

| 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 must be adapted for your own needs</i></p> <ul style="list-style-type: none"> ✘ Contact Between Individuals Not Minimised and Social Distancing Measures Not Followed ✘ Social Distancing Measures Not Followed During Travel to and from School ✘ Inadequate Cleaning/Sanitising ✘ Shared Resources ✘ Spread of Coronavirus to Staff, Pupils and Families, Visitors and Contractors ✘ Site User Becoming Unwell ✘ Site User Developing Symptoms ✘ Inadequate Hand Washing/Personal Hygiene ✘ Inadequate Personal Protection & PPE ✘ Visitors, Contractors & Spread of Coronavirus ✘ Inadequate Ventilation | | | | |
| CONTROL MEASURES | ADDITIONAL INFORMATION | YES | NO | N/A | |
| Contact Between Individuals Not Minimised and Social Distancing Measures Not Followed | | | | | |
| Consistent groups are in place which reduces the risk of transmission by limiting the number of pupils and staff in contact with each other to only those within the group | Details;- Rainbow (EYFS) Bubble: 28 Green (Y1/2) Bubble : 31 Blue (Y3/4) Bubble: 33 Red (Y5/6) Bubble: 24 | ☒ | ☐ | ☐ | |
| 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 | ☒ | ☐ | ☐ | |
| Primary schools may be able to implement groups that are the size of a full class. If that can be achieved, it is recommended, as this will help to reduce the number of people who could be asked to isolate should someone in the group become ill with coronavirus (COVID-19). | Circumstances need to be assessed and if class-sized groups are not compatible with offering a full range of subjects or managing the practical logistics within and around school, you can look to | ☒ | ☐ | ☐ | |

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

| | | | | |
|---|---|-------------------------------------|--------------------------|--------------------------|
| | <p>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 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> | | | |
| Siblings may be in different groups | <p>Children will be kept in year group Bubbles and so may be in different Bubbles during the school day.</p> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Teachers and other staff operate across different classes and year groups in order to facilitate the delivery of the school timetable | <p>PPA Cover will mean only three staff members will join different Bubbles during the week. Teachers and TAs will be consistent in other Bubbles.</p> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Where staff need to move between classes and year groups, they should keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults | <p>PPA staff are aware of SD and have tabards reminding others to keep to 2m SD .</p> <p>PPA will be on three days only during each week to cover PPA/REMOTE Learning time</p> <p>They will wash hands and change their tabard before starting with the Bubble.</p> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Where possible adults maintain a 2 metre distance from each other, and from children | <p>Social Distancing notification all around school, tabards worn by staff are a reminder of SD at all times.</p> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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

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

| | | | | |
|---|--|-------------------------------------|--------------------------|--------------------------|
| | <p>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>Face coverings will be optional</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. | <u>GUIDANCE FOR PARENTS DOCUMENT</u> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| It is made clear to parents that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely) | See above for Guidance document AND: *PARENTS MUST RING AND ARRANGE AN APPOINTMENT IF THEY NEED TO SPEAK TO A TEACHER OR HEADTEACHER | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| External entrances to classrooms are used where practical | All Bubbles have their own entrance/exit doorway for arrival/end of day and Emergency Drill procedure. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Break times are staggered so that all pupils are not moving around the school at the same time | All Bubbles have their own external door/ play area and toilets and so can take break time without contact with any other Bubble. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Lunch breaks are staggered | <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> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

| | | | | |
|---|--|-------------------------------------|--------------------------|-------------------------------------|
| | <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> | | | |
| Numbers of staff using Staff Room are limited or the use of Staff Room is staggered to ensure that staff maintain 2 metres distance from each other | <p>Only 3 members of staff in the Staff room at one time.</p> <p>3 members of staff in staff room</p> <p>Notices remind staff or frequent wiping down of eg.microwave/kettle handles.</p> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Staff meetings take place remotely where possible. Where this is not possible staff meetings take place in a large well ventilated room ensuring 2 metres social distancing at all times | <p>Staff meetings are on TEAMS and SD used in Briefing . Face coverings worn to eliminate risk.</p> <p>Face coverings will be encouraged but optional.</p> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| School can resume non-overnight domestic educational visits | <p>Domestic (UK) overnight and overseas educational visits are prohibited</p> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| School has resumed, or is working to resume, all their breakfast and after-school provision | <p>Big Otters ensure they are considering carefully how such arrangements can operate within their wider protective measures and should also have regard to</p> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

| | | | | |
|---|---|-------------------------------------|--------------------------|--------------------------|
| | any other relevant government guidance | | | |
| 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"/> |
| Social Distancing Measures Not Followed During Travel to and from School | | | | |
| Parents and pupils are encouraged to walk or cycle to their education setting where possible | 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 | safer travel guidance for passengers Taxi driver following NYCC Guidelines for taxi transport- if used. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Inadequate Cleaning/Sanitising | | | | |
| A cleaning schedule that ensures cleaning is generally enhanced and includes more frequent cleaning of rooms / shared areas that are used by different groups is in place | *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 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

| | | | | |
|---|---|-------------------------------------|--------------------------|--------------------------|
| | <p>completed by Caretaker.</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>*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> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

| | | | | |
|---|--|-------------------------------------|--------------------------|--------------------------|
| | <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> | | | |
| 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.</p> <p>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 | Currently out of use on playground and wiped down in EYFS | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Shared Resources | | | | |
| For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared | School has purchased a pencil case for every child in school. Paid for by non-uniform day at end of term. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Classroom based resources, such as books and games, can be used and shared within the bubble; these are cleaned regularly, along with all frequently touched surfaces | Staff in Bubbles aware of regular cleaning procedures and completing daily checklist to ensure all areas covered and wiped down at regular intervals during the day. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles | Each Bubble has own equipment and if shared in PE is wiped down after use. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Pupils can bring essentials such as lunch boxes, hats, coats, books, stationery, bags and mobile phones (depending on school policy) in to school | Children should still not bring anything into school, children will receive their own resources which will be in a pencil case and kept in school. 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>Spread of Coronavirus to Staff, Pupils and Families, Visitors and Contractors</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 coronavirus (COVID-19) symptoms, or have tested positive in the last 10 days, and ensuring anyone developing those symptoms during the school day is sent home, are essential actions to reduce the risk in schools and further drive down transmission of coronavirus (COVID-19)</p> <p>Guidance to all:</p> <ul style="list-style-type: none"> *Long hair to be tied back, no jewellery. *Children must not attend school if they have any symptoms of coronavirus. *It is advised that if any pupil has ANY illness they are kept at home as they will be placed in the Medical Room with a member of staff wearing PPE if they are unable to adhere to 2m SD until they are collected, | <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>The school recognises that if they have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak and must continue to work with their local health protection team who will be able to advise if additional action is required</p> | <p>PH to be informed and Guidance followed.</p> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>All pupils, including those who are <u>clinically extremely vulnerable</u>, can continue to attend school at all Local Restriction Tiers unless they are one of the very small number of pupils or students under paediatric care (such as recent transplant or very immunosuppressed children) and have been advised specifically by their GP or clinician not to attend school.</p> | <p>New advice for those identified through a letter from the NHS or a specialist doctor as in the group deemed clinically extremely vulnerable</p> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| <p>Staff who are in the clinically extremely vulnerable group can continue to attend school in all three local restriction tiers</p> | <p>Advice for those identified through a letter from the NHS or a specialist doctor as in the group deemed clinically extremely vulnerable (CEV or shielding list)</p> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>Under local restriction Lockdown 3.0: very high alert, staff and employers may wish to discuss flexibilities that support clinically extremely vulnerable staff, such as staggered start times to reduce travel during rush hour</p> | <p>An Individual Risk Assessment will be needed. Advice sought on a case by case basis. Individual Risk Assessments will need to be subject to regular review In the future, the government will only reintroduce formal restrictive shielding advice in some local areas in tier 3: very high alert where this has been advised by the Chief Medical Officer, and only for a limited period of time. The government will</p> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

| | | | | |
|--|--|-------------------------------------|--------------------------|-------------------------------------|
| | write to individuals to inform them if they are advised to follow formal shielding and not attend the workplace. | | | |
| Staff and pupils who are Clinically Vulnerable or have underlying health conditions but are not clinically extremely vulnerable, may continue to attend school in line with current guidance. | Clinically-vulnerable people Individual risk assessments are needed and guidance must be sought Risk Assessments were previously in place and not required for January 2021 . | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Staff who are in the clinically vulnerable group can work in school, taking particular care to observe good hand and respiratory hygiene, minimising contact and maintaining social distancing. (The only exception to this may be in some very high alert areas, where the government issue NEW notifications to shield to those most vulnerable individuals) | Adults should maintain 2 metre distance from others, and where this is not possible avoid close face to face contact and minimise time spent within 1 metre of others. While the risk of transmission between young children and adults is likely to be low, adults should continue to take care to socially distance from other adults including older children/adolescents An Individual Risk Assessment is in place and other staff will wear face covering if unable to maintain 2m SD. Individual Risk Assessments are subject to regular review. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| People who live with those who are clinically extremely vulnerable or clinically vulnerable can and do attend the workplace | An Individual Risk Assessment is in place. Individual Risk Assessments are subject to regular review | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Pregnant women are in the 'clinically vulnerable' category | School must complete the New and Expectant Mothers risk assessment as | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

| | | | | |
|--|---|-------------------------------------|--------------------------|-------------------------------------|
| | <p>well as the Covid Individual risk assessment.</p> <p>Both the New and Expectant Mothers and the Individual Risk Assessment must be reviewed prior to 28 weeks when risk factors increase.</p> <p>Individual Risk Assessments will need to be subject to regular review</p> <p>RCOG Q&A -covid-19-virus-infection-and-pregnancy</p> | | | |
| <p>Where it is necessary to use supply staff and peripatetic teachers, those individuals will be expected to comply with the school's arrangements for managing and minimising risk, including taking particular care to minimise contact and maintain as much distance as possible from other staff</p> | <p>To minimise the numbers of temporary staff entering the school premises, and secure best value, schools may wish to use longer assignments with supply teachers and agree a minimum number of hours across the academic year. Music teacher in school now online lessons.</p> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>Specialists, therapists, clinicians and other support staff for pupils with SEND provide interventions as usual</p> | <p>As noted previously.</p> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>Volunteers may be used to support the work of the school, as would usually be the case</p> | <p>Mixing of volunteers across groups should be kept to a minimum, and they should remain 2 metres from pupils and staff where possible. NO VOLUNTEERS currently in school</p> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| <p>Access to PPE should be available where there is contact with diagnosed or suspected person with covid-19</p> | <p>See Inadequate Personal Protection & PPE section of this risk assessment</p> <p>* It is advised that if any pupil has ANY illness they are kept at home as they will be placed in the Medical Room with a member</p> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

| | | | | |
|---|--|-------------------------------------|--------------------------|--------------------------|
| | <p>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>Site User Becoming Unwell</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 arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms</p> | <p>stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</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 ANY illness they are kept at home as they will be placed in the Medical Room with a member of staff wearing PPE if they are unable to adhere to 2m SD until they are collected, which should be immediately.</p> <p>Any staff with any symptoms will be asked to leave the site</p> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

| | | | | |
|--|---|-------------------------------------|--------------------------|--------------------------|
| | 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"/> |
| In an emergency, call 999 if the pupil is seriously ill or injured or their life is at risk. | Admin/HT/Staff to call 999 if required. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Any member of staff who has provided close contact care to someone with symptoms, even while wearing PPE, and all other members of staff or pupils who have been in close contact with that person with symptoms, even if wearing a face covering, do not need to go home to self-isolate unless: <ul style="list-style-type: none"> the symptomatic person subsequently tests positive they develop symptoms themselves (in which case, they should arrange to have a test) they are requested to do so by NHS Test and Trace or the PHE advice service (or PHE local health protection team if escalated) | Staff will wear PPE if they are unable to adhere to 2m SD until child is collected, if the symptomatic person subsequently tests positive they develop symptoms themselves (in which case, they should arrange to have a test) they are requested to do so by NHS Test and Trace or the PHE advice service (or PHE local health protection team if escalated) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell | Staff will wash hands thoroughly for 20 seconds with soap. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| The area around the person with symptoms must be cleaned with normal household disinfectant after they have left to reduce the risk of passing the infection on to other people | COVID-19: cleaning of non-healthcare settings guidance Staff will clean down the Medical room immediately after a child has left for home with parent. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Site User Developing Symptoms | | | | |

| | | | | |
|--|---|-------------------------------------|--------------------------|--------------------------|
| <p>Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to book a test if they are displaying symptoms. The main symptoms are a high temperature, a new continuous cough and/or a loss or change to your sense of smell or taste. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All 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</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> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>School have received an initial supply of 10 home test kits and information about how to order to replenish this supply when they are running out</p> | <p>School should call the Test and Trace helpdesk on 119 if these have not arrived.</p> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>School determines how to prioritise the distribution of their test kits in order to minimise the impact of the virus on the education of their pupils.</p> | <p>The test kits sent to schools are provided to be used in the exceptional circumstance that an individual becomes symptomatic and schools believe they may have barriers to accessing testing elsewhere. These kits can be given directly to staff or parents and carers collecting a child who has developed symptoms at school. In particular, these tests kits will also help ensure that symptomatic staff can also get a test and if they test negative, can return to work as soon as they no longer have symptoms of coronavirus (COVID-19). Further information is provided in our guidance Coronavirus (COVID-19): test kits for schools and FE providers.</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</p> | <p>Any staff with any symptoms will be</p> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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

| | | | | |
|--|---|-------------------------------------|--------------------------|--------------------------|
| <p>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</p> | <p>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.</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"> - 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"/> |
| <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"/> |

| Inadequate Hand Washing/Personal Hygiene | | | | |
|--|---|-------------------------------------|--------------------------|-------------------------------------|
| <p>Staff/pupils/cleaners/contractors etc. will be reminded to clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating</p> | <p>Ensure that staff have sufficient time to wash their hands regularly, as frequently as pupils All visitors wash their hands in Easy Access toilet on arrival at school. Hands will be washed on arrival, after playtime, before and after lunch and before hometime. Staff and children will wash their hands after sneezing, coughing. Catch it, kill it bin, promoted through school. Lidded bins in each classroom. Posters of 'Catch it, Kill it, Bin it' visible across the site.</p> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>Hands are washed with liquid soap & water for a minimum of 20 seconds</p> | <p>Posters and guidance available around school</p> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>The school has considered whether they have enough hand washing or hand sanitiser 'stations' available so that all pupils and staff can clean their hands regularly</p> | <p>In place.</p> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>Alcohol based hand cleansers/gels can only be used if soap and water are not available, but is not a substitute for hand washing. Such gels MUST ONLY BE USED UNDER CLOSE SUPERVISION. In normal circumstances pupils should not be using alcohol based hand cleansers because of the risk of ingestion.</p> | <p>Skin friendly skin cleaning wipes can be used as an alternative Staff will have non-alcoholic hand sanitisers to use for when appropriate</p> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| <p>The 'catch it, bin it, kill it' approach is very important and is promoted</p> | <p>CATCH IT  Germs spread easily. Always carry tissues and use them to catch your cough or sneeze.</p> <p>BIN IT  Germs can live for several hours on tissues. Dispose of your tissue as soon as possible.</p> <p>KILL IT  Hands can transfer germs to every surface you touch. Clean your hands as soon as you can.</p> <p style="text-align: right;"></p> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

| | | | | |
|--|---|-------------------------------------|--------------------------|-------------------------------------|
| | Posters of 'Catch it, Kill it, Bin it' visible across the site. Parents/carers to be advised to use appropriate hand moisturisers. Children should use hand moisturiser on return home, to eliminate any dryness caused by regular hand washing. | | | |
| Disposable tissues are available in each room for both staff and pupil use | Tissues available in all rooms in school, | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Bins (ideally lidded pedal bins) for tissues are available in each room | Lidded bins available in each classroom and emptied during the day. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Risk assessments for pupils with complex needs that may struggle to maintain as good respiratory hygiene as their peers, for example those who spit uncontrollably or use saliva as a sensory stimulant, have been updated in order to support these pupils and the staff working with them | | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Inadequate Personal Protection & PPE | | | | |
| Face coverings are currently not in use by pupils in Primary schools as the risks are considered to be lower as pupils and staff are mixing in consistent groups, and because misuse may inadvertently increase the risk of transmission. There may also be negative effects on communication and thus education | | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| In schools that are in Tier 2 or Tier 3, LOCKDOWN, 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, Face coverings will be worn by staff and parents, this is optional but encouraged at South Otterington. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| In the event of an area moving into local restriction tier: high alert or very high alert, schools will ensure they communicate quickly and clearly to staff, parents and pupils that the new | Some individuals are exempt from wearing face coverings . This applies to those who: | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

| | | | | |
|---|--|-------------------------------------|--------------------------|--------------------------|
| arrangements require the use of face coverings in certain circumstances | <p>- cannot put on, wear or remove a face covering because of a physical or mental illness or impairment or disability</p> <p>- speak to or provide assistance to someone 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> | | | |
| In the event of new local restrictions being agreed, schools will ensure they communicate quickly and clearly to staff, parents and pupils that the new arrangements require the use of face coverings in certain circumstances | Emails will be sent via Bromcom. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| It is not necessary to wear face coverings in the classroom, where protective measures already mean the risks are lower, and where they could inhibit learning | Facemasks not required in classroom Bubbles. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| In such circumstances as face coverings are to be worn in school they must be worn correctly | https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education | <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 | Face-coverings provided for staff by school-advice given | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

| | | | | |
|--|--|-------------------------------------|--------------------------|--------------------------|
| taken steps to have a small contingency supply available to meet such needs | | | | |
| School has a procedure for removing face coverings when those who use them arrive at school, and when to wear face coverings at school in certain circumstances | This procedure should be communicated clearly to pupils and staff | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| PPE will need to be worn by a member of staff if a pupil becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the pupil is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn | safe working in education, childcare and children's social care | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Visitors, Contractors & Spread of Coronavirus | | | | |
| All visits to the school are restricted to those that are absolutely necessary | Music teachers adhering to NYCC RA and now using TEAMs. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Parent and carer visits are suspended for: <ul style="list-style-type: none"> new admissions, settling-in children new to the setting attending organised performances | No new bookings taken, although can take place in Government Guidance. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| All visitors and contractors must make pre-arranged appointments or they will not be allowed on site | Communication with contractors regarding visits to school required before admittance to site on 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 | Communication with contractors regarding | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

| | | | | |
|--|---|-------------------------------------|--------------------------|-------------------------------------|
| 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 | visits to school required before admittance to site on appointment. Email address/contact phone number to be recorded for Track and Trace if necessary. | | | |
| 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"/> |
| Inadequate Ventilation | | | | |
| Occupied spaces must always be well ventilated and a comfortable teaching environment maintained | All classroom windows opened daily and Hall windows open each morning by Caretaker. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Ventilate spaces with outdoor air | All classroom windows opened daily and Hall windows open each morning by Caretaker. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

| | | | | |
|--|---|-------------------------------------|--------------------------|-------------------------------------|
| Where possible, occupied room windows should be open | Staff ensuring windows open each day. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Keep toilet ventilation in operation as much as possible while building is occupied | Caretaking opening toilet windows each morning. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Switch air handling units with recirculation to 100% outdoor air where this is not possible, systems are operated as normal | Further advice on this can be found in Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak and CIBSE coronavirus (COVID-19) advice . | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of 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 | natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Consideration given to opening high level windows in preference to low level to reduce draughts | Hall windows opened every day as part of Caretaker routine | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Consideration given to only opening every other window instead of all windows when the heating is activated | Class teachers aware. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| The school offers flexibility to allow additional, suitable indoor clothing | For more information see School uniform | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Furniture rearranged where possible to avoid direct drafts | Class teachers aware. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces | Heating to be monitored | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| When heating is activated and windows are on trickle vent, consideration is given to employing desk fans to move any stagnant pockets of air | Desk fans are pointed away from people and pointed at walls etc. | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| If school needs to use additional heaters they only use sealed, oil filled electric heaters | Electric fan heaters used sparingly due to increased fire and electrical risk. Risk Assessments in place. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | | | | |

| Arrangements for Boarding Schools During Pandemic | | | |
|---|-----------------|---|--|
| Have you consulted with the people/representatives undertaking the activity as part of the preparation of this risk assessment | | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| What is the level of risk for this activity/situation with existing control measures | | High <input type="checkbox"/> | Med <input checked="" type="checkbox"/> |
| Is the risk adequately controlled with existing control measures | | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| Have you identified any further control measures needed to control the risk and recorded them in the action plan | | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| ACTION PLAN (insert additional rows if required) | | To be actioned by | |
| Further control measures to reduce risks so far as is reasonably practicable | | Name | Date |
| Risk Assessments available for EHCP pupils | | Amanda Gledhill | 10.1.2021 |
| Risk Assessments in place for and Vulnerable staff | | Amanda Gledhill | 10.1.2021 |
| State overall risk level assigned to the task AFTER implementation of control and action plan measures taken as a result of this risk assessment | | High <input type="checkbox"/> | Med <input checked="" type="checkbox"/> |
| Is such a risk level deemed to be as low as reasonably practical? | | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| Is activity still acceptable with this level of risk? | | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| If no, has this been escalated to senior leadership team? | | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Assessor(s): | Amanda Gledhill | Signature(s): | Amanda E B Gledhill |
| Position(s): | Headteacher | Date: | Review Date: |
| | 13.12.2020 | | Created 10.1.2021 Weekly from 10.1.2021 |
| Distribution: Staff, Governors, Trust and available on school website. | | | |

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

| POTENTIAL OUTCOME | | LIKELIHOOD | | POTENTIAL OUTCOME | | | | | |
|-------------------|---|---------------|----------------------|-------------------|--------|----------|----------|--------|---------------|
| Catastrophic | Fatal injury/permanent disability | Highly likely | More likely to occur | Catastrophic | | | | | |
| Major | 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