

Activity/ Situation	Wider opening of school after Covid-19 Lockdown				
Location	DUNNINGTON CE PRIMARY SCHOOL Green type – Dunnington specific				
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"> ✗ Social Distancing Measures Not Followed ✗ Social Distancing Measures Not Followed During Travel to and from School ✗ Inadequate Cleaning ✗ Shared Resources ✗ Staffing & Spread of Coronavirus to Staff, CYP 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 ✗ Fire and Intruder Alarms and Emergencies, Including Lockdown ✗ School Activities 				
CONTROL MEASURES		ADDITIONAL INFORMATION	YES	NO	N/A
<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>					
Social Distancing Measures Not Followed					
For pre-school children in early years settings, the staff to child ratios within Early Years Foundation Stage (EYFS) continue to apply and are adhered to	Early Years Foundation Stage	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
As per the existing Supporting vulnerable children and young people during the coronavirus (COVID-19) outbreak guidance, vulnerable children of all year groups continue to be expected and encouraged to attend educational provision where it is appropriate for them to do so	Supporting vulnerable children and young people during the coronavirus (COVID-19) outbreak guidance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Primary School classes halved with a maximum of 15 pupils per class and desks spaced as far apart as possible and where applicable. Due to size of Dunnington classrooms, groups will be limited to 12 pupils. Reception and Year 1 do not work at tables but space will be utilised and tasks planned to allow for distancing, where possible. Reception and Year 1 will be at individual activity stations/tables and/or socially distanced from each other in areas of provision.	DfE Guidance : Actions for education and childcare settings to prepare for wider opening from 1 June 2020 DfE Guidance Coronavirus (COVID-19): implementing protective measures in education and childcare settings	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

CONTROL MEASURES	ADDITIONAL INFORMATION	YES	NO	N/A
Secondary School classes halved with 2 metres between each desk. Where very small classes might result from halving, it would be acceptable to have more than half in a class, provided the 2 metres rule is applied		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>The number of Pupils who use the cloakroom facilities at any one time are limited to ensure they do not become crowded</p> <p>Cloakrooms not to be used Coats, and pack-ups to be kept in an area of child's allocated room.</p>	Movement to be controlled by staff	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Pupils use the same classroom or area of a setting throughout the day</p> <p>Key Kids Club A in Y3/4KS classroom Key Kids Club B in Y3/4CT/SJ classroom Reception A in Rec CG classroom Reception B in Y1 LJ classroom Y1 A in Y5 TE classroom Y1 B in Y2 AG classroom Y1 C in Y2 DA/LR classroom Y6 A in Y6 RD classroom Y6 B in Spare classroom Y6C in Y5 JD classroom</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Pupils are seated at the same desk each day if they attend on consecutive days</p> <p>KKC and Y6 will be allocated desks Areas of Provision in Reception and Year 1 will be spaced out and where desks are used, children will use the same desks and seats</p>	Pupils to be advised	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Pupils and staff where possible, only mix in a small, consistent group or "bubble" and that small group stays away from other people and groups</p> <p>Key Kids Club A with staff member A Key Kids Club B with staff member B Reception A with staff member C Reception B with staff member D Y1 A with staff member E Y1 B with staff member F Y1 C with staff member G Y6 A with staff member H Y6 B with staff member I Y6C with staff member J</p>	<p>Initial Plan- 2- part rota basis Monday- Friday Key Kids Club A Key Kids Club B Monday/Tuesday Reception A Y1 A Y6 A Y6 B Thursday/Friday Reception B Y1 B Y1 C Y6 C</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pupils are in the same small groups at all times each day, and different groups are not mixed during the day, or on subsequent days		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Children requiring wraparound care at any point will need to remain with Key Kids Club and not their designated year group.				
<p>The same teacher(s) and other staff are assigned to each group and, as far as possible, these stay the same during the day and on subsequent days, recognising for secondary schools there will be some subject specialist rotation of staff</p> <p>All groups will be led by only one adult at a time in each bubble. Support staff will be available for assistance.</p> <p>CG will plan for all Reception children LJ will plan for all Y1 children RD will plan for all Y6 children</p>	<p>Each Key Kids Club group will have two members of staff allocated to cover different days of the week. This may be required in other groups if number of days in school increases</p> <p>Staff will be provided with consultation time to share plans and discuss delivery each week (safe distance/virtual)</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Staff positioning – standing behind pupils, working from above pupils, staff walk with hands clasped to avoid contact</p> <p>Staff should be at a distance of 2m from children where possible</p>	<p>Public Health Advice Avoid face to face conversations. Adults to work side by side with children or from behind children.</p> <p>Staff training 1st June 2020</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff and pupils are reminded that they must not touch their faces, eyes, nose etc.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Consideration given to which lessons or classroom activities could take place outdoors</p> <p>Ensure groups are positioned as far apart as possible and do not mix. Equipment must be cleaned before it can be used by another group. Outdoor apparatus must be cordoned off and not be used</p>	<p>Lessons outside School field can be used for lessons outside. Zones to be marked for each group to allow for adhoc use. External doors to be used to access outdoor areas, where possible. These can be propped open whilst the building is occupied.</p> <p>N.B Fire Drill They must be closed after groups have evacuated.</p>	<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	Corridors should be avoided wherever possible and external pathways around the building used to access	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<p>toilets, playgrounds etc</p> <p>Where corridors need to be used, markers have been placed on floor to show children direction of travel from classrooms.</p> <p>Red and white tape to be fixed on internal doors as a reminder to use external door instead, where appropriate.</p>			
<p>The number of Pupils who use the toilet facilities at any one time are limited to ensure they do not become crowded</p> <p>Only one pupil to enter and use toilets at a time.</p> <p>REC A to use REC toilets- ongoing access</p> <p>REC B to use Y1 toilets- ongoing access</p> <p>Key Kids Club A to use KS1 toilets</p> <p>Key Kids Club B to use KS2 toilets</p> <p>Y1 to use KS1 toilets</p> <p>Y6 to use KS2 toilets</p>	<p>Pupils to be advised</p> <p>Signs on toilet facility doors to remind children</p> <p>Staggered toilet breaks scheduled. See Group Daily Schedule</p> <p>If children need to use toilets outside of toilet breaks, staff to radio for assistance with supervision.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Assembly groups staggered</p>	<p>Initially assemblies and worship will take place within groups.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Access to drinking water</p> <p>Children to bring own water bottle which should remain on own table.</p> <p>Supply of spare water bottles to be provided in each classroom. These must be washed in dishwasher following use.</p>	<p>Water cooling machines can be used to refill bottles. Staff to supervise or radio for assistance, where required.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CONTROL MEASURES	ADDITIONAL INFORMATION	YES	NO	N/A
<p>GOOD WEATHER CONDITIONS</p> <p>Break times are staggered so that all pupils are not moving around the school at the same time</p> <p>Reception to use KS1 playground</p> <p>Key Kids Club to use KS1 playground</p> <p>Y1 to use KS2 Playground</p> <p>Y6 to use KS2 Playground</p>	<p>Pupils sent to toilet one at a time before break.</p> <p>Access to playground to be directly from classrooms where possible.</p> <p>Only use the Playground area allocated to their group</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>POOR WEATHER CONDITIONS</p> <p>Break times staggered so that all pupils are not moving around the school at the same time</p>	<p>Pupils to remain in their groups classroom and reminded to observe social distancing.</p> <p>Selection of age appropriate playtime activities to be provided.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Lunch breaks are staggered</p> <p>Pupils must wash their hands before eating.</p> <p>Grab bags delivered to each classroom.</p> <p>Food consumed in each group's own classroom. Hands washed after eating.</p> <p>Time on playground at lunchtime staggered and supervised by MSA/HT with distancing.</p>	<p>Grab bags will be named to ensure arrangements for special diets are controlled</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Shared areas such as hall are used for exercise one group at a time.</p> <p>Cleaning must and will be scheduled to take place between groups</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Consideration given to one-way circulation, or placing a divider down the middle of the corridor to keep groups apart as they move through the setting where spaces are accessed by corridors</p> <p>Movement around school will be closely supervised by staff other than if a child needs to go to toilet during lesson. Staff to radio for supervision assistance in these instances.</p> <p>Markers on floor in corridor to encourage distancing in corridors.</p>	<p>Corridors should be avoided wherever possible and external pathways around the building used to access toilets, playgrounds etc</p> <p>Where corridors need to be used, markers have been placed on floor to show children direction of travel from classrooms.</p> <p>Red and white tape to be fixed on internal doors as a</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

	reminder to use external door instead, where appropriate.			
Consideration given to Pupils that may need additional support to follow these measures (for example, routes round school marked in braille or with other meaningful symbols, and social stories to support them in understanding how to follow rules) Markers on floor in corridor to encourage distancing in corridors.	Social stories created for relevant pupils. If children becomes distressed at drop-off, parent to remain with child and staff member to radio for HT assistance.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CONTROL MEASURES	ADDITIONAL INFORMATION	YES	NO	N/A
Drop-off and collection times staggered for each group (#) Key Kids Club A- main school entrance 8:45am/3:10pm Key Kids Club B- main school entrance 9:00am/3:25pm Reception A – KS1 playground 8:45am/3:10pm Reception B – KS1 playground 9:00am/3:25pm Y1 A – KS2 new playground 9:00am/3:25pm Y1 B – KS2 new playground 9:10am/3:35pm Y1 C - KS2 new playground 9:20am/3:45pm Y6 A – KS2 old playground 8:30am/2:55pm Y6 B – KS2 old playground 8:40am/3:05pm Y6C – KS2 old playground 8:50am/3:15pm	Late arrivals to report to front door maintaining safe distance.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parents told that child needs to be accompanied to the school by only one parent in order to ensure social distancing until handover to teacher	Siblings should not accompany the parent when dropping off or picking up wherever possible. If they have to accompany the parent they must follow social distancing guidelines	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parents' drop-off and pick-up protocols planned to minimise adult to adult contact (#) All pupils, including year 6, to be dropped off and collected by only one adult. Parents to drop off/collect at allocated time/point, maintaining social distance at all times. Parents must not gather at gates/entrances and must not enter the building unless by prior appointment.		<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)	See above (#) HT to monitor drop off and collection protocols are adhered to.	<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 (#) If parents arrives late to collect child, staff will remain with the child and radio office to ring the parents. HT to support staff working in unfamiliar year groups to ensure safe handovers.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
External entrances to classrooms are used where practical		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Multiple groups do not use play equipment simultaneously	Outdoor play equipment to be placed out of bounds Hazard tape to act as reminder to pupils	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Early years groups in school have considered how to keep small groups of children together throughout the day and to avoid larger groups of children mixing	Reception and Year 1 will be at individual activity stations/tables and/or socially distanced from each other in areas of provision.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schools offering residential provision have considered the maximum number of CYP they can safely accommodate in residences		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Staff working in Offices are adequately distanced, are on rota or are working from home	Only one staff member working in office at any one time Sign on door	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Numbers of staff using Staff Room are limited or the use of Staff Room is staggered to ensure social distancing is maintained Staff to wash hands before and after use. Equipment will be wiped as part of the cleaning schedule. Staff can choose not to use it if they wish and to bring their own flask/cold lunch.	Only two staff members to use staff room at any one time Sign on door	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CONTROL MEASURES	ADDITIONAL INFORMATION	YES	NO	N/A
Social Distancing Measures Not Followed During Travel to and from School				
Parents and Pupils encouraged to walk or cycle to their education setting where possible	Parents to be advised	<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, particularly if public transport is required	Coronavirus (COVID-19): safer travel guidance for passengers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Transport arrangements cater for any changes to start and finish times		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
It is ensured that transport providers, as far as possible, follow hygiene rules and try to keep distance from and between their passengers	Transport is arranged by the Local Authority	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Appropriate actions taken to reduce risk if hygiene rules and social distancing is not possible, for example when transporting Pupils with complex needs who need support to access the vehicle or fasten seatbelts		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Revised travel plans clearly communicated to contractors, local authorities and parents where appropriate (for instance, to agree pick-up and drop-off times)		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Inadequate Cleaning				
<p>Discuss with cleaning contractors or staff the additional cleaning requirements and agree additional hours to allow for this Cleaner 1 on site 10:00am-3:00pm Cleaner 2 on site 3:00pm- 6pm All bins emptied three times a day Toilets cleaned three times a day Children's desks cleaned three times a day Each child is provided with an individual tray to keep their desks tidy and make cleaning of desks easier. Touch points cleaned systematically throughout day See cleaning schedule. Cleaners provided with details of each group's break times to ensure access to classrooms when vacant.</p> <p>Training to site team delivered Friday 29th May 2020 on Safe Operating Procedure and the revised Cleaning Specification.</p> <p>Spot checks will be made by the management team of Mario, Tom and Carol from Sewell FM to ensure that they are delivering the required standard and support the cleaning teams through this difficult time.</p>	<p>School staff members are not responsible for cleaning. This will be carried out by site staff.</p> <p>Cleaner Disinfectant' and Wipes will be available in all classrooms. for use by adults only. It must be stored away from children.</p> <p>As visitors are not allowed on site, internal doors can be propped open during occupancy to reduce touch points. N.B Fire Alarm They must be closed as part of</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	the evacuation process.			
<p>Surfaces that Pupils are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters etc. are cleaned more regularly than normal. Touch points cleaned systematically throughout day 10:00am - end of day Desks etc wiped during group staggered breaks. Each child is provided with an individual tray to keep their desks tidy and make cleaning of desks easier.</p> <p>Soft furnishings and toys removed from rooms Plastic toys to be cleaned in soapy water over the course of each week.</p>	<p>Cleaner Disinfectant will be used throughout school. This does not contain bleach. Jangro Cleaner Disinfectant, this passes EN1276 (kills 99.999% bacteria). It is suitable food preparation as well as general clean and disinfecting, it meets the requirements as set out in the government guidelines for cleaning in a non-healthcare setting during Covid-19. https://www.jangro.net/cleaner-disinfectant-5-litre-1 Cleaning equipment is to be provided in each classroom for staff and pupils to use.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Electronic entry systems and keypads are regularly sanitised particularly first thing in the morning and where possible after each use Touch points cleaned systematically throughout day 10:00am - end of day.</p>	Included on cleaning schedule	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Bins for tissues and other rubbish are emptied throughout the day Bins to be located close to classroom doors so that cleaning staff do not need to enter classroom when occupied All bins emptied three times per day</p>	Lidded pedal bins are provided in each classroom	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Stocks of cleaning chemicals, liquid soap, paper towels, tissues, toilet roll, bin bags etc. regularly checked and additional supplies requested as necessary</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Disposable tissues are available in each room for both staff and CYP use</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Consideration given to how play equipment is used ensuring it is appropriately cleaned between groups of children using it Resources to be shared out between parallel classes and can only move to another group following thorough cleaning.</p>	<p>Tables to be set out in school hall for resources to be placed at the end of each day for</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	cleaning on a rotational basis			
CONTROL MEASURES	ADDITIONAL INFORMATION	YES	NO	N/A
Outdoor equipment must not be used unless the setting is able to ensure that it is appropriately cleaned between groups of pupils using it	Outdoor play equipment is to be taken out of use.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Unnecessary items particularly those that cannot be easily cleaned removed from classrooms and other learning environments where there is space to store it elsewhere Unnecessary items and furniture stored in IT suite to minimise clutter and to ease cleaning of classrooms.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) removed See above		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shared Resources				
Pupils advised to not bring personal items in from home as this will reduce possible spread of the virus	Letter to parents -no pencil cases/ school bags. Only coat, PE kit and pack up.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shared materials and surfaces are cleaned and disinfected more frequently		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff not taking resources from school home e.g. books	Children will not take reading books home. E-books to be used on IWB where possible. A selection of age-appropriate books to be provided in each classroom for sole use of that group.	<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. All classrooms are equipped with a networked computer, therefore laptops do not need to be brought to school. Sanitizing spray and wipes available in school office to wipe photocopier before use	I Pads only to be used by Key Kids Club group B to access home learning	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staffing & Spread of Coronavirus to Staff, CYP and Families, Visitors and Contractors				
Pupils (0 to 18 years of age) who have been classed as clinically extremely vulnerable and clinically vulnerable due to pre-existing medical conditions have been advised to		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

shield and are supported at home as much as possible Home learning will continue to be provided for all year groups School closed to pupils (except key worker) one day per week to allow teachers to make contact with all parents of children not in school on a regular basis. This is to offer pastoral/educational support.	Any concerns raise to be discussed with phase leaders or headteacher, as appropriate.			
Staff who have been classed as clinically extremely vulnerable and clinically vulnerable due to pre-existing medical conditions are not expected to attend work		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If a Pupil or staff member lives in a household with someone who is extremely clinically vulnerable they are not expected to attend site		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If a Pupil or a member of staff lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, they can attend their education or childcare setting.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff who are pregnant or others with specific health conditions may be asked to work from home as they are in the vulnerable group and to follow government advice as it is issued		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CONTROL MEASURES	ADDITIONAL INFORMATION	YES	NO	N/A
Access to PPE should be available where there is contact with diagnosed or suspected person with covid-19 Each classroom has a first aid kit. PPE (fluid-resistant surgical face mask, disposable gloves, visor and apron) will be contained in the first aid kit in each classroom. This is to be used in line with the School's Coronavirus Protocol. Additional supplies will be stored in the medical room.	See Inadequate Personal Protection & PPE section of this risk assessment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sneeze into a tissue or sleeve NEVER into hands. Wash hands immediately after Catch it Bin it Kill it posters in every classroom Tissues in every classroom Soap and/or alcohol hand gel in every classroom	Hand gel is abrasive and should only be used where hand washing with soap and hot water is not possible. Hand gel should be stored away from children and adult supervision is required when using.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Used tissues to be put in a bin immediately Bin to placed by classroom doors for regular emptying by site staff. Double bagged disposal.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Site User Becoming Unwell – See also Infection Control Policy (Ref: GEN_2.1)				
If anyone becomes unwell with a new, continuous cough or fever or loss/change to sense of smell or taste in an education or childcare setting, they must be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance	COVID-19: guidance for households with possible coronavirus infection guidance	<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 Pupil and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. Medical room to be used for this purpose.	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 bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else Accessible toilet next to medical room to be used solely for this purpose.		<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) Supplies (fluid-resistant surgical face mask, visors, disposable gloves and aprons) provided in medical room	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. Do not visit the GP, pharmacy, urgent care centre or a hospital		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If a member of staff has helped someone who was unwell with a new, continuous cough or a fever, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the Pupil subsequently tests positive. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell	If a staff member or pupil tests positive, the whole group must self-isolate for 14 days.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people	On site staff to clean with 'Cleaner Disinfectant' once pupil has been collected.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CONTROL MEASURES	ADDITIONAL INFORMATION	YES	NO	N/A
Site User Developing Symptoms - See Infection Control Policy (Ref: GEN_2.1)				

Children, young people, parents, carers or any visitors, such as suppliers, are told not to attend or enter the education or childcare setting if they are displaying any symptoms of coronavirus	Parents and staff notified. Signs on entrances.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
When a Pupil or staff member develops symptoms compatible with coronavirus, they are sent home and advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days.	All staff and Pupils who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus, and are encouraged to get tested in this scenario	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where the Pupil or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where the CYP or staff member tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 14 days	The other household members of that wider class or group do not need to self-isolate unless the CYP or staff member they live with in that group subsequently develops symptoms	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parents, carers and settings do not need to take children's temperatures every morning. Routine testing of an individual's temperature is not a reliable method for identifying coronavirus. Educational and childcare settings should reiterate to parents the need to follow the standard national advice on the kind of symptoms to look out for that might be due to coronavirus, and where to get further advice	If anyone in the household develops a fever or a new continuous cough they are advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance (which states that the ill person should remain in isolation for 7 days and the rest of the household in isolation for 14 days)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CONTROL MEASURES	ADDITIONAL INFORMATION	YES	NO	N/A
Inadequate Hand Washing/Personal Hygiene				
Staff/Pupils/cleaners/contractors etc. will be reminded to wash their hands before leaving home, on arrival at the premises and before and after handling cleaning chemicals, eating/drinking, using the toilet, after PE/sports activities and after coughing or sneezing and not to touch face (eyes, mouth, nose) with hands that are not clean	Temporary handwashing station to be installed in Y5TE to ease demand on KS1 toilet facilities.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The 'catch it, bin it, kill it' approach is promoted Posters, tissues and bins provided in every operational room.	 <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>NHS</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wash with liquid soap & water for a minimum of 20 seconds Posters to remind children displayed by each sink	Guidance on hand cleaning NHS state that washing with cold water is just as good as washing with hot as long as the lather process is stringent and lasts at least 20 seconds.	<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 because in normal circumstances pupils should not be using alcohol based hand cleansers		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consideration should be given to allocating individual toilets and sinks to pupils where numbers are low and this is achievable, otherwise sinks and toilets will be regularly sanitised throughout the day. Toilets cleaned twice within school day and at end of day. See cleaning schedule.	This needs to be done first thing in the morning, after breaks and after lunch at least	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hands must be dried properly to prevent infection and drying out.	Parents/carers to be advised to use	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Hand driers in toilets and hand towels in all other areas with a sink to be checked daily.	appropriate hand moisturisers offsite due to allergy risk			
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CONTROL MEASURES	ADDITIONAL INFORMATION	YES	NO	N/A
Inadequate Personal Protection & PPE				
<p>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</p> <p>Pupils to be escorted to medical room PPE provided for this purpose in each classroom and also additional supplies in medical room. Visors available in medical room and classrooms.</p>	<p>Public Health advice on 'Donning and Doffing' included in classroom PPE kits</p> <p>To be discussed at staff briefing.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Education, childcare and children's social care settings and providers should use their local supply chains to obtain PPE</p>	<p>Being sourced centrally by SYMAT for member Schools.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Visitors, Contractors & Spread of Coronavirus				
<p>Visitors to the premises will be discouraged and all non-essential visits will be cancelled or postponed or meeting takes place by Zoom</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>All visitors and contractors must make pre-arranged appointments or they will not be allowed on site</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Deliveries to school site should be left by the front door. Staff should wash hands before retrieving package and opening. Remove outer packaging to bins straightaway, and wash hands again.</p>	<p>Consider the wearing of nitrile gloves during un packing in addition to handwashing. Gloves must be immediately removed and disposed of in lidded bins to prevent cross contamination.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>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</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Contractors to provide updated risk assessment prior to visit which includes their</p>	<p>Times of visits may need to be adapted</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

own controls round infection spread prevention	to take in to account the ability to maintain appropriate social distancing measures and availability of resources to effectively clean following the visits			
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CONTROL MEASURES	ADDITIONAL INFORMATION	YES	NO	N/A
Inadequate Ventilation				
Ventilate spaces with outdoor air		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ensure regular airing with windows (even in mechanically ventilated buildings)		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Keep toilet ventilation in operation as much as possible while building is occupied. Toilet windows to be opened by site staff every morning and closed every night following final clean.	Classroom toilets are located near external doors which will be kept ajar.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Switch air handling units with recirculation to 100% outdoor air		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation	Fire doors must not be propped open unless they have a self-closing hold open device fitted Purchase additional door wedges for classroom doors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire and Intruder Alarms and Emergencies, Including Lockdown				
All staff and pupils to undergo induction in the fire and emergency routines plus accident, first aid and lockdown procedures. This may not be the usual routes. Repeat as necessary with new starters (staff/young people)	Evacuation procedure to be modified to take account of social distancing. Staff training on 1 st June 2020. Pupils briefed on day 1 for all pupils. Planned evacuation in week 1 for all pupils.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ensure that emergency cut-off points for water, gas and electric are clearly marked and known by the senior designated member of		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

staff and that details of emergency contacts for utilities are readily available				
If there is a 24-hour monitoring system in place for alarms (fire &/or security) the monitoring centre will need to be aware of any new emergency out of hours contact details	No change	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
School Activities				
Pupils do not interact in a manner where they will have close contact with each other (maintain social distancing). This must be supported by very clear expectations	Pupils will work alone observing social distancing at work stations/activity tables. Where children fail to follow expectations, radio HT for assistance. Behaviour policy consequences to be updated and shared with children. Pupil briefing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Practical lessons can go ahead if equipment can be cleaned thoroughly and the classroom or other learning environment is occupied by the same pupils in one day, or properly cleaned between cohorts		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Practical activities in Secondary Schools undertaken in accordance with CLEAPSS guidance		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Have you consulted with the people/representatives undertaking the activity as part of the preparation of this risk assessment Governor Meeting Wed 20 th May 2020 SYMAT Trustee Meeting Thursday 21 st May 2020 Emailed to staff Friday 22 nd May 2020 Shared on School Website Friday 22 nd May 2020 Revised and re-issued to staff Sunday 31 st May 2020 Staff Training for further discussion Monday 1 st June 2020 Updated Friday 5 th June 2020	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 type="checkbox"/>		No <input checked="" 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 <i>so far as is reasonably practicable</i>	Name		Date	

Site Preparation and signage installed	Site staff, C.Hancy, & Jenny Scholes	By 29 th May 2020
<u>Consultation</u> Governor Meeting SYMAT trustee meeting Emailed to staff Shared on School Website Staff Training Daily de-brief with duty staff	C. Hancy	20 th May 2020 21 st May 2020 22 nd May 2020 22 nd May 2020 1 st June 2020 From 1 st June 2020
<u>Information Sharing</u> Letter to parents to include tentative plan, drop off and pick up points, appointments for visiting School etc.	C. Hancy	22 nd May 2020
Inform Contractors	S. Brandon	21 st May 2020
Monitor and review	All staff	Ongoing
Update risk assessment weekly initially	C.Hancy	Every week
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):	Caroline Hancy	Signature(s): 
Position(s):	Headteacher	
Date:	19th May 2020	Review Date: 8th June 2020
Distribution: All School staff and service providers		

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