch onto tray with knife and fork.</p> <p>Children stand on a dot. Cook stands on a dot as child collects from shelf.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Consideration given to one-way circulation, or placing a divider down the middle of the corridor to keep groups apart as they move</p>	<p>Not applicable to our setting</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

through the setting where spaces are accessed by corridors				
Consideration given to CYP that may need additional support to follow these measures (for example, routes round school marked in braille or with other meaningful symbols, and social stories to support them in understanding how to follow rules)	Not applicable to our setting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Drop-off and collection times staggered	<p><u>Arrival and collection times will be staggered for each 'Bubble'.</u></p> <p><u>Arrival</u></p> <p>Y6 Bubble: 8.45-9am, KW Bubble 9.00-am-9.15am, Little Bubble 9.15am-9.30am.</p> <p>Children walk through wooden gate to class outside door. TA to monitor.</p> <p>Parents will be 'Socially Distanced' at arrival and collection times. SEE BELOW.</p> <p><u>Collection</u></p> <p>Flooring marks on playground to stand at on arrival for collection.</p> <p>Little Bubble: 2.45pm-3pm, KW Bubble 3pm-3.15pm and Y6 3.15pm-3.30pm</p> <p>No parents will be allowed in the school building.</p> <p>PARENTS MUST LEAVE THE SITE IMMEDIATELY AFTER COLLECTION, by the double field gates.</p> <p>Parents who have siblings in different Bubbles should arrive between the two times and wait at a</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<p>playground dot for both children.</p> <p>Taxi driver to wait at a dot on playground to collect taxi pupils.</p> <p>7.6.2020 Children to stay in classrooms at the end of the day. Parents to SD on dots on scooter playground. T/TA will see parent through window and send child out to meet them. Children able to stay in warm and dry and watch Newsround.</p> <p>14.6.2020 HT opens Scooter playground gate at 8.45am. All children going into school alone and without any fuss. HT to take taxi child to taxi in layby each day at 3pm and sign taxi sheet. HT to unlock gates at 2.55pm for parents to enter. Collection going very well, all adults SD and using circuit to enter and leave school. New Timings: Arrival: Y6 8.45-8.55 KW: 8.55-9.05 Little Bubble: 9.05-9.15 Collection : Little Bubble 3pm-3.10pm KW Bubble: 3.10pm-3.20pm, Y6 3.20pm-3.30pm</p>			
<p>Parents told that if their CYP needs to be accompanied to the education or childcare setting, only one parent should attend</p>	<p>Siblings should not accompany the parent when dropping off or picking up wherever possible. If they have to accompany the parent they must</p>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

	follow social distancing guidelines			
Parents' drop-off and pick-up protocols planned to minimise adult to adult contact	<p>Arrival and collection times will be staggered for each 'Bubble'.</p> <p><u>Arrival</u></p> <p>Y6 Bubble: 8.45-9am, KW Bubble 9.00-am-9.15am, Little Bubble 9.15am-9.30am.</p> <p>Children walk through wooden gate to class outside door. TA to monitor.</p> <p>Parents will be 'Socially Distanced' at arrival and collection times. SEE BELOW</p> <p><u>Collection</u></p> <p>Flooring marks on playground to stand at on arrival for collection.</p> <p>Little Bubble: 2.45pm-3pm, KW Bubble 3pm-3.15pm and Y6 3.15pm-3.30pm</p> <p>No parents will be allowed in the school building. PARENTS MUST LEAVE THE SITE IMMEDIATELY AFTER COLLECTION.</p> <p>7.6.2020 Children to stay in classrooms at the end of the day. Parents to SD on dots on scooter playground. T/TA will see parent through window and send child out to meet them. Children able to stay in warm and dry and watch Newsround.</p> <p>14.6.2020 HT opens Scooter playground gate at 8.45am. All children</p>	☒	☐	☒

	<p>going into school alone and without any fuss.</p> <p>HT to take taxi child to taxi in layby each day at 3pm and sign taxi sheet.</p> <p>HT to unlock gates at 2.55pm for parents to enter. Collection going very well, all adults SD and using circuit to enter and leave school.</p> <p>New Timings: Arrival: Y6 8.45-8.55 KW: 8.55-9.05 Little Bubble: 9.05-9.15 Collection : Little Bubble 3pm-3.10pm KW Bubble: 3.10pm-3.20pm, Y6 3.20pm-3.30pm</p>			
Parents and CYP are told their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use)	See above	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
It is made clear to parents that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely)	Guidelines sent home-see above	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
External entrances to classrooms are used where practical	Each Bubble has an outside door.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Multiple groups do not use play equipment simultaneously	Only Y6 Bubble have access to play area. This will be cordoned off and not in use.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Early years groups in school have considered how to keep small groups of children together throughout the day and to avoid larger groups of children mixing	Only a small number returning: 12 children per KS2 Bubble and 15 in KS1/EYFS Bubble 14.6.2020 Children have been reminded not to kick or touch any balls as they leave school as they belong to the Y6 Bubble.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schools offering residential provision have considered the maximum number of CYP they can safely accommodate in residences	Not applicable	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

<p>Staff working in Offices are adequately distanced, are on rota or are working from home</p>	<p>Admin staff is one in the office at a time/ working from home. Each staff member will have their own desk, phone and computer and antibacterial spray to clean their area. 14.6.2020 Returning staff to use Rainbow Room to work in and staff to ensure SD and individual RA adhered to at all times.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Numbers of staff using Staff Room are limited or the use of Staff Room is staggered to ensure social distancing is maintained</p>	<p>Bubbles are eating at different times and so only ever 3 members of staff having lunch. 7.6.2020 Staff to make own hot/cold beverages at all times. 14.6.2020 Notices placed around school to remind about general wiping of surfaces eg washing machine, kettle handles.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Social Distancing Measures Not Followed During Travel to and from School</p>				
<p>Parents and CYP encouraged to walk or cycle to their education setting where possible</p>	<p>Children tend to live in Northallerton and have no other option than car.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Schools, parents and CYP following the government guidance on how to travel safely, when planning their travel, particularly if public transport is required</p>	<p>Posters from Government around school and site- 40 in total from a selection in Appendix from Government documentation .</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Transport arrangements cater for any changes to start and finish times</p>	<p>Transition times will fit in with Taxi service.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>It is ensured that transport providers, as far as possible, follow hygiene rules and try to keep distance from and between their passengers</p>	<p>NYCC taxi service</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Appropriate actions taken to reduce risk if hygiene rules and social distancing is not possible, for example when transporting CYP with complex needs who need support to access the vehicle or fasten seatbelts</p>	<p>NYCC taxi service</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

<p>Revised travel plans clearly communicated to contractors, local authorities and parents where appropriate (for instance, to agree pick-up and drop-off times)</p>	<p>Emailed to parents if necessary. 14.6.2020 Both children to arrive separately in a taxi this week.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Inadequate Cleaning</p>				
<p>Discuss with cleaning contractors or staff the additional cleaning requirements and agree additional hours to allow for this</p>	<p>Caretaker is aware of his cleaning schedule. Deep clean of all rooms w/b 19.5.2020</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Surfaces that CYP are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters etc. are cleaned more regularly than normal</p>	<p>Cleaning in classrooms will be frequent as directed. Teachers will stand behind pupils to view work. Pupils will walk with hands clasped to avoid touching anything. Toys will be cleaned at the end of the session, toys will be used on a rota system and if used on day 1 will not be used again until day 4. Play equipment will not be used. reviewed 1.6.20, staff informed All classrooms are clear of clutter and work surfaces so they can be wiped down regularly with antibacterial spray. Soft furnishings removed from classrooms. Toilets will be regularly cleaned at 'Pinch Points' Children must not bring anything into school, children will receive their own resources which will</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<p>be in a sealed bag and kept in school.</p> <p>PE trainers must be left in school, no PE kit to be used.</p> <p>Water bottles to stay in school each day and will be washed with hot soapy water at the end of the day</p> <p>No resources brought in from home</p> <p>Staff tabards to be washed in the washing machine at the end of each day and a clean one worn daily.</p> <p>Toilets will be regularly cleaned at 'Pinch Points'</p> <p><u>TOILETS</u></p> <p>Y6- Mars classroom and toilets</p> <p>Key Workers- Neptune classroom and toilets</p> <p>Y1/Reception in Earth classroom, EYFS Base and toilets</p> <p>Classes will have a system so that only one child in each toilet at a time.</p> <p>Easy Access toilet to be using for intimate care and 'Pinch Points' cleaned after use.</p>			
<p>Electronic entry systems and keypads are regularly sanitised particularly first thing in the morning and where possible after each use</p>	<p>Caretaker sanitising morning and night.</p> <p>Wipes available for toilet door.</p> <p>Lunchtime clean down with antibacterial spray</p> <p>5.6.2020: Caretaker reminded about door exit button 4/6/2020</p> <p>14.6.2020 poster reminding staff to</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	wipe down signing in pen.			
Bins for tissues and other rubbish are emptied throughout the day	Catch it, kill it bin, promoted through school. Lidded bins in each classroom. Bins emptied when necessary by staff in Bubble. 14.6.2020 Please place black bags from bins under table in foyer for collection by Caretaker.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stocks of cleaning chemicals, liquid soap, paper towels, tissues, toilet roll, bin bags etc. regularly checked and additional supplies requested as necessary	Caretaker monitoring, leaving note for Admin to order. PPE and antibacterial spray on order. 14.6.2020 YPO order made for extra cleaning supplies as noted to ensure we have sufficient to September 2020	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disposable tissues are available in each room for both staff and CYP use	Caretaker to ensure available each day	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consideration given to how play equipment is used ensuring it is appropriately cleaned between groups of children using it	Play equipment will be wiped down after lunchtime play/end of day for Little Bubble, by Bubble staff	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outdoor equipment must not be used unless the setting is able to ensure that it is appropriately cleaned between groups of CYP using it	Play equipment will be wiped down after lunchtime play / end of day for Little Bubble, by Bubble staff	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unnecessary items particularly those that cannot be easily cleaned removed from classrooms and other learning environments where there is space to store it elsewhere	Toys will be cleaned at the end of the session, toys will be used on a rota system and if used on day 1 will not be used again until day 4. All classrooms are clear of clutter and work surfaces can be wiped down regularly with antibacterial spray.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) removed	All classrooms have been streamlined- no resources are out in any classrooms.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shared Resources				
CYP advised to not bring personal items in from home as this will reduce possible spread of the virus	<p>Children must not bring anything into school, children will receive their own resources which will be in a sealed bag and kept in school.</p> <p>PE trainers must be left in school, no PE kit to be used.</p> <p>Water bottles to stay in school each day and will be washed with hot soapy water at the end of the day</p> <p>No resources brought in from home</p> <p>Staff tabards to be washed in the washing machine at the end of each day and a clean one worn daily.</p> <p>Children must be bathed daily and wear clean clothes each day.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shared materials and surfaces are cleaned and disinfected more frequently	<p>All classrooms will be clear of clutter and work surfaces can be wiped down regularly with antibacterial spray.</p> <p>7.6.2020 Staff to make own hot/cold beverages at all times.</p> <p>14.6.2020: Reminders placed around staff areas regarding wiping of surfaces after use eg toilet flush handles</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff not taking resources from school home e.g. books	Children's books will be left in school.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Staff tabards to be washed in the washing machine at the end of each day and clean one worn daily.			
Devices/ laptops/tablets etc. that are brought from home to school and back again are cleaned at the start and end of the day	All laptops to be wiped down when returning home and then when brought back into the classroom.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staffing & Spread of Coronavirus to Staff, CYP and Families, Visitors and Contractors				
CYP (0 to 18 years of age) who have been classed as clinically extremely vulnerable and clinically vulnerable due to pre-existing medical conditions have been advised to shield and are supported at home as much as possible	HT contact with Parents/Guardians	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff who have been classed as clinically extremely vulnerable and clinically vulnerable due to pre-existing medical conditions are not expected to attend work	HT contact with all staff. Email sent: 13/5/2020 to check availability from 1/6/2020 RA in place and discussed with CEO 14.6.2020 RA in place for returning staff members and email confirmation received from both staff members 12/6/2020	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If a CYP or staff member lives in a household with someone who is extremely clinically vulnerable they are not expected to attend site	HT contact with all staff. Email sent: 13/5/2020 to check availability from 1/6/2020 RA in place and discussed with CEO 14.6.2020 RA in place for returning staff members and email confirmation received from both staff members 12/6/2020	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If a CYP or a member of staff lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, they can attend their education or childcare setting	HT contact with all staff. Email sent: 13/5/2020 to check availability from 1/6/2020 RA in place and discussed with CEO	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	14.6.2020 RA in place for returning staff members and email confirmation received from both staff members 12/6/2020			
Staff who are pregnant or others with specific health conditions may be asked to work from home as they are in the vulnerable group and to follow government advice as it is issued	HT contact with all staff. Email sent: 13/5/2020 to check availability from 1/6/2020 14.6.2020 All staff available for work except Vulnerable MSA	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Access to PPE should be available where there is contact with diagnosed or suspected person with covid-19	See Inadequate Personal Protection & PPE section of this risk assessment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sneeze into a tissue or sleeve NEVER into hands. Wash hands immediately after	Children and staff will wash hands regularly for 20 seconds with soap. Hands will be washed on arrival, after playtime, before and after lunch and before hometime. Children and staff will wash their hands after sneezing, coughing. Catch it, kill it bin, promoted through school. Lidded bins in each classroom. Posters of 'Catch it, Kill it, Bin it' visible across the site.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Used tissues to be put in a bin immediately	Children and staff will wash hands regularly for 20 seconds with soap. Hands will be washed on arrival, after playtime, before and after lunch and before hometime. Children and staff will wash their hands after sneezing, coughing.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<p>Catch it, kill it bin, promoted through school.</p> <p>Cleaning Box in each Bubble.</p> <p>Lidded bins in each classroom.</p> <p>Posters of 'Catch it, Kill it, Bin it' visible across the site.</p>			
Site User Becoming Unwell				
<p>If anyone becomes unwell with a new, continuous cough or a high temperature in an education or childcare setting, they must be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance</p>	<p>COVID-19: guidance for households with possible coronavirus infection guidance</p> <p>Children must not attend school if they have any symptoms.</p> <p>It is advised that any pupil has ANY illness they are kept at home as they will be placed in the Rainbow Room with a member of staff wearing PPE until they are collected, which should be immediately.</p> <p>Any staff with any symptoms will be asked to leave the site and make an immediate appointment for a Key Worker test.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>If a CYP is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the CYP and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation.</p>	<p>If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people Rainbow Room to be used. 14.6.2020: HT office to be used if staff working in Rainbow Room</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>If the CYP needs to go to the bathroom while waiting to be collected, they should use a separate</p>	<p>Easy Access toilet to be used and cleaned</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else	afterwards whilst wearing PPE. Caretaker to be made aware and will use PPE to clean at the end of the day.			
PPE should be worn by staff caring for the CYP while they await collection if a distance of 2 metres cannot be maintained (such as for a very young CYP or a CYP with complex needs)	See Inadequate Personal Protection & PPE section of this risk assessment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In an emergency, call 999 if the CYP is seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital	Admin will be in school every day.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the CYP subsequently tests positive. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell	Staff will wash hands thoroughly for 20 seconds with soap.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people	Staff will clean down the Rainbow room immediately after a child has left for home with parent. 14.6.2020 Staff will clean down the HT office/Rainbow Room immediately after a child has left for home with parent.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Site User Developing Symptoms				
Children, young people, parents, carers or any visitors, such as suppliers, are told not to attend or enter the education or childcare setting if they are displaying any symptoms of coronavirus	Parental Guidelines: Children must be washed and wear clean clothes each day. Long hair to be tied back, no jewellery. Children must not attend school if they have any symptoms of coronavirus. It is advised that if any pupil has ANY illness they are kept at home as they will be placed in the Rainbow Room with a member of staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<p>wearing PPE until they are collected, which should be immediately.</p> <p>Any staff with any symptoms will be asked to leave the site and make an immediate appointment for a Key Worker test. Children must not attend school if they have any symptoms.</p>			
<p>When a CYP or staff member develops symptoms compatible with coronavirus, they are sent home and advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days.</p>	<p>All staff and CYP who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus, and are encouraged to get tested in this scenario</p> <p>Any staff with any symptoms will be asked to leave the site and make an immediate appointment for a Key Worker test.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Where the CYP or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Where the CYP or staff member tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 14 days</p>	<p>The other household members of that wider class or group do not need to self-isolate unless the CYP or staff member they live with in that group subsequently develops symptoms</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Parents, carers and settings do not need to take children's temperatures every morning. Routine testing of an individual's temperature is not a reliable method for identifying coronavirus. Educational and childcare settings should reiterate to parents the need to follow the standard national advice on the kind of symptoms to look out for that might be due to coronavirus, and where to get further advice</p>	<p>If anyone in the household develops a fever or a new continuous cough they are advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance (which states that the</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	ill person should remain in isolation for 7 days and the rest of the household in isolation for 14 days)			
Inadequate Hand Washing/Personal Hygiene				
Staff/CYP/cleaners/contractors etc. will be reminded to wash their hands before leaving home, on arrival at the premises and before and after handling cleaning chemicals, eating/drinking, using the toilet, after PE/sports activities and after coughing or sneezing and not to touch face (eyes, mouth, nose) with hands that are not clean	<p>All visitors wash their hands in Easy Access toilet on arrival at school.</p> <p>Hands will be washed on arrival, after playtime, before and after lunch and before hometime.</p> <p>Staff will wash their hands after sneezing, coughing.</p> <p>Catch it, kill it bin, promoted through school.</p> <p>Lidded bins in each classroom.</p> <p>Posters of 'Catch it, Kill it, Bin it' visible across the site.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The 'catch it, bin it, kill it' approach is promoted	<p>CATCH IT  Germs spread easily. Always carry tissues and use them to catch your cough or sneeze.</p> <p>BIN IT  Germs can live for several hours on tissues. Dispose of your tissue as soon as possible.</p> <p>KILL IT  Hands can transfer germs to every surface you touch. Clean your hands as soon as you can.</p> <p></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wash with liquid soap & water for a minimum of 20 seconds	Guidance on hand cleaning	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alcohol based hand cleansers/gels (containing at least 60% alcohol) can only be used if soap and water are not available, but is not a substitute for hand washing. Such gels MUST ONLY BE USED UNDER CLOSE SUPERVISION because in normal circumstances CYP should not be using alcohol based hand cleansers	Staff will have non-alcoholic hand sanitisers to use for when appropriate	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consideration should be given to allocating individual toilets and sinks to CYP where numbers are low and this is achievable, otherwise sinks and	This needs to be done first thing in the morning, after breaks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

toilets will be regularly sanitised throughout the day	and after lunch at least			
Hands must be dried properly to prevent infection and drying out.	Parents/carers to be advised to use appropriate hand moisturisers . Children should use hand moisturiser on return home, to eliminate any dryness caused by regular hand washing.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inadequate Personal Protection & PPE				
PPE will need to be worn by a member of staff if a CYP becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the CYP is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn	It is advised that any pupil has ANY illness they are kept at home as they will be placed in the Rainbow Room with a member of staff wearing PPE until they are collected, which should be immediately. Any staff with any symptoms will be asked to leave the site and make an immediate appointment for a Key Worker test.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Education, childcare and children's social care settings and providers should use their local supply chains to obtain PPE	NYCC sending 5 sets to each school. DAT sourcing PPE for our school	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Visitors, Contractors & Spread of Coronavirus				
Visitors to the premises will be discouraged and all non-essential visitors will be cancelled postponed or meeting takes place by skype	Visitors will only be allowed in school if an appointment has already been made and social distancing measures are adhered to. GDPR: cupboards with data are always locked.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All visitors and contractors must make pre-arranged appointments or they will not be allowed on site	Visitors will only be allowed in school if an appointment has	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<p>already been made and social distancing measures are adhered to.</p> <p>GDPR: cupboards with data are always locked.</p>			
<p>Contractors to attend by agreement only after school have satisfied themselves that it is necessary for the visit to take place at that time and that all required controls are in place to allow the work to continue safely</p>	<p>Visitors will only be allowed in school if an appointment has already been made and social distancing measures are adhered to. Doors will be propped open into staff areas. Toilet door has antibacterial wipes to open the door.</p> <p>Windows in school will be open at all times.</p> <p>GDPR: cupboards with data are always locked.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Contractors to provide updated risk assessment prior to visit which includes their own controls round infection spread prevention</p>	<p>Times of visits may need to be adapted to take in to account the ability to maintain appropriate social distancing measures and availability of resources to effectively clean following the visits</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inadequate Ventilation				
Ventilate spaces with outdoor air	Windows in school will be open at all times.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ensure regular airing with windows (even in mechanically ventilated buildings)	Windows in school will be open at all times.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Keep toilet ventilation in operation as much as possible while building is occupied		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Switch air handling units with recirculation to 100% outdoor air		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation	Fire doors must not be propped open unless they have a self-closing hold open device fitted	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Fire and Intruder Alarms and Emergencies, Including Lockdown				
<p>All staff and CYP to undergo induction in the fire and emergency routines accident/first aid procedures and lockdown procedures. This may not be the usual routes. Repeat as necessary with new starters (staff/young people)</p>	<p>New procedures regarding Fire Drill and Lockdown Procedure to be discussed in Staff meeting 2/6/2020 14.6.2020: Emergency Drill procedure and all pupils outside 9/6/2020 in 1min 50 seconds – SD lines out of school and SD lines on edge of playground.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Ensure that emergency cut-off points for water, gas and electric are clearly marked and known by the senior designated member of staff and that details of emergency contacts for utilities are readily available</p>	<p>As now</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>If there is a 24-hour monitoring system in place for alarms (fire &/or security) the monitoring centre will need to be aware of any new emergency out of hours contact details</p>	<p>Les Stimson, Caretaker- no change</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School Activities				
<p>CYP do not interact in a manner where they will have close contact with each other (maintain social distancing). This must be supported by very clear expectations</p>	<p>Guidelines for children discussed in class on return. Desks separated Children have their own resources. Staff stand behind pupils. All children in their own Bubble. Posters and tabards will remind children about current COVID19 guidance. All activities have social distancing measures incorporated. PPE for children as they return to school with expectations given to them- 'Educating yourself to live in a COVID-19 pandemic'.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Practical lessons can go ahead if equipment can be cleaned thoroughly and the classroom or other learning environment is occupied by the same CYP in one day, or properly cleaned between cohorts	Resources will be cleaned and used within same cohort.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Practical activities in Secondary Schools undertaken in accordance with CLEAPSS guidance		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Have you consulted with the people/representatives undertaking the activity as part of the preparation of this risk assessment Staff and Governors will read by email and respond to state it has been read.		Yes <input checked="" type="checkbox"/>		No <input type="checkbox"/>
What is the level of risk for this activity/situation with existing control measures AFTER implementation of this RA the result of these measures will be MEDIUM .		High <input type="checkbox"/>	Med <input checked="" type="checkbox"/>	Low <input type="checkbox"/>
Is the risk adequately controlled with existing control measures All precautions in this RA have been set up in school during this Pandemic.		Yes <input checked="" type="checkbox"/>		No <input type="checkbox"/>
Have you identified any further control measures needed to control the risk and recorded them in the action plan. This Risk Assessment is in a document called :@SOtt Guidance (1.6.2020) and this will be circulated in the same was as this RA, to staff, Governors and Parents.		Yes <input checked="" type="checkbox"/>		No <input type="checkbox"/>
ACTION PLAN (insert additional rows if required)		To be actioned by		
Further control measures to reduce risks so far as is reasonably practicable		Name	Date	
Guidance provided for staff in separate document		ALL STAFF	2/6/2020	
HSW Action Plan available		ALL staff	2/6/2020	
Guidance provided for parents in separate document		Parents/Guardians	2/6/2020	
State overall risk level assigned to the task AFTER implementation of control and action plan measures taken as a result of this risk assessment AFTER implementation of this RA the result of these measures will be MEDIUM		High <input type="checkbox"/>	Med <input checked="" type="checkbox"/>	Low <input type="checkbox"/>
Is such a risk level deemed to be as low as reasonably practical?		Yes <input checked="" type="checkbox"/>		No <input type="checkbox"/>
Is activity still acceptable with this level of risk?		Yes <input checked="" type="checkbox"/>		No <input type="checkbox"/>
If no, has this been escalated to senior leadership team?		Yes <input type="checkbox"/>		No <input type="checkbox"/>
Assessor(s):	Amanda Gledhill	Signature:	AEBGledhill	
Position(s):	Headteacher	Review Date:	Weekly 7.6.2020: : Updated by AEBG and sent to Staff, Gov and CEO 14.6.2020: Updated by AEBG and sent to Staff, Gov and CEO	
Date:	29 th May 2020			
Distribution: ALL STAFF/ GOVERNORS Available to PARENTS/GUARDIANS if required				

Risk rating	Action
HIGH	Urgently review/add controls & monitor, notify H&S Team (if Likely or Highly Likely – stop work, seek competent advice)
MEDIUM	Review/add controls (as far as reasonably practicable) & monitor
LOW	Monitor control measures

POTENTIAL OUTCOME

Catastrophic	Fatal injury/permanent disability
Major	RIDDOR reportable Specified Injury/Disease/Dangerous Occurrence
Moderate	RIDDOR reportable over 7 day injury
Minor	Minor injury (requiring first aid)
Insignificant	Minor injury

LIKELIHOOD

Highly likely	More likely to occur
Likely	↓
Possible	
Unlikely	
Remote	Less likely to occur

POTENTIAL OUTCOME

Catastrophic					
Major					
Moderate					
Minor					
Insignificant					
	Remote	Unlikely	Possible	Likely	Highly Likely

LIKELIHOOD