

Activity/ Situation	FULL OPENING OF SCHOOL DURING COVID-19 PANDEMIC				
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"> ✘ Contact Between Individuals Not Minimised and Social Distancing Measures Not Followed ✘ Social Distancing Measures Not Followed During Travel to and from School ✘ Inadequate Cleaning/Sanitising ✘ Shared Resources ✘ Spread of Coronavirus to Staff, Pupils 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 				
CONTROL MEASURES		ADDITIONAL INFORMATION	YES	NO	N/A
Contact Between Individuals Not Minimised and Social Distancing Measures Not Followed					
Consistent groups are in place which reduces the risk of transmission by limiting the number of pupils and staff in contact with each other to only those within the group	Details;- Rainbow (EYFS) Bubble: 28 Green (Y1/2) Bubble : 31 Blue (Y3/4) Bubble: 33 Red (Y5/6) Bubble: 23	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The school keeps a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups	Staff timetable completed and TAs allocated to specific classes during each week. Records accessed through Bromcom	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Primary schools may be able to implement groups that are the size of a full class. If that can be achieved, it is recommended, as this will help to reduce the number of people who could be asked to isolate should someone in the group become ill with coronavirus (COVID-19).	Circumstances need to be assessed and if class-sized groups are not compatible with offering a full range of subjects or managing the practical logistics within and around school, you can look to implement year group sized 'bubbles'	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	See information recorded above.			
Whatever the size of the group, they are kept apart from other groups and older children are encouraged to keep their distance within their groups	<u>Arrival and collection times will be staggered for each 'Bubble'</u> See Guidance document	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schools with the capability to do it should take steps to limit interaction, and the sharing of rooms and social spaces between groups as much as possible	Children will stay in classrooms and play areas each day. Hall will be used for staggered lunchtime. Rainbow Bubble will eat in own classroom through separate entrance and exit. Staff room has a limit of 3 adults in at any one time. Daily 5 minute briefing will be SD in the main hall. Big Otters ASC will operate from the Rainbow Room and the Hall and will have a different entrance to all other children and Hall. Children will wash hands on arrival at Big Otters and also when leaving to go to class on a morning.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
It is recognised that younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their group	Children are aware of the meaning of Social Distancing and try to adhere to it. All classrooms have extra cleaning in place to ensure resources and equipment are regularly cleaned. Children will have their own resources in a named pencil case provided by school.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schools keep children in their class groups for the majority of the classroom time, but also allow mixing into wider groups for specialist teaching, wraparound care and transport	Intervention groups when needed will be in the well ventilated hall at large tables with SD measures in place. Only one	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<p>Bubble will have interventions at one time.</p> <p>Specialist teaching eg Music/PE will be in groups from ONE Bubble only. Social Distancing will be adhered to at all times.</p> <p>21.9.2020 UKELELE/Violin LESSONS SOCIALLY DISTANCED in school hall. Guidelines in place from NYCC Music hub.</p> <p>Rooms will be well ventilated and cleaned between groups.</p> <p>Own resources will only be used.</p>			
Siblings may be in different groups	<p>Children will be kept in year group Bubbles and so may be in different Bubbles during the school day.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teachers and other staff operate across different classes and year groups in order to facilitate the delivery of the school timetable	<p>PPA Cover will mean only three staff members will join different Bubbles during the week. Teachers and TAs will be consistent in other Bubbles.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where staff need to move between classes and year groups, they should keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults	<p>PPA staff are aware of SD and have tabards reminding others to keep to 2m SD .</p> <p>PPA will be on three days only during each week to cover PPA/RQT time.</p> <p>They will wash hands and change their tabard before starting with the Bubble (if they have worked in another Bubble during that day)</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where possible adults maintain a 2 metre distance from each other, and from children	<p>Social Distancing notification all around school, tabards worn</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	by staff are a reminder of SD at all times. Staff room will only allow 3 staff in at a time to allow 2m SD.			
Adults avoid close face to face contact and limit time spent within 1 metre of anyone	Space in school means all staff can stay 1m away from other adults at all times.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Within the classroom a distance between people is maintained so far as reasonably practical	It is accepted that distancing may not be possible in primary schools Desks are facing the front of the room so the teacher can stand behind children to give feedback and children are not facing each other to limit any possible airborne transmission. EYFS will not be sat in rows.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pupils are seated side by side and facing forwards, rather than face to face or side on	Desks are facing the front of the room so the teacher can stand behind children to give feedback and children are not facing each other to limit any possible airborne transmission.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff will work side on to pupils as opposed to face to face whenever possible	Precision teaching will be sat side-by-side and 1m away from child. 10 minute deadline will be used for this pacy intervention. In class teaching staff will be stood behind pupils.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Educational and care support is provided as normal to pupils who have complex needs or who need close contact care	Same member of staff to work with children with specific needs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schools, local authorities, health professionals, regional schools commissioners and other services work together to ensure that children with medical conditions are fully supported, including through the use of individual healthcare plans, so that they may receive an education in line with their peers	In some cases, the pupil's medical needs will mean this is not possible, and educational support will require flexibility. Our guidance on supporting pupils at	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	school with medical conditions remains in place. RA updated weekly by Classteacher.			
Unnecessary furniture has been moved out of classrooms to make more space	All classrooms are streamlined and all resources are in cupboards and taken out only when required and wiped down with cleaning fluid after use.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Large gatherings such as assemblies or collective worship with more than one group do not take place	Collective Worship is daily in class. Shining Star Collective Worship is through TEAMS each week. CW Visitors are providing video assemblies on our Christian Value. Advice received from York Diocese Education team.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The timetable and selection of classroom or other learning environment has been used to reduce movement around the school or building	All timetables are within the classroom or Bubble outdoor space. Blue Bubble to access Nature Garden for extended outdoor learning. PE will be outdoors when possible. If indoors the class will be split and only half will do PE in the hall. Equipment will be cleaned after use by Bubble.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consideration given to staggered starts or adjusting start and finish times to keep groups apart as they arrive and leave school	Staggered start and finish times should not reduce the amount of overall teaching time. Normal school hours will be met. Please see Guidance Document	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parents' drop-off and pick-up protocols planned to minimise adult to adult contact	Please see Guidance documents *Taxi driver to wait in the layby and taxi	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<p>pupils will be brought to the taxi.</p> <p>*Parents who have siblings in different Bubbles will arrive between the two times and wait at a playground dot for both children.</p> <p>*HT available to encourage parents to leave the premises straight after school.</p> <p>10.9.2020: Reminder email to parents re SD in school grounds and outside</p> <p>1.11.2020 Parents/Guardians to wear face coverings at arrival/drop off</p>			
Parents and pupils 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)	<u>GUIDANCE FOR PARENTS DOCUMENT</u>	<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)	See above for Guidance document AND: *PARENTS MUST RING AND ARRANGE AN APPOINTMENT IF THEY NEED TO SPEAK TO A TEACHER OR HEADTEACHER	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
External entrances to classrooms are used where practical	All Bubbles have their own entrance/exit doorway for arrival/end of day and Emergency Drill procedure.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Break times are staggered so that all pupils are not moving around the school at the same time	All Bubbles have their own external door/ play area and toilets and so can take break time without contact with any other Bubble.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lunch breaks are staggered	Lunchtime will be staggered. *11.30am-12pm: Rainbow BUBBLE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<p>*11.30pm-12.00pm: Green BUBBLE</p> <p>*12.00-12.30pm: Blue Bubble</p> <p>*12.30pm-1pm Red Bubble</p> <p>*UFSM for Reception Y1 and Y2.</p> <p>*Usual online payment system in place for school lunch payments on MCAS- no cash in school.</p> <p>*Packed lunch boxes/bags will be wiped down on arrival at school.</p> <p>*Packed lunch trolley to be wiped down at lunchtime and at the end of the day.</p> <p>1.11.2020 Staff to wear face coverings in the dining hall.</p>			
Numbers of staff using Staff Room are limited or the use of Staff Room is staggered to ensure that staff maintain 2 metres distance from each other	<p>Only 3 members of staff in the Staff room at one time.</p> <p>1/11/2020</p> <p>Notices remind staff or frequent wiping down of eg.microwave/kettle handles.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff meetings take place remotely where possible. Where this is not possible staff meetings take place in a large well ventilated room ensuring 2 metres social distancing at all times	Staff meetings are in well ventilated hall and SD used between staff and face coverings worn to eliminate risk.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School can resume non-overnight domestic educational visits	Domestic (UK) overnight and overseas educational visits are prohibited	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Social Distancing Measures Not Followed During Travel to and from School				
Parents and pupils are encouraged to walk or cycle to their education setting where possible	Junior Road Safety Officers to continue with their work on road safety and sustainable travel during Autumn term (Red Bubble)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Guidance document encourages this: Posters from Government around school and site- 40 in total from a selection in Appendix from Government Guidance June 2020			
Schools, parents and pupils following the government guidance on how to travel safely, when planning their travel on public transport	safer travel guidance for passengers Taxi driver following NYCC Guidelines for taxi transport.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inadequate Cleaning/Sanitising				
A cleaning schedule that ensures cleaning is generally enhanced and includes more frequent cleaning of rooms / shared areas that are used by different groups is in place	<ul style="list-style-type: none"> *Cleaning in classrooms will be frequent as agreed. *Cleaning box available in all Bubbles. *Teachers will stand behind pupils to view work. *Toys will be cleaned at the end of the session. *Play equipment will be wiped down at the end of each lunchtime. *All classrooms will be clear of clutter and work surfaces can be wiped down regularly with antibacterial spray. *Toilets will be regularly cleaned at 'Pinch Points' *Children must not bring anything into school, children will receive their own resources which will be in a pencil case and kept in school. *Water bottles to stay in school each day and will be washed with 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<p>hot soapy water at the end of the day</p> <p>No resources brought in from home other than a Red Reading bag. Pencil cases provided by school.</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>First Aid kit available in each classroom</p>			
<p>Surfaces that pupils are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters etc. are cleaned more often than normal</p>	<p>*Cleaning in classrooms will be frequent as agreed. Checklist in each room to check all areas are cleaned regularly during the day.</p> <p>*Cleaning box available in all Bubbles.</p> <p>*Toys will be cleaned at the end of the session.</p> <p>*Play equipment will be wiped down at the end of each lunchtime.</p> <p>*All classrooms will be clear of clutter and work surfaces can be wiped down regularly with antibacterial spray.</p> <p>*Toilets will be regularly cleaned at 'Pinch Points'</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<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. Cloth and antibacterial spray available for toilet door. Lunchtime clean down with antibacterial spray</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Bins for tissues and other rubbish are emptied throughout the day</p>	<p>Catch it, kill it bin, promoted through school.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Lidded bins in each classroom. Bins emptied when necessary by staff in Bubble.			
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 available.	<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	Staff in Bubbles aware of regular cleaning procedures and completing daily checklist to ensure all areas covered and wiped down at regular intervals during the day.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outdoor playground equipment should be more frequently cleaned	Currently out of use on playground and wiped down in EYFS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shared Resources				
For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared	School has purchased a pencil case for every child in school. Paid for by non-uniform day at end of term.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Classroom based resources, such as books and games, can be used and shared within the bubble; these are cleaned regularly, along with all frequently touched surfaces	Staff in Bubbles aware of regular cleaning procedures and completing daily checklist to ensure all areas covered and wiped down at regular intervals during the day.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles	Each Bubble has own equipment and if shared in PE is wiped down after use.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pupils can bring essentials such as lunch boxes, hats, coats, books, stationery, bags and mobile phones (depending on school policy) in to school	Children should still not bring anything into school, children will receive their own resources which will be in a pencil case and kept in school.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<p>PE and PE trainers worn on day of PE lesson.</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 except Red Reading bag</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>Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. Rules on hand cleaning, cleaning of the resources and rotation apply to these resources</p>	<p>Children's books will be left in school if possible.</p> <p>Staff tabards to be washed in the washing machine at the end of each day and clean one worn daily.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Devices/ laptops/tablets etc. that are brought from home to school and back again are cleaned at the start and end of the day</p>	<p>All laptops to be wiped down when returning home and then when brought back into the classroom.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Spread of Coronavirus to Staff, Pupils and Families, Visitors and Contractors				
<p>Contact with individuals who are unwell is minimised by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school</p>	<p>Ensuring that pupils, staff and other adults do not come into the school if they have coronavirus (COVID-19) symptoms, or have tested positive in the last 10 days, and ensuring anyone developing those symptoms during the school day is sent home, are essential actions to reduce the risk in schools and further drive down transmission of coronavirus (COVID-19)</p> <p>Guidance to all:</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<p>*Long hair to be tied back, no jewellery.</p> <p>*Children must not attend school if they have any symptoms of coronavirus.</p> <p>*It is advised that if any pupil has ANY illness they are kept at home as they will be placed in the Medical Room with a member of staff wearing PPE if they are unable to adhere to 2m SD 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>			
The school recognises that if they have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak and must continue to work with their local health protection team who will be able to advise if additional action is required	PH to be informed and Guidance followed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Those pupils whose doctors have confirmed they are still Clinically Extremely Vulnerable are not to attend education whilst the national restrictions are in place. Schools will need to make appropriate arrangements to enable them to continue their education at home.	Advice for those identified through a letter from the NHS or a specialist doctor as in the group deemed clinically extremely vulnerable	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Staff who are Clinically Extremely Vulnerable MUST NOT attend the workplace during the period of national restrictions	Individuals in this group have been identified through a letter from the NHS or their GP. Staff should be supported to be able to continue working from their home where possible Clinically Extremely Vulnerable	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff and pupils who are Clinically Vulnerable or have underlying health conditions but are not	Clinically-vulnerable people	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>clinically extremely vulnerable, may continue to attend school in line with current guidance.</p>	<p>Individual risk assessments are needed and guidance must be sought Risk Assessments were previously in place and not required for September 2020 due to change in category</p>			
<p>Staff who are in the clinically vulnerable group can work in school, taking particular care to observe good hand and respiratory hygiene, minimising contact and maintaining social distancing. (The only exception to this may be in some very high alert areas, where the government issue NEW notifications to shield to those most vulnerable individuals)</p>	<p>Adults should maintain 2 metre distance from others, and where this is not possible avoid close face to face contact and minimise time spent within 1 metre of others. While the risk of transmission between young children and adults is likely to be low, adults should continue to take care to socially distance from other adults including older children/adolescents An Individual Risk Assessment is in place and other staff will wear face covering if unable to maintain 2m SD. Individual Risk Assessments are subject to regular review.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>People who live with those who are clinically extremely vulnerable or clinically vulnerable can and do attend the workplace</p>	<p>An Individual Risk Assessment is in place. Individual Risk Assessments will be subject to regular review</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Pregnant women are in the 'clinically vulnerable' category</p>	<p>School must complete the New and Expectant Mothers risk assessment as well as the Covid Individual risk assessment. Both the New and Expectant Mothers and the Individual Risk Assessment must be</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

	<p>reviewed prior to 28 weeks when risk factors increase. Individual Risk Assessments will need to be subject to regular review</p> <p>RCOG Q&A -covid-19-virus-infection-and-pregnancy</p>			
<p>Where it is necessary to use supply staff and peripatetic teachers, those individuals will be expected to comply with the school's arrangements for managing and minimising risk, including taking particular care to minimise contact and maintain as much distance as possible from other staff</p>	<p>To minimise the numbers of temporary staff entering the school premises, and secure best value, schools may wish to use longer assignments with supply teachers and agree a minimum number of hours across the academic year. Music teacher in school for 1 hour per week. 1 Bubble per week.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Specialists, therapists, clinicians and other support staff for pupils with SEND provide interventions as usual</p>	<p>As noted previously.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Volunteers may be used to support the work of the school, as would usually be the case</p>	<p>Mixing of volunteers across groups should be kept to a minimum, and they should remain 2 metres from pupils and staff where possible.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Access to PPE should be available where there is contact with diagnosed or suspected person with covid-19</p>	<p>See Inadequate Personal Protection & PPE section of this risk assessment</p> <p>* It is advised that if any pupil has ANY illness they are kept at home as they will be placed in the Medical Room with a member of staff wearing PPE if they are unable to adhere to 2m SD until they are collected, which should be immediately.</p> <p>Any staff with any symptoms will be</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	asked to leave the site and make an immediate appointment for a Key Worker test.			
Site User Becoming Unwell				
If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow the guidance which sets out that they must self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms	stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection If they have tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, they should restart the 10-day isolation period from the day they develop symptoms	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If a pupil 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 Pupils and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation.	If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people * It is advised that if any pupil has ANY illness they are kept at home as they will be placed in the Medical Room with a member of staff wearing PPE if they are unable to adhere to 2m SD 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. Caretaker notified to clean Medical Room and any toilets child may have used.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If the pupil needs to go to the toilet while waiting to be collected, they should use a separate toilet if possible. The toilet should be cleaned and disinfected using standard cleaning products before being used by anyone else	Staff to ensure Caretaker is notified to deep clean Medical Room and any toilets child may have used.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PPE should be worn by staff caring for the pupil while they await collection if a distance of 2 metres cannot be maintained (such as for a very young pupil or a pupil 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 pupil is seriously ill or injured or their life is at risk.	Admin/HT/Staff to call 999 if required.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Any member of staff who has provided close contact care to someone with symptoms, even while wearing PPE, and all other members of staff or pupils who have been in close contact with that person with symptoms, even if wearing a face covering, do not need to go home to self-isolate unless: <ul style="list-style-type: none"> the symptomatic person subsequently tests positive they develop symptoms themselves (in which case, they should arrange to have a test) they are requested to do so by NHS Test and Trace or the PHE advice service (or PHE local health protection team if escalated) 	Staff will wear PPE if they are unable to adhere to 2m SD until child is collected, if the symptomatic person subsequently tests positive they develop symptoms themselves (in which case, they should arrange to have a test) they are requested to do so by NHS Test and Trace or the PHE advice service (or PHE local health protection team if escalated)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser 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"/>
The area around the person with symptoms must be cleaned with normal household disinfectant after they have left to reduce the risk of passing the infection on to other people	COVID-19: cleaning of non-healthcare settings guidance Staff will clean down the Medical 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				
Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to book a test if they are displaying symptoms. The main symptoms are a high temperature, a new continuous cough and/or a loss or change to your sense of smell or taste. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All	Any staff with any symptoms will be asked to leave the site and make an immediate appointment for a Key Worker test. Staff and Children must not	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

children can be tested if they have symptoms, including children under 5, but children aged 11 and under will need to be helped by their parents or carers if using a home testing kit	attend school if they have any symptoms.			
School have received an initial supply of 10 home test kits and information about how to order to replenish this supply when they are running out	School should call the Test and Trace helpdesk on 119 if these have not arrived.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School determines how to prioritise the distribution of their test kits in order to minimise the impact of the virus on the education of their pupils.	The test kits sent to schools are provided to be used in the exceptional circumstance that an individual becomes symptomatic and schools believe they may have barriers to accessing testing elsewhere. These kits can be given directly to staff or parents and carers collecting a child who has developed symptoms at school. In particular, these tests kits will also help ensure that symptomatic staff can also get a test and if they test negative, can return to work as soon as they no longer have symptoms of coronavirus (COVID-19). Further information is provided in our guidance Coronavirus (COVID-19): test kits for schools and FE providers .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test & Trace	Any staff with any symptoms will be asked to leave the site and make an immediate appointment for a Key Worker test. Staff and Children must not attend school if they have any symptoms.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Staff and Parents notified through RA they must be part of NHS track and Trace if necessary			
Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)	Staff notified through RA they must self-isolate if necessary.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parents and staff are asked to inform the school immediately of the results of a test	Parents aware through Guidance document they must inform the school immediately of the results of a test	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If someone with symptoms tests negative for coronavirus (COVID-19), then they need should stay at home until they are recovered as usual from their illness but can safely return thereafter. The only exception to return following a negative test result is where an individual is separately identified as a close contact of a confirmed case, when they will need to self-isolate for 14 days from the date of that contact	Included in Guidance document	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Someone who is self-isolating because they have been in close contact with someone who has tested positive for coronavirus (COVID-19) starts to feel unwell and gets a test for coronavirus themselves, and the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period	This is because they could still develop coronavirus (COVID-19) within the remaining days	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If someone with symptoms tests positive, they should follow the ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’ and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should continue to self-isolate until their temperature returns to normal. Other members of their household should all self-isolate for the full 14 days	Schools must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). Schools should contact the local health protection team. This team will 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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Flow chart available in Admin office with contact details.			
Schools 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	<p>Close contact means:</p> <ul style="list-style-type: none"> - direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin) - proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual - travelling in a small vehicle, like a car, with an infected person 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School must take swift action when they become aware that someone who has attended has tested positive for coronavirus and must contact the dedicated advice service introduced by Public Health England (PHE) and delivered by the NHS Business Services Authority	This can be reached by calling the DfE Helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case. Schools will be put through to a team of advisers who will inform them of what action is needed based on the latest public health advice	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Public Health England has good evidence that routinely taking the temperature of pupils by the school is not recommended as this is an unreliable method for identifying coronavirus (COVID-19) so this does not take place	No thermometers available in school	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inadequate Hand Washing/Personal Hygiene				

<p>Staff/pupils/cleaners/contractors etc. will be reminded to clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating</p>	<p>Ensure that staff have sufficient time to wash their hands regularly, as frequently as pupils All visitors wash their hands in Easy Access toilet on arrival at school. Hands will be washed on arrival, after playtime, before and after lunch and before hometime. Staff and children 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.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Hands are washed with liquid soap & water for a minimum of 20 seconds</p>	<p>Posters and guidance available around school</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>The school has considered whether they have enough hand washing or hand sanitiser 'stations' available so that all pupils and staff can clean their hands regularly</p>	<p>Ordered and in place ready for September</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Alcohol based hand cleansers/gels 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. In normal circumstances pupils should not be using alcohol based hand cleansers because of the risk of ingestion.</p>	<p>Skin friendly skin cleaning wipes can be used as an alternative Staff will have non-alcoholic hand sanitisers to use for when appropriate</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>The 'catch it, bin it, kill it' approach is very important and is promoted</p>	<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> Posters of 'Catch it, Kill it, Bin it' visible across the site.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	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.			
Disposable tissues are available in each room for both staff and pupil use	Tissues available in all rooms in school,	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bins (ideally lidded pedal bins) for tissues are available in each room	Lidded bins available in each classroom and emptied during the day.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk assessments for pupils with complex needs that may struggle to maintain as good respiratory hygiene as their peers, for example those who spit uncontrollably or use saliva as a sensory stimulant, have been updated in order to support these pupils and the staff working with them		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Inadequate Personal Protection & PPE				
Face coverings are currently not in use by pupils in Primary schools as the risks are considered to be lower as pupils and staff are mixing in consistent groups, and because misuse may inadvertently increase the risk of transmission. There may also be negative effects on communication and thus education		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
In schools that are in areas where the COVID Alert Level is high or very high, or during periods of National Restrictions, adults (staff, visitors and contractors) in Primary Schools DO wear face coverings in areas outside of the classroom at the discretion of the Head Teacher	Parents asked to wear face coverings at drop off and collection times in case 2m SD not in place. Staff wearing facecoverings if unable to adhere to 2m SD in corridors and foyer,	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In the event of new local restrictions being agreed, schools will ensure they communicate quickly and clearly to staff, parents and pupils that the new arrangements require the use of face coverings in certain circumstances	Emails will be sent via Bromcom.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
It is not necessary to wear face coverings in the classroom, where protective measures already mean the risks are lower, and where they could inhibit learning	Facemasks not required in classroom Bubbles.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In such circumstances as face coverings are to be worn in school they must be worn correctly	https://www.gov.uk/government/publicatio	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	ns/face-coverings-in-education/face-coverings-in-education			
Clear instructions are provided to staff and pupils on how to put on, remove, store and dispose of face coverings, to avoid inadvertently increasing the risks of transmission	Face-coverings provided for staff by school- advice given	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safe wearing of face coverings requires cleaning of hands before and after touching – including to remove or put them on – and the safe storage of them in individual, sealable plastic bags between use	Face-coverings provided for staff by school-advice given	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where a face covering becomes damp, it should not be worn and the face covering should be replaced	Face-coverings provided for staff by school-advice given	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where anybody is struggling to access a face covering, or where they are unable to use their face covering due to having forgotten it or it having become soiled or unsafe, the school has taken steps to have a small contingency supply available to meet such needs	Face-coverings provided for staff by school-advice given	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School has a procedure for removing face coverings when those who use them arrive at school, and when to wear face coverings at school in certain circumstances	This procedure should be communicated clearly to pupils and staff	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PPE will need to be worn by a member of staff if a pupil 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 pupil 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	safe working in education, childcare and children’s social care	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Visitors, Contractors & Spread of Coronavirus				
All visits to the school are restricted to those that are absolutely necessary	Music teachers adhering to NYCC RA and school RA when in school for one hour per week.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parent and carer visits are suspended for: <ul style="list-style-type: none"> new admissions, settling-in children new to the setting attending organised performances 	Appointments rearranged for after 2/12/2020	<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	Communication with contractors regarding visits to school required before admittance to site on	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	appointment. Email address/contact phone number to be recorded for Track and Trace if necessary.			
School ensures site guidance on physical distancing and hygiene is explained to visitors and contractors on or before arrival	All visitors asked to wash hands in Easy Access cloakroom.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where visits can happen outside of school hours, they are arranged as such	Communication with contractors regarding visits to school required before admittance to site on appointment. Email address/contact phone number to be recorded for Track and Trace if necessary.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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	Communication with contractors regarding visits to school required before admittance to site on appointment. Email address/contact phone number to be recorded for Track and Trace if necessary.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contractors to provide updated risk assessment prior to visit which includes their own controls round infection spread prevention	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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
As normal, school engages with their local immunisation providers to provide immunisation programmes on site, ensuring these are delivered in keeping with the school's control measures	These programmes are essential for children's health and wellbeing- Flu vaccines 12/11/2020	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A record is kept of all visitors with sufficient detail to support rapid contact tracing if required by NHS Test and Trace.	Visitors book completed and also usual onsite Contractors HS Authorisation to Work information.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Out-of-school activities (including wraparound care) may continue to operate if their primary purpose is providing registered childcare, or where they are offering other childcare activities,	See Out-of-school activities and wraparound childcare section of	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

where this is reasonably necessary to enable parents to: <ul style="list-style-type: none"> work or search for work undertake training or education 	Guidance for education-and-childcare-settings-new-national-restrictions-from-5-november-2020 Big Otters to run but no sports clubs during Lockdown 2.0			
All other out of school activities, including lettings, not being primarily used by parents for the above purposes, should close for face-to-face provision for the duration of the national restrictions	No sports clubs during Lockdown 2.0s	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In out-of-school settings, face coverings should be used where it is a requirement of the indoor setting or staff are likely to come into contact with other members of the public (complying with relevant coronavirus (COVID-19) sector guidance)	See Out-of-school activities and wraparound childcare section of Guidance for education-and-childcare-settings-new-national-restrictions-from-5-november-2020	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Inadequate Ventilation				
Occupied spaces must always be well ventilated and a comfortable teaching environment maintained	All classroom windows opened daily and Hall windows open each morning by Caretaker.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ventilate spaces with outdoor air	All classroom windows opened daily and Hall windows open each morning by Caretaker.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where possible, occupied room windows should be open	Staff ensuring windows open each day.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Keep toilet ventilation in operation as much as possible while building is occupied	Caretaking opening toilet windows each morning.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Switch air handling units with recirculation to 100% outdoor air where this is not possible, systems are operated as normal	Further advice on this can be found in Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak and CIBSE coronavirus (COVID-19) advice .	<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	Fire doors must not be propped open unless	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

door handles and assist with creating a throughput of air	they have a self-closing hold open device fitted			
In cold weather where the school heating system is activated, windows are open to provide trickle ventilation rather than being fully open	natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consideration given to opening high level windows in preference to low level to reduce draughts	Hall windows opened every day as part of Caretaker routine	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consideration given to only opening every other window instead of all windows when the heating is activated	Class teachers aware.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The school offers flexibility to allow additional, suitable indoor clothing	For more information see School uniform	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Furniture rearranged where possible to avoid direct drafts	Class teachers aware.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces	Heating to be monitored	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
When heating is activated and windows are on trickle vent, consideration is given to employing desk fans to move any stagnant pockets of air	Desk fans are pointed away from people and pointed at walls etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
If school needs to use additional heaters they only use sealed, oil filled electric heaters	Electric fan heaters used sparingly due to increased fire and electrical risk. Risk Assessments in place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Arrangements for Boarding Schools During Pandemic				
Have you consulted with the people/representatives undertaking the activity as part of the preparation of this risk assessment	Yes <input checked="" type="checkbox"/>		No <input type="checkbox"/>	
What is the level of risk for this activity/situation with existing control measures	High <input type="checkbox"/>	Med <input checked="" type="checkbox"/>	Low <input type="checkbox"/>	
Is the risk adequately controlled with existing control measures	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	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 <i>so far as is reasonably practicable</i>	Name	Date		
Risk Assessments available for EHCP pupils	Amanda Gledhill	11.11.2020		
Risk Assessments in place for and Vulnerable staff	Amanda Gledhill	11.11.2020		

State overall risk level assigned to the task AFTER implementation of control and action plan measures taken as a result of this risk assessment	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(s):	Amanda E B Gledhill
Position(s):	Headteacher		
Date:	9.7.2020	Review Date:	Weekly from 1.11.2020 Updated 1.11.2020 Updated 8.11.2020 Updated 11.11.2020 Updated: 16.11.2020 Updated 22.11.2020

Distribution: Staff, Governors, Trust and available on school website.

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		LIKELIHOOD		POTENTIAL OUTCOME									
Catastrophic	Fatal injury/permanent disability	Highly likely	More likely to occur	Catastrophic	Major	Moderate	Minor	Insignificant	Remote	Unlikely	Possible	Likely	Highly Likely
Major	RIDDOR reportable Specified Injury/Disease/Dangerous Occurrence	Likely		Major	Moderate	Minor	Insignificant	Remote	Unlikely	Possible	Likely	Highly Likely	
Moderate	RIDDOR reportable over 7 day injury	Possible		Minor	Insignificant	Remote	Unlikely	Possible	Likely	Highly Likely			
Minor	Minor injury (requiring first aid)	Unlikely		Insignificant	Remote	Unlikely	Possible	Likely	Highly Likely				
Insignificant	Minor injury	Remote		Less likely to occur	Remote	Unlikely	Possible	Likely	Highly Likely				
					Remote	Unlikely	Possible	Likely	Highly Likely				