

Activity/ Situation	FULL OPENING OF SCHOOL DURING COVID-19 PANDEMIC: LOCKDOWN 3.0			
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>✗ <b>Contact Between Individuals Not Minimised and Social Distancing Measures Not Followed</b></li> <li>✗ <b>Social Distancing Measures Not Followed During Travel to and from School</b></li> <li>✗ <b>Inadequate Cleaning/Sanitising</b></li> <li>✗ <b>Shared Resources</b></li> <li>✗ <b>Spread of Coronavirus to Staff, Pupils and Families, Visitors and Contractors</b></li> <li>✗ <b>Site User Becoming Unwell</b></li> <li>✗ <b>Site User Developing Symptoms</b></li> <li>✗ <b>Inadequate Hand Washing/Personal Hygiene</b></li> <li>✗ <b>Inadequate Personal Protection &amp; PPE</b></li> <li>✗ <b>Visitors, Contractors &amp; Spread of Coronavirus</b></li> <li>✗ <b>Inadequate Ventilation</b></li> </ul>			
CONTROL MEASURES	ADDITIONAL INFORMATION	YES	NO	N/A
<b>Contact Between Individuals Not Minimised and Social Distancing Measures Not Followed</b>				
<p>It is expected that schools will have a trained DSL (or deputy) available on site. However, it is recognised that for some schools there may be operational challenges to this</p>	<p>In such cases, there are two options to consider:</p> <ul style="list-style-type: none"> <li>• a trained DSL (or deputy) from the school can be available to be contacted via phone or online video, for example working from home</li> <li>• sharing trained DSLs (or deputies) with other schools (who should be available to be contacted via phone or online video)</li> </ul> <p>Where a trained DSL (or deputy) is not on site, in addition to one</p>	Yes		

	of the above options, a senior leader should take responsibility for co-ordinating safeguarding on site.			
Educational Visits must not take place at this time				N/A
During the period of national lockdown, primary, secondary, alternative provision and special schools will remain open to vulnerable children and young people and the children of critical workers only (recognising that the characteristics of the cohorts in special schools and alternative provision will mean these settings continue to offer face to face provision for all pupils, where appropriate)	All other pupils should receive remote education	Yes		
Every school will have a different number of children of critical workers who need to attend. There is no limit to numbers of these pupils who may attend and school does not limit attendance of these groups	CW and Vulnerable pupils are in 4 Bubbles as previously and measure in place	Yes		
Where school has had to temporarily stop on-site provision on public health advice, the local authority has been informed to discuss alternative arrangements for vulnerable children and young people and work towards welcoming back pupils as soon as possible, where feasible to do so				N/A
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 Green (Y1/2) Bubble Blue (Y3/4) Bubble Red (Y5/6) Bubble	<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"/>
Whilst schools are attended by vulnerable children and the children of critical workers only, where possible schools should keep group sizes small	Details;- Rainbow (EYFS) Bubble Green (Y1/2) Bubble Blue (Y3/4) Bubble Red (Y5/6) Bubble	Yes		
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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	the practical logistics within and around school, you can look to implement year group sized 'bubbles' 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	<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, 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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	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 wraparound care transport etc.	<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>UKELELE/Violin LESSONS -TEAMs 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>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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"/>
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	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/REMOTE Learning time They will wash hands and change their	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	tabard before starting with the Bubble.			
Where possible adults maintain a 2 metre distance from each other, and from children	Social Distancing notification all around school, tabards worn 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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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. Face masks will be worn in communal areas by staff. - direct close contacts - face to face contact with an infected individual for <b>any length of time</b> , 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 either as a one-off contact or added up together over one day) with an infected individual <a href="#">Guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<a href="#">infection-who-do-not-live-with-the-person</a>			
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. <a href="#">Our guidance on supporting pupils at school with medical conditions</a> remains in place. RA updated weekly by Classteacher.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>Unnecessary furniture has been moved out of classrooms to make more space</p>	<p>All classrooms are streamlined and all resources are in cupboards and taken out only when required and wiped down with cleaning fluid after use.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Large gatherings such as assemblies or collective worship with more than one group do not take place</p>	<p>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.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>The timetable and selection of classroom or other learning environment has been used to reduce movement around the school or building</p>	<p>All timetables are within the classroom or Bubble outdoor space. ALL Bubbles 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.</p>	<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 <a href="#">CYPS Guidance</a> document. *Taxi driver (if applicable) to wait in the layby and taxi pupils will be brought to the taxi.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<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>Face coverings will be optional</p>			
All parents/carers entering the school premises (and in other congested areas around school premises) wear a face covering in addition to social distancing	This an extra safeguard to reduce the transmission of the virus. Please note that this does not apply to those who are medically exempt	Yes		
Ensure that you inform those travelling by car that they should wait in their car until the specific drop off time.	This will reduce the amount of people assembling in and around the school grounds and will help with social distancing.  <u>Included on weekly Guidance document</u>	Yes		
Ensure that you inform parents to maintain social distancing from others when dropping off and collecting pupils from school	<u>Included on weekly Guidance document</u>	Yes		
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, only one adult per family should enter school grounds to drop off or collect	<u>Included on weekly 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	<p>Lunchtime will be staggered.</p> <p>*11.45am-12.10pm: Rainbow BUBBLE- different location</p> <p>*11.45pm-12.10pm: Green BUBBLE</p> <p>*12.10-12.35pm: Blue Bubble</p> <p>*12.35pm-1pm Red Bubble</p> <p>*UFSM for any 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>Staff to wear face coverings in the dining hall.</p> <p>Face coverings will be encouraged but optional.</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 to ensure that staff maintain 2 metres distance from each other	Only 3 members of staff in the Staff room at one time. 3 members of staff in staff room	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Notices remind staff or frequent wiping down of eg.microwave/kettle handles.			
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 on TEAMS and SD used in Briefing . Face coverings worn to eliminate risk. Face coverings will be encouraged but optional.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schools should continue to offer wraparound provision, such as breakfast and after-school clubs, for those children eligible to attend school (i.e. children of critical workers and vulnerable children and young people)	Big Otters ensure they are considering carefully how such arrangements can operate within their wider protective measures and should also have regard to any other relevant government guidance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School works closely with any external wraparound providers which their pupils may use, to ensure as far as possible, children can be kept in a group with other children from the same bubble they are in during the school day	Big Otters and Sports Lead ensure they are considering carefully how such arrangements can operate within their wider protective measures and should also have regard to any other relevant government guidance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where it is not possible, or it is impractical to group children in the same bubbles as they are in during the school day, schools and external providers group children with others from outside their school day bubble (or from a different school, where children from multiple schools are attending provision) keep children in small, consistent groups with the same children each time	Big Otters and Sports Lead ensure they are considering carefully how such arrangements can operate within their wider protective measures and should also have regard to any other relevant government guidance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School can consult the guidance produced for providers who run community activities, holiday clubs, after-school clubs, tuition and other out-of-school provision for children, to advise on the protective measures providers should put in place	<a href="#">Protective measures for holiday or after school clubs and other out of school settings for children during the covid-19-outbreak</a>	Yes		

for the duration of the national lockdown to ensure they are operating as safely as possible				
School may also continue to open up or hire out their premises for use by external wraparound childcare providers, such as after-school or holiday clubs, that offer provision to children of critical workers and/ or vulnerable children	<a href="#">Protective measures for holiday or after school clubs and other out of school settings for children during the covid-19-outbreak</a>	Yes		
<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	Guidance document encourages this: Posters from Government around school and site- 40 in total from a selection in Appendix from Government Guidance December 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- if used.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Inadequate Cleaning/Sanitising</b>				
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	*Cleaning in classrooms will be frequent as agreed, daily tick list completed by staff and Caretaker. *Cleaning box available in all Bubbles and daily tick list completed by Caretaker. *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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<p>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>*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>			
<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>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<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>			
Electronic entry systems and keypads are regularly sanitised particularly first thing in the morning and where possible after each use	<p>Caretaker sanitising morning and night. Cloth and antibacterial spray available for toilet door.</p> <p>Lunchtime clean down with antibacterial spray</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bins for tissues and other rubbish are emptied throughout the day	<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"/>
Stocks of cleaning chemicals, liquid soap, paper towels, tissues, toilet roll, bin bags etc. regularly checked and additional supplies requested as necessary	<p>Caretaker monitoring-daily check list completed, leaving note for Admin to order.</p> <p>PPE and antibacterial available.</p>	<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	<p>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.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outdoor playground equipment should be more frequently cleaned	<p>Currently out of use on playground and wiped down in EYFS</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Shared Resources</b>				
For individual and very frequently used equipment, such as pencils and pens, it is	<p>School has purchased a pencil case for every child in school. Paid</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

recommended that staff and pupils have their own items that are not shared	for by non-uniform day at end of term.			
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"/>
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	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.	<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>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)</p> <p>Guidance to all:</p> <ul style="list-style-type: none"> <li>*Long hair to be tied back, no jewellery.</li> <li>*Children must not attend school if they have any symptoms of coronavirus.</li> <li>*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.</li> </ul> <p>Any staff with any symptoms will be asked to leave the site</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	and make an immediate appointment for a Key Worker test.			
The school recognises that if they have two or more confirmed cases within 10 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"/>
Where schools and colleges are carrying out their own testing regime, they make it clear to staff and pupils that a negative test result does not remove the risk of transmission.	In some cases, someone who has tested negative may still have the undetected disease and be infectious. It is therefore essential that everyone continues to follow good hygiene and observe social distancing measures whether or not they have been tested			N/A
Secondary schools participating in the rapid asymptomatic testing programme should follow the Mass asymptomatic testing: schools and colleges guidance for handling any positive tests as a result of that programme	<a href="#">Asymptomatic testing in schools and colleges</a>			N/A
Where consent is not given for a secondary-age pupil who has been a close contact of the positive case to participate in asymptomatic testing, the pupil must self-isolate				N/A
Clinically extremely vulnerable children and young people should not attend school or other educational settings, because the risk of exposure to the virus in the community is now very high	<a href="#">New advice for those identified through a letter from the NHS or a specialist doctor as in the group deemed clinically extremely vulnerable</a>			N/A
Following the reintroduction of shielding, clinically extremely vulnerable staff are advised that they should not attend the workplace	Clinically extremely vulnerable individuals are those identified through a letter from the NHS or a specialist doctor as in the group deemed clinically extremely vulnerable (CEV or shielding list). Staff who are			N/A



	identified as clinically extremely vulnerable should follow the published guidance			
Those living with someone who is clinically extremely vulnerable can still attend work where home-working is not possible	People who live with those who are clinically vulnerable or clinically extremely vulnerable can attend the workplace but should ensure they maintain good prevention practice in the workplace and home settings	Yes		
Clinically vulnerable staff can continue to attend school where it is not possible to work from home	While in school they should follow the specific measures to minimise the risks of transmission. This includes taking particular care to observe good hand and respiratory hygiene, minimising contact and maintaining social distancing. This provides that ideally, 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. Adults should continue to take care to socially distance from other adults including older children and adolescents			N/A
Pregnant women are in the 'clinically vulnerable' category	School must complete the New and Expectant Mothers risk assessment as well as the Covid Individual risk assessment.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

	Both the New and Expectant Mothers and the Individual Risk Assessment must be reviewed prior to 28 weeks when risk factors increase. Individual Risk Assessments will need to be subject to regular review <a href="#">RCOG Q&amp;A -covid-19-virus-infection-and-pregnancy</a> <a href="#">Covid-19 advice for pregnant employees</a>			
Supply staff and other temporary workers can move between schools, where it is necessary to use supply staff and to welcome visitors to the school such as peripatetic teachers, those individuals will be expected to comply with the school's arrangements for managing and minimising risk and schools should ensure that all temporary staff have access to the information on the safety arrangements in place, and ensure that this is provided as soon as possible after the booking is confirmed	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 now online lessons.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Specialists, therapists, clinicians and other support staff for pupils with SEND provide interventions as usual	As noted previously.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Volunteers may be used to support the work of the school, as would usually be the case	Mixing of volunteers across groups should be kept to a minimum, and they should remain 2 metres from pupils and staff where possible. NO VOLUNTEERS currently in school	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Access to PPE should be available where there is contact with diagnosed or suspected person with covid-19	See Inadequate Personal Protection & PPE section of this risk assessment * It is advised that if any pupil has <b>ANY</b> illness they are kept at home as they will be	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<p>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>			
<b>Site User Becoming Unwell</b>				
<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 10 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> <p>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</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,</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>Caretaker notified to clean Medical Room and any toilets child may have used.</p>			
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"/>
<p>Any member of staff who has provided <b>close contact care</b> 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, <b>do not</b> need to go home to self-isolate unless:</p> <ul style="list-style-type: none"> <li>the symptomatic person subsequently tests positive</li> <li>they develop symptoms themselves (in which case, they should arrange to have a test)</li> <li>they are requested to do so by NHS Test and Trace or the PHE advice service (or PHE local health protection team if escalated)</li> </ul>	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	<a href="#">COVID-19: cleaning of non-healthcare settings guidance</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>





	Staff will clean down the Medical room immediately after a child has left for home with parent.			
<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. 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 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	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"/>
School have received an initial supply of 10 home PCR (polymerase chain reaction) 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 PCR 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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<p>symptoms of coronavirus (COVID-19). Further information is provided in our guidance <a href="#">Coronavirus (COVID-19): test kits for schools and FE providers</a>.</p>			
<p>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 &amp; Trace</p>	<p>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.</p> <p>Staff and Parents notified through RA they must be part of NHS track and Trace if necessary</p> <p>Secondary schools participating in the rapid asymptomatic testing programme should refer to the <a href="#">asymptomatic testing in schools and colleges</a> guidance to ensure contacts of the positive case are tested</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>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)</p>	<p>Staff notified through RA they must self-isolate if necessary. Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Where pupils who are self-isolating and are within the definition of vulnerable, it is important that schools put systems in place to keep in contact</p>	<p>School should notify their social worker (if they have one). School</p>			N/A

with them, offer pastoral support, and check they are able to access education support	leaders should then agree with the social worker the best way to maintain contact and offer support to the vulnerable child or young person			
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 <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 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 Flow chart available in Admin office with contact details.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>Secondary schools participating in the rapid asymptomatic testing programme should refer to the <a href="#">asymptomatic testing in schools and colleges</a> guidance to ensure contacts of the positive case are tested. Primary schools and any secondary schools not participating in the rapid asymptomatic testing programme must follow the control measure below.</p> <p>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>	<p>Close contact means:</p> <ul style="list-style-type: none"> <li>- direct close contacts</li> <li>- face to face contact with an infected individual <b>for any length of time</b>, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)</li> <li>- proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual</li> <li>- travelling in a small vehicle, like a car, with an infected person</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>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</p>	<p>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</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>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</p>	<p>No thermometers available in school</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Inadequate Hand Washing/Personal Hygiene</b></p>				
<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</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



	<p>toilet on arrival at school.</p> <p>Hands will be washed on arrival, after playtime, before and after lunch and before hometime.</p> <p>Staff 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	In place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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 <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> 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>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	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"/>
<b>Inadequate Personal Protection &amp; PPE</b>				
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"/>
Adults (staff and visitors) in primary schools and in secondary schools DO wear face coverings in areas outside of the classroom	Parents asked to wear face coverings at drop off and collection times in case 2m SD not in place. Staff wearing face coverings if unable to adhere to 2m SD in corridors and foyer, Some individuals are exempt from wearing <a href="#">face coverings</a> . This applies to those who:  - cannot put on, wear or remove a face covering because of a physical or mental illness or impairment or disability  - speak to or provide assistance to someone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<p>who relies on lip reading, clear sound or facial expression to communicate</p> <p>The same exemptions will apply in education settings, and we would expect teachers and other staff to be sensitive to those needs.</p>			
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"/>
Face visors or shields are not routinely worn as an alternative to face coverings but can be worn along with a face covering	Visors may protect against droplet spread in specific circumstances but are unlikely to be effective in preventing aerosol transmission, and therefore in a school environment are unlikely to offer appropriate protection to the wearer			
In such circumstances as face coverings are to be worn in school they must be worn correctly	<a href="https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education">https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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	<a href="#">safe working in education, childcare and children's social care</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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"/>
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"/>
Where schools are satisfied that it would be safe to do so, they may choose to open up or hire out their premises for use by external bodies or organisations, such as external coaches or after-school or holiday clubs or activities	Big Otters and Sports Lead ensure they are considering carefully how such arrangements can operate within their wider protective measures and should also have regard to any other relevant government guidance	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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"/>
<b>Inadequate Ventilation</b>				
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 <a href="#">air conditioning and ventilation during the coronavirus outbreak</a> and <a href="#">CIBSE coronavirus (COVID-19) advice</a> .	<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 assist with creating a throughput of air	Fire doors must not be propped open unless they have a self-closing hold open device fitted	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In cold weather where the school heating system is activated, windows are open to provide trickle ventilation rather than being fully open	<b>natural ventilation</b> – 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	<b>Hall windows opened every day as part of Caretaker routine</b>	<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 <a href="#">School uniform</a>	<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"/>
<b>Arrangements for Boarding Schools During Pandemic</b>				

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"/>
<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>
Risk Assessments available for EHCP pupils		Amanda Gledhill	13.1.2021
Risk Assessments in place for and Vulnerable staff		Amanda Gledhill	13.1.2021
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 type="checkbox"/>	No <input type="checkbox"/>
<b>Assessor(s):</b>	Amanda Gledhill	<b>Signature(s):</b>	Amanda E B Gledhill
<b>Position(s):</b>	Headteacher		
<b>Date:</b>	13.1.2021	<b>Review Date:</b>	Created 13.1.2021 Weekly from 19.1.2021 17.1.2021
<b>Distribution: Staff, Governors, Trust and available on school website.</b>			

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

**LIKELIHOOD**