

Activity/ Situation	WIDER OPENING OF SCHOOL FROM SEPTEMBER 2020				
Location					
Persons at Risk	Pupils <input checked="" type="checkbox"/>	Employees <input checked="" type="checkbox"/>	Visitors <input checked="" type="checkbox"/>	Contractors <input checked="" type="checkbox"/>	
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 ✘ Staffing & 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
<p><i>Note: you must amend and adapt this generic risk assessment to suit your own needs by selecting the controls from the examples provided (adding and amending others where necessary) and then evaluate the overall risk for the activity/situation.</i></p>					
<p>Contact Between Individuals Not Minimised and Social Distancing Measures Not Followed</p>					
<p>Consistent groups are in place which reduces the risk of transmission by limiting the number of pupils and staff in contact with each other to only those within the group</p>	<p>Details;- Details;- Consistent groups and contact with other staff and pupils is in place. Nursery – separate building FS2 – separate part of the building to other classes Year 1/2- 2 classes will operate as 1 bubble due to shared expertise of staff for group work Year 3/4 – 2 classes will operate as 1 bubble due to shared expertise of staff for group work. Year 5/6 – 2 classes which are kept as separate bubbles. On arriving and leaving – lines will be at least 2 metres apart.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	KS2 – shared toilets Each bubble will be assigned toilet to use. Before and After school club bubble			
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	Headteacher has a record of pupils and staff and each group – held electronically and any contact	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Primary schools may be able to implement groups that are the size of a full class. If that can be achieved, it is recommended, as this will help to reduce the number of people who could be asked to isolate should someone in the group become ill with coronavirus (COVID-19).	Circumstances need to be assessed and if class-sized groups are not compatible with offering a full range of subjects or managing the practical logistics within and around school, you can look to implement year group sized 'bubbles' Nursery Class bubble Reception class bubble Year 1/2 - 1 Year group bubble Year 3/4 – 1 Year group bubble Year 5/6 – 2 separate class bubbles Before and After school club bubble	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In the younger years in Secondary Schools (key stage 3), schools may be able to implement groups that are the size of a full class. If that can be achieved, it is recommended, as this will help to reduce the number of people who could be asked to isolate should someone in group become ill with coronavirus (COVID-19).	N/A	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
In Secondary Schools, and certainly in the older age groups at key stage 4 and key stage 5, the groups are likely to need to be the size of a year group to enable schools to deliver the full range of curriculum subjects and students to receive specialist teaching. If this can be achieved with small groups, they are recommended	N/A	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Where staff or children cannot maintain distancing, particularly with younger children in primary schools, the risk is reduced by keeping pupils in the class-sized groups	EYFs and Nursery – class sized groups as these are the youngest children where social	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	distancing will be difficult.			
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	Social distancing will be observed between groups. Older children will be taught about social distancing.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schools with the capability to do it should take steps to limit interaction, sharing of rooms and social spaces between groups as much as possible	Each bubble will use their own classroom and sharing of rooms will not take place other than the school hall. At the most, 2 bubbles will be in the hall at the same time for dinner, but in separate areas and will not mix. Doors will be open to allow for ventilation and adequate space between tables for each bubble will be adhered to	<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	Younger children will not be able to follow social distancing rules within their bubble and they will not interact with other bubbles	<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	Each bubble will remain in their bubble for teaching time. No specialist teaching takes place. Wrap around care will have additional procedures in place to restrict the amount of mixing.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Boarding pupils can be in one group residentially and another during the school day	N/A	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
It is accepted that boarding pupils will mix during sociable time	N/A	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Siblings may be in different groups	Siblings in own bubbles	<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	HLTA staff will operate across bubbles to ensure that PPA time/leadership time can be provided. They will operate across the same bubbles each week SLT may operate across bubbles for monitoring and keep a 2 metre social distancing with other adults whilst doing so	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where staff need to move between classes and year groups, they should keep their	Social distancing for staff moving across bubbles is	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

distance from pupils and other staff as much as they can, ideally 2 metres from other adults	adhered to between staff and pupils and staff and staff			
Where possible adults maintain a 2 metre distance from each other, and from children	2 metre social distancing to be adhered to as much as possible, especially inside the building	<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 to less than 15 minutes duration	Adults to have side by side contact with children or from behind them.	<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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Face to face contact time is reduced and limited to no more than 15 minutes duration	Side by side contact used. If need to be face to face e.g. for first aid, time limited to less than 15 minutes	<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	Classrooms organised so that children are seated side by side and facing the front of the classroom. Classroom re-organisation ready for September	<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	Staff to support children from the side with their work	<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	Children with complex needs continue to receive one to one and any intimate care they require. Risk assessments for individual children with an EHCP in place as appropriate and action taken to support staff safety	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unnecessary furniture has been moved out of classrooms to make more space	Only necessary furniture is in classrooms to make space for new classroom layout	<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	Assemblies are class assemblies only or on Teams for a virtual assembly led by the Headteacher or DHT	<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	Movement around the building is minimal. One way systems in corridors ensure no cross over of children	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consideration given to staggered starts or adjusting start and finish times to keep	Staggered start and finish times should not reduce the	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

groups apart as they arrive and leave school	amount of overall teaching time Start and finish times are staggered for all bubbles to ensure no cross over of bubbles			
Parents' drop-off and pick-up protocols planned to minimise adult to adult contact	Drop off for school is from the gate near the children centre. Children's centre is not currently re-opening. Year 5/6 to enter premises without parents. Only one parent to accompany other year groups. Parents leave via the gate at the bottom of the playground ensuring one-way system. Children stand in lines and greeted by staff and brought in to the building. At pick up time, parents enter by gate near children centre and stand in their child's line. Children will be sent to their parent and leave together at the bottom gate	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parents and pupils are told their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use)	Parents communicated about drop off and pick up time via letters home on email, school website, via Seesaw and with a video showing where to stand	<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)	Letter to parents states that parents are not to gather on the school site or by the gates.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
External entrances to classrooms are used where practical	KS1 and Reception classrooms use external classroom doors to enter the building. KS2 children use the door near the staff room which leads on to a one way system to their classroom	<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	Breaktimes are staggered to allow for bubbles not to mix. External doors used by classes to gain access to playground and field. Playgrounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<p>sectioned off for bubbles Year 5/6 – 10am to 10.20 Y3/4 – 10.20 to 10.40am KS1 and EYFS – flexible teaching with playbased – own outdoor area used</p>			
Lunch breaks are staggered	<p>Lunches are staggered. KS2 have only 45 minutes lunchtime and have an afternoon playtime to support the staggered lunch EYFS – lunch hall 11.45am to 12.15pm then outside until 1pm in zoned area of the playground Year 1/2 (Diamond) – 12-12.30pm in zoned area of hall and then outside in zoned area of the playground Year 1/2 (Emerald) – 12-12.30pm – playground in own zone. Hall 12.30pm to 1pm Year 5/6 – 11.50 to 12.35 – eat in classrooms then 10 minutes playtime in zoned area Year 3/4 – 12 to 12.20pm – outside in zoned areas. 12.20 to 12.55pm – lunch in classrooms</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Numbers of staff using Staff Room are limited or the use of Staff Room is staggered	<p>Staff use the staff room at allocated lunchtime around the staggered lunch and break times. Chairs clear marked to show which are in use. One person in the kitchen area at a time.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
During PE lessons pupils should be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided.	<p>PE – each bubble to clean equipment after use. No contact sports allowed</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outdoor sports are prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene	<p>Schools should refer to the following advice: guidance on the phased return of sport and recreation and guidance from</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<p>Sport England for grassroots sport</p> <p>advice from organisations such as the Association for Physical Education and the Youth Sport Trust</p> <p>Playground and field to be used as much as possible for PE lessons. All equipment to be cleaned between bubbles</p> <p>If wet outdoors – half of the class in the hall and half in classroom. Activities will be chosen to avoid heavy exertion e.g. yoga, dance...</p>			
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		<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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Face coverings are required at all times on public transport for children, over the age of 11	N/A	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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	Central/admin team will clean frequently touched areas at allocated times during the school day. Each class will also have additional cleaning materials to clean in between. Shared areas will be cleaned by central and admin team	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Surfaces that pupils are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters etc. are cleaned more often than normal	Frequently touched surfaces and toys will be cleaned by central/admin team and class staff to reduce the risk of ttra	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electronic entry systems and keypads are regularly sanitised particularly first thing in the morning and where possible after each use	Admin staff clean key pads and entry systems in the morning and after use as appropriate. Anti-	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	bacterial wipes provided			
Bins for tissues and other rubbish are emptied throughout the day	Bins are emptied at lunchtime each day – class teachers to tie them up and leave outside classroom for collection	<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	Admin team to work with caretaker and order as appropriate. Supplies in place for September.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consideration given to how play equipment is used ensuring it is appropriately cleaned between groups of children using it	Play equipment in Nursery garden and play trail on KS2 playground. If used by a bubble, staff clean it after use.	<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	Frequently used equipment – children to have own and kept in their trays/on their desk. Not to be shared. Staff have own equipment If equipment in EYFS/KS1 is shared it will be used only within the bubble and cleaned	<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	Resources not shared outside the bubble. Resources cleaned regularly. Use steriliser for equipment on at least a weekly basis	<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	Any sports or Science equipment will be cleaned if used by different bubbles or left unused for 48/72 hours. Staff to clearly mark when a resources was last used if it is being left	<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	Letter to parents will state what children are able to bring in to school. They are to bring coats, lunch boxes and reading books only. PE kits will not be brought. They will be worn for the whole of the PE day.	<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,	It is very difficult to adequately clean exercise books so	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>





<p>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>the school may need to isolate the books for 48 hours before marking Reading books – children can take these home to support re-engagement in learning. These will be left 72 hours and will only be used by children within the bubble. Ensure a rotation of books Marking policy adapted to allow for live marking, self marking and verbal feedback – no books to go home with teachers to mark</p>			
<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>Clean laptop and IPADs when moving them between home and school - staff</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Staffing & 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) This will be shared with staff via Teams and written plan. This will be shared with parents via letter, Facebook and Seesaw</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Staff with specific health conditions who fall within the clinically extremely vulnerable category and have been shielding, are advised to stay at home as much as possible.</p>	<p>Clinically extremely vulnerable</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>If working from home is not possible, they may be asked to return to work from 1st August. Consideration should first be given to roles in school where it is possible to maintain social distancing. Returning is subject to an individual risk assessment and being able to maintain social distancing as much as possible</p>	<p>Individual risk assessments are needed and guidance must be sought Headteacher to speak to staff concerned and discuss an individual risk assessment/home working. Social distancing will be enforced</p>			
<p>Staff who are in the clinically vulnerable group can work in school, subject to an individual risk assessment and being able to maintain social distancing as much as possible</p>	<p><u>Clinically-vulnerable people</u> Individual risk assessments are needed and guidance must be sought Headteacher to speak to staff concerned and discuss an individual risk assessment. Social distancing will be maintained as much as possible</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 maintain distance from other staff and pupils</p>	<p>Consider longer engagement of supply staff to minimise movement between sites Sporting Influence – social distance to be maintained. Their risk assessment is clear and planning allows for social distancing Speech and language therapists and other professionals – maintain social distance and handwashing Supply teachers – school have own supply teachers on books who work for limited number of schools and work in one area of our school only to limit risk</p>	☒	☐	☐
<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 PPE available in the main building medical room and in Nursery. If 2 metres distance cannot be maintained with someone showing</p>	☒	☐	☐

	symptoms, staff will wear PPE and follow the procedures for putting on and removing – available in medical rooms			
Site User Becoming Unwell				
If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow the guidance which sets out that they must self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms	stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) Admin staff will maintain a record of self isolation, testing and return dates to school – staff and children) infection	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If a pupil is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the Pupils and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation.	If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people Medical room used for children to wait collection.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If the pupil needs to go to the toilet while waiting to be collected, they should use a separate toilet if possible. The toilet should be cleaned and disinfected using standard cleaning products before being used by anyone else	Toilet in the medical room to be used only. The medical room and toilet will be cleaned after use	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PPE should be worn by staff caring for the pupil while they await collection if a distance of 2 metres cannot be maintained (such as for a very young pupil or a pupil with complex needs)	See Inadequate Personal Protection & PPE section of this risk assessment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If a child in a boarding school shows symptoms, they should initially self-isolate in their residential setting household. Most children will benefit from self-isolating in their boarding house so that their usual support can continue. Others will benefit more from self-isolating in their family home	guidance on isolation for residential educational settings.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
In an emergency, call 999 if the pupil is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital	First aiders available (Paediatric and FAW). Admin staff will call 999 if anyone is seriously ill	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Any members of staff who have helped someone with symptoms and any pupils who	Staff to be aware – Teams/detailed plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive or they have been requested to do so by NHS Test & Trace.				
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	Hands will be washed at regular intervals throughout the day with soap and water. Hand sanitiser is available if above cannot be accessed. Hands will be washed: On entry to building Before playtime After playtime Before eating Before home time After using the toilet After sneezing or coughing At other regular times	<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 Cleaning will be undertaken by admin/central team	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Site User Developing Symptoms				
Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to book a test if they are displaying symptoms. 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, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit	Letter to parents will include this. Parents will also be informed on a regular basis in newsletters and if they collect their child from school due to symptoms. Staff – information shared via Teams	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test & Trace	Shared with staff and parents Parents – letter Staff - Teams	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms	Information to parents in letter and in subsequent newsletters. Staff – Teams/detailed plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>


or someone who tests positive for coronavirus (COVID-19)				
Parents and staff are asked to inform the school immediately of the results of a test	Admin staff to keep a record and Headteacher will inform Trust of testing and results	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating	Information shared with staff and parents via letter and Teams and detailed plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If someone tests positive, they should follow the ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’ and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days	Schools must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). Schools should contact the local health protection team. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schools send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious	Close contact means: direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin) proximity contacts – extended close contact (within 1 to 2 metres for more than 15 minutes) with an	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	infected individual travelling in a small vehicle, like a car, with an infected person			
Public Health England is clear that routinely taking the temperature of pupils by the school is not recommended as this is an unreliable method for identifying coronavirus (COVID-19) so this does not take place		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inadequate Hand Washing/Personal Hygiene				
Staff/pupils/cleaners/contractors etc. will be reminded to clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating	Ensure that staff have sufficient time to wash their hands regularly, as frequently as pupils Time provided for staff to wash hands. Hand sanitiser available at the entrance to school. Staff encouraged to wash hands frequently	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hands are washed with liquid soap & water for a minimum of 20 seconds	This will be followed by all staff and pupils	<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	Orders placed and enough supplies for each classroom, toilet area and rest areas	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alcohol based hand cleansers/gels (containing at least 60% alcohol) can only be used if soap and water are not available, but is not a substitute for hand washing. Such gels MUST ONLY BE USED UNDER CLOSE SUPERVISION . 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 Hand sanitiser available if soap and water is not available. Pupils would be closely supervised if this is used	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The 'catch it, bin it, kill it' approach is very important and is promoted	<p>CATCH IT  Germs spread easily. Always carry tissues and use them to catch your cough or sneeze.</p> <p>BIN IT  Germs can live for several hours on tissues. Dispose of your tissue as soon as possible.</p> <p>KILL IT  Hands can transfer germs to every surface you touch. Clean your hands as soon as you can.</p> <p></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disposable tissues are available in each room for both staff and pupil use	Each room has supplies	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bins (ideally lidded pedal bins) for tissues are available in each room	Bins available and emptied at lunchtime	<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	Risk assessments in place for particular children. Arm shields have been purchased for staff working with high needs children	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In Primary schools where social distancing is not possible such as indoor areas outside of classrooms, between members of staff or visitors (for example, in staffrooms) staff may wear face coverings (e.g. visors) at the discretion of the Head Teacher	Face coverings are required by staff in the following places and circumstances where 2 metres social distancing is not possible: Staff room – entering and leaving and moving around Admin and Headteacher office where there is more than one person in the office Close contact with parents and circumstances where 2 metres social distancing is not possible	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In Secondary schools, that is year 7 and above, where social distancing is difficult to maintain, then face coverings may be worn by adults and pupils to address the risks https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education	This is at the discretion of the Head Teacher e.g. where the layout of the school or college makes it particularly difficult to maintain social distancing when staff and pupils are moving around the premises, such as in corridors and communal areas etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 can inhibit learning	Face coverings not used in classrooms	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

In such circumstances as face coverings are allowed to be worn in school they must be worn correctly	Staff reminded about appropriate wearing of face coverings	<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	Staff reminder – training day/Teams	<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	Staff reminder – training day/Teams	<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		<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 PPE available for staff that are with children displaying symptoms and a distance of 2 metres cannot be maintained	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Visitors, Contractors & Spread of Coronavirus				
All visitors and contractors must make pre-arranged appointments or they will not be allowed on site	Admin staff to book visitors appointments. No other visitors will be allowed entry to the site Contact details will be collected for track and trace	<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	Admin staff to explain to visitors and asked to hand wash on arrival	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where visits can happen outside of school hours, they are arranged as such	If possible, admin staff to book in after school hours	<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	If visit is necessary, it can take place	<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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	measures and availability of resources to effectively clean following the visits			
A record is kept of all visitors	Admin staff to book in all visitors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inadequate Ventilation				
Ventilate spaces with outdoor air	Classroom and hall doors to be open allowing for ventilation. Windows open in staff room and classrooms	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where possible, occupied room windows should be open.	Windows opened during use	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Keep toilet ventilation in operation as much as possible while building is occupied	Yes	<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	As appropriate	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation	Fire doors must not be propped open unless they have a self-closing hold open device fitted	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you consulted with the people/representatives undertaking the activity as part of the preparation of this risk assessment		Yes <input checked="" type="checkbox"/>		No <input type="checkbox"/>
What is the level of risk for this activity/situation with existing control measures		High <input checked="" type="checkbox"/>	Med <input type="checkbox"/>	Low <input type="checkbox"/>
Is the risk adequately controlled with existing control measures		Yes <input checked="" type="checkbox"/>		No <input type="checkbox"/>
Have you identified any further control measures needed to control the risk and recorded them in the action plan		Yes <input type="checkbox"/>		No <input checked="" 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		
State overall risk level assigned to the task AFTER implementation of control and action plan measures taken as a result of this risk assessment	High <input type="checkbox"/>	Med <input checked="" type="checkbox"/>	Low <input type="checkbox"/>	
Is such a risk level deemed to be as low as reasonably practical?	Yes <input checked="" type="checkbox"/>		No <input type="checkbox"/>	
Is activity still acceptable with this level of risk?	Yes <input checked="" type="checkbox"/>		No <input type="checkbox"/>	
If no, has this been escalated to senior leadership team?	Yes <input type="checkbox"/>		No <input type="checkbox"/>	

Assessor(s):	Louise Newport	Signature(s):	
Position(s):			
Date:	10 th July 2020	Review Date:	17 th August 2020 Review weekly

Distribution:

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

POTENTIAL OUTCOME

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

LIKELIHOOD

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

POTENTIAL OUTCOME

Catastrophic					
Major					
Moderate					
Minor					
Insignificant					
	Remote	Unlikely	Possible	Likely	Highly Likely

LIKELIHOOD