

Activity/ Situation	WIDER OPENING OF SCHOOL FROM SEPTEMBER 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 <b>must</b> be adapted for your own needs</i></p> <ul style="list-style-type: none"> <li>✘ Contact Between Individuals Not Minimised and Social Distancing Measures Not Followed</li> <li>✘ Social Distancing Measures Not Followed During Travel to and from School</li> <li>✘ Inadequate Cleaning/Sanitising</li> <li>✘ Shared Resources</li> <li>✘ Staffing &amp; Spread of Coronavirus to Staff, Pupils and Families, Visitors and Contractors</li> <li>✘ Site User Becoming Unwell</li> <li>✘ Site User Developing Symptoms</li> <li>✘ Inadequate Hand Washing/Personal Hygiene</li> <li>✘ Inadequate Personal Protection &amp; PPE</li> <li>✘ Visitors, Contractors &amp; Spread of Coronavirus</li> <li>✘ Inadequate Ventilation</li> </ul>				
CONTROL MEASURES		ADDITIONAL INFORMATION	YES	NO	N/A
<p><i>Note: you <b>must</b> 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><b>Contact Between Individuals Not Minimised and Social Distancing Measures Not Followed</b></p>					
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: 32 Red (Y5/6) Bubble: 22	<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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	implement year group sized 'bubbles' See information recorded above.			
In the younger years in Secondary Schools (key stage 3), 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 group become ill with coronavirus (COVID-19).		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
In Secondary Schools, and certainly in the older age groups at key stage 4 and key stage 5, the groups are likely to need to be the size of a year group to enable schools to deliver the full range of curriculum subjects and students to receive specialist teaching. If this can be achieved with small groups, they are recommended		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Where staff or children cannot maintain distancing, particularly with younger children in primary schools, the risk is reduced by keeping pupils in the class-sized groups	Rainbow Bubble: 28 Green Bubble : 31 Blue Bubble: 32 Red Bubble: 22	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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	<b><u>Arrival and collection times will be staggered for each 'Bubble'</u></b> <b>See Guidance document</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schools with the capability to do it should take steps to limit interaction, 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 4 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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	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.			
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	<p>Intervention groups when needed will be in the well ventilated hall at large tables with SD measures in place. Only one 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  <b>UKELELE/Violin LESSONS SOCIALLY DISTANCED in school hall. Guidelines in place from NYCC Music hub.</b></p> <p>Rooms will be well ventilated and cleaned between groups. Own resources will only be used.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Boarding pupils can be in one group residentially and another during the school day		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
It is accepted that boarding pupils will mix during sociable time		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Siblings may be in different groups	Children will be kept in year group Bubbles and so may be in different Bubbles during the school day.	<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	PPA Cover will mean only three staff members will join different Bubbles during the week. Teachers and TAs will be consistent in other Bubbles.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>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>	<p>PPA staff are aware of SD and have tabards reminding others to keep to 2m SD . PPA will be on three days only during each week to cover PPA/RQT time. 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"/>
<p>Where possible adults maintain a 2 metre distance from each other, and from children</p>	<p>Social Distancing notification all around school, tabards worn by staff are a reminder of SD at all times. Staff room will only allow 4 staff in at a time to allow 2m SD.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Adults avoid close face to face contact and limit time spent within 1 metre of anyone to less than 15 minutes duration</p>	<p>Space in school means all staff can stay 1m away from other adults at all times.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Within the classroom a distance between people is maintained so far as reasonably practical</p>	<p>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.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Face to face contact time is reduced and limited to no more than 15 minutes duration</p>	<p>Precision teaching will be sat side-by-side and 1m away from child. 10 minute deadline will be used for this pacy intervention.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Pupils are seated side by side and facing forwards, rather than face to face or side on</p>	<p>Desks are facing the front of the room so the teacher can stand behind children to give feedback and children</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	are not facing each other to limit any possible airborne transmission.			
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"/>
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"/>

<p>Consideration given to staggered starts or adjusting start and finish times to keep groups apart as they arrive and leave school</p>	<p>Staggered start and finish times should not reduce the amount of overall teaching time. Normal school hours will be met. Please see Guidance Document</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Parents' drop-off and pick-up protocols planned to minimise adult to adult contact</p>	<p>Please see Guidance documents</p> <p>*Taxi driver to wait in the layby and taxi 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>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<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)</p>	<p><u>GUIDANCE FOR PARENTS DOCUMENT</u></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>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)</p>	<p>See above for Guidance document AND:</p> <p>*PARENTS MUST RING AND ARRANGE AN APPOINTMENT IF THEY NEED TO SPEAK TO A TEACHER OR HEADTEACHER</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>External entrances to classrooms are used where practical</p>	<p>All Bubbles have their own entrance/exit doorway for arrival/end of day and</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Emergency Drill procedure.			
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	<p>Lunchtime will be staggered.</p> <p>*11.30am-12pm: Rainbow BUBBLE</p> <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>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Numbers of staff using Staff Room are limited or the use of Staff Room is staggered	<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"/>
During PE lessons pupils should be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided.	PE will be in Bubbles and no cross over. Equipment will be cleaned at the end of each session.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Sports teachers will teach appropriate sporting activities to ensure contact sports avoided. <b>14.9.2020: Pupils to wear PE uniform on specified PE day</b>			
Outdoor sports are prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene	Schools should refer to the following advice: <a href="#">guidance on the phased return of sport and recreation</a> and guidance from <a href="#">Sport England</a> for grassroots sport advice from organisations such as the <a href="#">Association for Physical Education</a> and the <a href="#">Youth Sport Trust</a> Sports Lead has copies of Guidance.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Social Distancing Measures Not Followed During Travel to and from School</b>				
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) Guidance document encourages this: Posters from Government around school and site- 40 in total from a selection in Appendix from Government Guidance June 2020	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schools, parents and pupils following the government guidance on how to travel safely, when planning their travel on public transport	<a href="#">safer travel guidance for passengers</a> Taxi driver following NYCC Guidelines for taxi transport.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Face coverings are required at all times on public transport for children, over the age of 11		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Inadequate Cleaning/Sanitising</b>				



<p>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</p>	<p>*Cleaning in classrooms will be frequent as agreed.</p> <p>*Cleaning box available in all Bubbles.</p> <p>*Teachers will stand behind pupils to view work.</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> <p>*Children must not bring anything into school, children will receive their own resources which will be in a pencil case and kept in school.</p> <p>*PE kit and trainers must be left in school,</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 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>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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<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> <p>Lidded bins in each classroom.</p> <p>Bins emptied when necessary by staff in Bubble.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Stocks of cleaning chemicals, liquid soap, paper towels, tissues, toilet roll, bin bags etc. regularly checked and additional supplies requested as necessary</p>	<p>Caretaker monitoring, leaving note for Admin to order. PPE and antibacterial available.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Consideration given to how play equipment is used ensuring it is appropriately cleaned between groups of children using it</p>	<p>Staff in Bubbles aware of regular cleaning procedures and completing daily checklist to ensure all</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	areas covered and wiped down at regular intervals during the day.			
<b>Shared Resources</b>				
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. PE and PE trainers worn on day of PE lesson. Water bottles to stay in school each day and will be washed with hot soapy water at the end of the day No resources brought in from home except Red Reading bag Staff tabards to be washed in the washing machine at the end of each day and a clean one worn daily.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<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. 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"/>
<p><b>Staffing &amp; Spread of Coronavirus to Staff, Pupils and Families, Visitors and Contractors</b></p>				
<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 <a href="#">coronavirus (COVID-19) symptoms</a>, 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) Guidance to all: *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 <b>ANY</b> 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,</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<p>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>			
<p>Staff with specific health conditions who fall within the clinically extremely vulnerable category and have been shielding, are advised to stay at home as much as possible.</p> <p>If working from home is not possible, they may be asked to return to work from 1<sup>st</sup> August.</p> <p>Consideration should first be given to roles in school where it is possible to maintain social distancing. Returning is subject to an individual risk assessment and being able to maintain social distancing as much as possible</p>	<p><a href="#">Clinically extremely vulnerable</a></p> <p>Individual risk assessments are needed and guidance must be sought</p> <p>Risk Assessments were previously in place and not required for September 2020 due to change in category</p> <p><b>1.11.2020: Staff to wear face coverings in communal areas.</b></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>Staff who are in the clinically vulnerable group can work in school, subject to an individual risk assessment and being able to maintain social distancing as much as possible</p>	<p><a href="#">Clinically-vulnerable people</a></p> <p>Individual risk assessments are needed and guidance must be sought</p> <p>Risk Assessments were previously in place and not required for September 2020 due to change in category</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<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 maintain distance from other staff and pupils</p>	<p>Consider longer engagement of supply staff to minimise movement between sites</p> <p>Music Teacher in school from NYCC</p> <p>Music service from September</p> <p>Tuesday 2.20-3.20pm.</p> <p>30 minutes with two Bubbles in Hall with personal resources only.</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 &amp; PPE section of this risk assessment</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>





	<p>* It is advised that if any pupil has <b>ANY</b> 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>			
<p><b>Site User Becoming Unwell</b></p>				
<p>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 <a href="#">arrange to have a test</a> 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</p>	<p><a href="#">stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</a></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>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.</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</p> <p>* It is advised that if any pupil has <b>ANY</b> 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. Caretaker notified to clean Medical Room and any toilets child may have used.			
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"/>
If a child in a boarding school shows symptoms, they should initially self-isolate in their residential setting household. Most children will benefit from self-isolating in their boarding house so that their usual support can continue. Others will benefit more from self-isolating in their family home	<a href="#">guidance on isolation for residential educational settings.</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
In an emergency, call 999 if the pupil is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital	Admin/HT/Staff to call 999 if required.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive or they have been requested to do so by NHS Test & Trace.	Staff will wash hands thoroughly for 20 seconds with soap. They will arrange a test immediately if person subsequently tests positive	<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	<a href="#">COVID-19: cleaning of non-healthcare settings guidance</a> 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"/>
<b>Site User Developing Symptoms</b>				
Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to <a href="#">book a test</a> if they are displaying symptoms. Staff and pupils must not	Any staff with any symptoms will be asked to leave the site and make an	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit	immediate appointment for a Key Worker test. Staff and Children must not attend school if they have any symptoms.			
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. Staff and Parents notified through RA they must be part of NHS track and Trace if necessary	<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 <a href="#">self-isolate</a> 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 tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating	Included in Guidance document	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If someone tests positive, they should follow the <a href="#">‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’</a> 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	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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days	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 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	Close contact means: 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"/>
Public Health England is clear 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"/>
<b>Inadequate Hand Washing/Personal Hygiene</b>				
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	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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<p>after lunch and before hometime.</p> <p>Staff and children 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>			
Hands are washed with liquid soap & water for a minimum of 20 seconds	Posters and guidance available around school	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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	Ordered and in place ready for September	<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 <b>MUST ONLY BE USED UNDER CLOSE SUPERVISION</b> . In normal circumstances pupils should not be using alcohol based hand cleansers because of the risk of ingestion.	Skin friendly skin cleaning wipes can be used as an alternative Staff will have non-alcoholic hand sanitisers to use for when appropriate	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
The 'catch it, bin it, kill it' approach is very important and is promoted	<p><b>CATCH IT</b>  Germs spread easily. Always carry tissues and use them to catch your cough or sneeze.</p> <p><b>BIN IT</b>  Germs can live for several hours on tissues. Dispose of your tissue as soon as possible.</p> <p><b>KILL IT</b>  Hands can transfer germs to every surface you touch. Clean your hands as soon as you can.</p> <p></p> <p>Posters of 'Catch it, Kill it, Bin it' visible across the site.</p> <p>Parents/carers to be advised to use appropriate hand moisturisers.</p> <p>Children should use hand moisturiser on return home, to eliminate any dryness caused by regular hand washing.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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"/>
<b>Inadequate Personal Protection &amp; PPE</b>				
Face coverings are not use in school 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"/>
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	<a href="#">safe working in education, childcare and children's social care</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pupils and staff who use them are required to remove face coverings on arrival at school		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Pupils are instructed not to touch the front of their face covering during use or when removing face coverings		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Pupils that arrive wearing a face covering must remove it, must wash their hands immediately on arrival (as is the case for all pupils), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Visitors, Contractors &amp; Spread of Coronavirus</b>				
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 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"/>
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"/>
A record is kept of all visitors	Visitors book completed and also usual onsite Contractors HS Authorisation to Work information.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Inadequate Ventilation</b>				
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		<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-	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>


	closing hold open device fitted			
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 checked="" type="checkbox"/>	Med <input 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"/>	
<b>ACTION PLAN</b> (insert additional rows if required)		<b>To be actioned by</b>		
Further control measures to reduce risks <i>so far as is reasonably practicable</i>		<b>Name</b>	<b>Date</b>	
State overall risk level assigned to the task <b>AFTER</b> 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 checked="" type="checkbox"/>	No <input type="checkbox"/>	
<b>Assessor(s):</b>	<b>Amanda Gledhill</b>	<b>Signature:</b>	Amanda E B Gledhill	
<b>Position(s):</b>	<b>Headteacher</b>			
<b>Date:</b>	<b>9.7.2020</b>	<b>Review Date:</b>	<b>Weekly from 7.9.2020</b> <b>Updated 14.9.2020 AG</b> <b>Updated 20.9.2020 AG</b> <b>Updated 17.9.2020 AG</b> <b>Updated 25.9.2020 AG</b> <b>Updated 4.10.2020 AG</b> <b>Updated 12.10.2020 AG</b> <b>Updated 19.10.2020 AG</b>	
<b>Distribution: CEO and Trust Board, Governing Body, Staff</b>				

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

**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**