

Activity/ Situation		WIDER OPENING OF SCHOOL FROM SEPTEMBER 2020			
Location					
Persons at Risk		Pupils ☒	Employees☒	Visitors ☒	Contractors ☒
HAZARD(S)	<i>Note: this list is not exhaustive and <b>must</b> be adapted for your own needs</i> <ul style="list-style-type: none"> <li>* <b>Contact Between Individuals Not Minimised and Social Distancing Measures Not Followed</b></li> <li>* <b>Social Distancing Measures Not Followed During Travel to and from School</b></li> <li>* <b>Inadequate Cleaning/Sanitising</b></li> <li>* <b>Shared Resources</b></li> <li>* <b>Staffing &amp; Spread of Coronavirus to Staff, Pupils and Families, Visitors and Contractors</b></li> <li>* <b>Site User Becoming Unwell</b></li> <li>* <b>Site User Developing Symptoms</b></li> <li>* <b>Inadequate Hand Washing/Personal Hygiene</b></li> <li>* <b>Inadequate Personal Protection &amp; PPE</b></li> <li>* <b>Visitors, Contractors &amp; Spread of Coronavirus</b></li> <li>* <b>Inadequate Ventilation</b></li> </ul>				
	<b>CONTROL MEASURES</b>		<b>ADDITIONAL INFORMATION</b>	<b>YES</b>	<b>NO</b>
<i>Note: you <b>must</b> amend and adapt this generic risk assessment to suit your own needs by selecting the controls from the examples provided (adding and amending others where necessary) and then evaluate the overall risk for the activity/situation.</i>					
<b>Contact Between Individuals Not Minimised and Social Distancing Measures Not Followed</b>					
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;-3 bubble groups (semi formal classes, upper school classes and KS2/3 bubble) staffing teams have been identified to support and transport arrangements in place to support bubbles	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The school keeps a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups		Attendance records used and classes working mostly on their own or in larger bubbles at break/lunch to support with staffing.	<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		Class groups have been set and due to lower numbers than those in mainstream settings space can accommodate,	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

the group become ill with coronavirus (COVID-19).	classes are then part of a wider group to support with staffing but interaction closely monitored so staff and students can easily be recognised and notified should a confirmed case arise			
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).	See above	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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	NA as curriculum delivered by consistent class team, cover is obtained from within bubble wherever possible	<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	Breaks and lunches staggered and class groups maintained (max of 15 in each class group) regular prompts and visual reinforcement to support social distancing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Whatever the size of the group, they are kept apart from other groups and older children are encouraged to keep their distance within their groups	Bubbles are encouraged to keep contact to a minimum	<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	Students will receive majority of curriculum in the same class using same desk/space on a day to day basis. Shared spaces such as the hall are timetabled and any shared equipment cleaned thoroughly between use	<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	Social distancing still encouraged and reinforced with visual prompts where possible	<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	students have been assigned a class group which they will spend the majority of time in but on occasions they may mix with students from within the same bubble eg transport	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Boarding pupils can be in one group residentially and another during the school day	NA	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
It is accepted that boarding pupils will mix during sociable time	NA	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Siblings may be in different groups	We have siblings in school that are in different bubbles and this will be monitored closely should either present symptomatic or if someone within their bubbles develops symptoms in line with guidance	<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	Teachers and support staff can operate if required within their designated bubble. If staffing becomes an issue and staff are required to support a different bubble they will stay with the new bubble until the end of the day at the very least (preferably over the weekend if staffing levels permit)	<input type="checkbox"/>	<input checked="" 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	Staff encouraged to maintain social distancing and to prompt students at all times as to the need. Staff should only be in close proximity of those students requiring specific support/contact. Posters visible across classrooms, corridors and around school	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where possible adults maintain a 2 metre distance from each other, and from children	Social distancing markers still in place and being adhered to whenever possible, signs and poster to	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	remind staff of social distancing and reminders in staff briefings			
Adults avoid close face to face contact and limit time spent within 1 metre of anyone to less than 15 minutes duration	Staff made aware of no face to face contact in a space of less than 2 metres. If this isn't possible a one meter plus space should be used and for a period of less than fifteen mins	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Within the classroom a distance between people is maintained so far as reasonably practical	Prompts, posters present to remind staff and students of need to try and social distance.	<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	Staff made aware of no face to face contact in a space of less than 2 metres. If this isn't possible a one meter plus space should be used and for a period of less than fifteen mins	<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 are organised wherever possible to avoid seating students face to face and a preference for side by side in place with 1 meter space minimum in between	<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 will work side on with students where possible and if not try to ensure a space of meter plus is available and limit the time to less than 15 mins	<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	School provision will continue as normal with adjustments made to support social distancing, bubble working approach and no face to face contact in a space of less than 1 meter plus for a period of less than 15 mins	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Unnecessary furniture has been moved out of classrooms to make more space	Classroom furniture and resources have been limited to what is needed in the room as a necessity, soft furnishings have been removed wherever possible and students will have access to their own resources to reduce sharing wherever possible. If resources are shared staff will ensure they have been thoroughly cleaned between 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	Assemblies to be within bubbles in the hall to allow for social distancing. Parents not permitted to attend currently	<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	Traffic flow around the school minimised due to group bubbles (each bubble has its own entrance/exit to school and access to their own toilet facilities)	<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 possible if transport are not able to support getting all students into school due to bubble model	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Parents' drop-off and pick-up protocols planned to minimise adult to adult contact	Transport access arrangements in place will continue	<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)	Transport access arrangements in place will continue	<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)	Transport access arrangements in place will continue	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
External entrances to classrooms are used where practical	A number of different entrances and exits are being used to reduce	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	contact between students across the school during drop off/pick up times			
Break times are staggered so that all pupils are not moving around the school at the same time	Break times are staggered and managed by bubble staffing teams	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lunch breaks are staggered	Lunches are staggered and managed within bubbles. Catering staff will deliver lunches to class groups on ground floor. First and second floor class groups to access the main hall. Catering staff will then collect used dishes, waste at the end of lunch	<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	Number of staff in the staff room limited to 8 at any one time	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
During PE lessons pupils should be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided.	PE delivered to class groups and or bubbles with any equipment used being thoroughly cleaned at the end of each session ready for use by other groups after	<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	Outdoor space will be used where possible to support all areas of the curriculum	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Social Distancing Measures Not Followed During Travel to and from School</b>				
Parents and pupils are encouraged to walk or cycle to their education setting where possible	Parents made aware and encouraged if 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	<a href="#">safer travel guidance for passengers</a>	<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	Parents made aware	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Inadequate Cleaning/Sanitising</b>				
A cleaning schedule that ensures cleaning is generally enhanced and includes more	Updated cleaning regime in place. Class staff complete	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Commented [MH1]:** Please note this is currently being looked into by NYCC H&S and may be subject to change. Concerns that accidents may occur if students are responsible for taking lunches to classrooms, concerns that timings could be too long if bubbles accessed the hall for lunch given the time required between sittings to adequately clean the space. Suggested that catering team deliver to ground floor classes and students form first or second floor classrooms to access the hall

frequent cleaning of rooms / shared areas that are used by different groups is in place	a cleaning regime checklist throughout the day and regularly clean surfaces and touch points with disinfectant			
Surfaces that pupils are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters etc. are cleaned more often than normal	Class staff complete a cleaning regime checklist throughout the day and regularly clean surfaces and touch points with disinfectant	<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	Regularly cleaned by designated admin member of staff team	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bins for tissues and other rubbish are emptied throughout the day	Cleaning regime in place and dedicated foot operated pedal bins available in each class for tissues. These bins have bin liners and the rubbish is double bagged before disposal	<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	Site managers are responsible for ensuring stocks of cleaning equipment are maintained throughout	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consideration given to how play equipment is used ensuring it is appropriately cleaned between groups of children using it	Staff equipped with spray disinfectant for play equipment and thoroughly clean after use	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Shared Resources</b>				
For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared	Students have access to their own basic equipment list which is kept in their own personal storage tray	<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 cleaned regularly and only shared within class/bubble	<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	Resources cleaned regularly and only shared within class/bubble. Any	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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	resources required across bubbles are meticulously cleaned			
Pupils can bring essentials such as lunch boxes, hats, coats, books, stationery, bags and mobile phones (depending on school policy) in to school	Students encouraged to bring limited belongings in from home, electronic items such as tablets, phones are to be handed to the office but stored in a clear plastic wallet until the end of the 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, 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	Staff discouraged from taking resources/books home unless absolutely necessary and required to contribute to students learning and development. Staff encouraged to mark as they go thus reducing books leaving the premises	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Devices/ laptops/tablets etc. that are brought from home to school and back again are cleaned at the start and end of the day	Staff expected to clean resources such as laptops at the start and end of each day	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Staffing &amp; Spread of Coronavirus to Staff, Pupils and Families, Visitors and Contractors</b>				
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	Ensure that students, staff and other adults do not come into the school if they have <a href="#">coronavirus (COVID-19) symptoms</a> , or have tested positive in the last 7 days, and ensuring anyone developing those symptoms during the school day is sent home, to reduce the risk. See symptomatic child or member of staff document	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff with specific health conditions who fall within the clinically extremely vulnerable	<a href="#">Clinically extremely vulnerable</a>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>







category and have been shielding, are advised to stay at home as much as possible. If working from home is not possible, they may be asked to return to work from 1 <sup>st</sup> 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	Individual risk assessments are in pace and will be updated in September following any changes in government advice. needed and guidance must be sought			
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	<a href="#">Clinically-vulnerable people</a> Individual risk assessments updated in September following government guidance and that of health professionals	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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	Cover to be provided in house wherever possible and only external cover should be sought if a member of woodlands staff team is likely to be absent from work for a period of 3 or more days	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Access to PPE should be available where there is contact with diagnosed or suspected person with covid-19	See Inadequate Personal Protection & PPE section of this risk assessment and PPE document. All classes have a box of basic PPE resources	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Site User Becoming Unwell</b>				
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 7 days and should <a href="#">arrange to have a test</a> to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms	<a href="#">stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>  members of staff presenting with symptoms will be requested to take a test for covid and track and trace flowchart	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	implemented and adhered to			
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	<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	Toilets will be identified if required by a symptomatic student and then closed for cleaning following their departure	<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 along with symptomatic staff or student document	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If a child in a boarding school shows symptoms, they should initially self-isolate in their residential setting household. Most children will benefit from self-isolating in their boarding house so that their usual support can continue. Others will benefit more from self-isolating in their family home	<a href="#">guidance on isolation for residential educational settings.</a> NA	<input 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. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive or they have been requested to do so by NHS Test & Trace.	Staff have been made aware of protocols if someone is symptomatic	<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	Posters throughout school, staff prompt students to use sanitizer before entering school, wash their hands immediately on entering school and periodically throughout the day	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The area around the person with symptoms must be cleaned with normal household	<a href="#">COVID-19: cleaning of non-healthcare settings guidance</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

disinfectant after they have left to reduce the risk of passing the infection on to other people	Area used will be closed off until thoroughly cleaned and disinfected			
<b>Site User Developing Symptoms</b>				
Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to <a href="#">book a test</a> if they are displaying symptoms. Staff and pupils must not 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	Staff made aware of the need to be tested and the track and trace flowchart followed. Parents informed in end of term letter and reminded at the start of term 1 in September	<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	Staff made aware of the need to be tested and the track and trace flowchart followed. Parents informed in end of term letter and reminded at the start of term 1 in September	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to <a href="#">self-isolate</a> if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)	Staff made aware of the need to be tested and the track and trace flowchart followed. Parents informed in end of term letter and reminded at the start of term 1 in September	<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	Staff made aware of the need to be tested and the track and trace flowchart followed. Parents informed in end of term letter and reminded at the start of term 1 in September	<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		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

they are better. Other members of their household can stop self-isolating				
If someone tests positive, they should follow the <a href="#">‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’</a> and must continue to self-isolate for at least 7 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 7-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 infected individual travelling in a small vehicle, like a car, with an infected person	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Public Health England is clear that routinely taking the temperature of pupils by the school is not recommended as this is an unreliable method for identifying coronavirus (COVID-19) so this does not take place		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Inadequate Hand Washing/Personal Hygiene</b>				

<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 students and often used to model the process. Posters visible across whole of school</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Hands are washed with liquid soap &amp; water for a minimum of 20 seconds</p>	<p>Posters to prompt and remind visible across 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>Site team to monitor stocks of soap and hand sanitizer to ensure plenty is available in school. Each member of staff to have access to sanitizer to support</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Alcohol based hand cleansers/gels (containing at least 60% alcohol) can only be used if soap and water are not available, but is not a substitute for hand washing. Such gels <b>MUST ONLY BE USED UNDER CLOSE SUPERVISION</b>. In normal circumstances pupils should not be using alcohol based hand cleansers because of the risk of ingestion.</p>	<p>Skin friendly skin cleaning wipes can be used as an alternative. Sanitizer available for each member of staff and supervision provided by them for children when using. Following the use of sanitizer both staff and students are encouraged to wash their hands using soap and water as soon as possible</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>The 'catch it, bin it, kill it' approach is very important and is promoted</p>	<p><b>CATCH IT</b>   <small>Germs spread easily. Always carry tissues and use them to catch your cough or sneeze.</small></p> <p><b>BIN IT</b>   <small>Germs can live for several hours on tissues. Dispose of your tissue as soon as possible.</small></p> <p><b>KILL IT</b>   <small>Hands can transfer germs to every surface you touch. Clean your hands as soon as you can.</small></p> <p>          Posters visible across school</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Disposable tissues are available in each room for both staff and pupil use</p>	<p>Boxes of tissues are available in all class spaces (one for students use and one for staff)</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Bins (ideally lidded pedal bins) for tissues are available in each room	Foot operated pedal bins in all teaching areas for used tissues. Bins emptied daily unless required more frequently	<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	Individual risk assessments for students in place	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Inadequate Personal Protection &amp; PPE</b>				
Face coverings are not use in school as pupils and staff are mixing in consistent groups, and because misuse may inadvertently increase the risk of transmission. There may also be negative effects on communication and thus education	Face masks only used when delivering intimate care or with a symptomatic student that they can not distance themselves from at least 2 meters plus	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PPE will need to be worn by a member of staff if a pupil becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the pupil is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn	<a href="#">safe working in education, childcare and children's social care</a> See symptomatic student or staff document	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pupils and staff who use them are required to remove face coverings on arrival at school	Staff, students and parents are aware that face masks will not be used in school unless for intimate care or dealing with a symptomatic student	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pupils are instructed not to touch the front of their face covering during use or when removing face coverings	Prompts and reminders for those students arriving with face masks on how to effectively remove	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pupils that arrive wearing a face covering must remove it, must wash their hands immediately on arrival (as is the case for all pupils), dispose of temporary face coverings in	Parents and students are made aware that face masks are not	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom	permitted in school. Students arriving with a face mask are asked to dispose of temporary face mask in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom			
<b>Visitors, Contractors &amp; Spread of Coronavirus</b>				
All visitors and contractors must make pre-arranged appointments or they will not be allowed on site	See visitors checklist  Only visitors that have a direct impact on student outcomes will be permitted into school class room spaces during school times unless an emergency situation	<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	Visitors checklist in place and shared with any perspectives visitors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where visits can happen outside of school hours, they are arranged as such		<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	Only if alternative arrangements can not be made outside of school timings	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contractors to provide updated risk assessment prior to visit which includes their own controls round infection spread prevention	Times of visits may need to be adapted to take in to account the ability to maintain appropriate social distancing measures and availability of resources to effectively clean following the visits	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A record is kept of all visitors	Visitor signing in sheets in place	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Inadequate Ventilation</b>				

Ventilate spaces with outdoor air	Doors and windows open wherever possible and practicable	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where possible, occupied room windows should be open.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Keep toilet ventilation in operation as much as possible while building is occupied		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Switch air handling units with recirculation to 100% outdoor air where this is not possible, systems are operated as normal		<input 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 and are labelled to prompt people to ensure they are kept shut	<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 type="checkbox"/>	Med <input checked="" type="checkbox"/>	Low <input type="checkbox"/>
Is the risk adequately controlled with existing control measures				
		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
Have you identified any further control measures needed to control the risk and recorded them in the action plan				
		Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
<b>ACTION PLAN</b> (insert additional rows if required)		<b>To be actioned by</b>		
Further control measures to reduce risks <i>so far as is reasonably practicable</i>		<b>Name</b>	<b>Date</b>	
<b>Perspex screen for catering team</b>		MD	7/9/20	
<b>Class lunch boxes to collect used dishes and waste ready for collection by catering team</b>		MD	7/9/20	
State overall risk level assigned to the task <b>AFTER</b> implementation of control and action plan measures taken as a result of this risk assessment				
		High <input type="checkbox"/>	Med <input checked="" type="checkbox"/>	Low <input type="checkbox"/>
Is such a risk level deemed to be as low as reasonably practical?				
		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
Is activity still acceptable with this level of risk?				
		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
If no, has this been escalated to senior leadership team?				
		Yes <input type="checkbox"/>	No <input type="checkbox"/>	
<b>Assessor(s):</b>	<b>Michelle hockham Head teacher</b>	<b>Signature(s):</b>		
<b>Position(s):</b>				
<b>Date:</b>	<b>10/07/2020</b>	<b>Review Date:</b>	<b>30/09/2020</b>	
<b>Distribution:</b>				



