

| Activity/ Situation | FULL OPENING OF SCHOOL DURING COVID-19 PANDEMIC | | | |
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| Location | Dunnington CE Primary School-Updated 7 th December 2020 | | | |
| Persons at Risk | Pupils ☒ | Employees☒ | Visitors ☒ | Contractors ☒ |
| HAZARD(S) | <p><i>Note: this list is not exhaustive and must be adapted for your own needs</i></p> <ul style="list-style-type: none"> ✗ Contact Between Individuals Not Minimised and Social Distancing Measures Not Followed ✗ Social Distancing Measures Not Followed During Travel to and from School ✗ Inadequate Cleaning/Sanitising ✗ Shared Resources ✗ Spread of Coronavirus to Staff, Pupils and Families, Visitors and Contractors ✗ Site User Becoming Unwell ✗ Site User Developing Symptoms ✗ Inadequate Hand Washing/Personal Hygiene ✗ Inadequate Personal Protection & PPE ✗ Visitors, Contractors & Spread of Coronavirus ✗ Inadequate Ventilation ✗ Arrangements for Boarding Schools During Pandemic | | | |
| 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> | | | | |
| <p>In considering all of the below risks and potential control measures, please be mindful of your duties under the Equality Act by ensuring that there is no adverse impact on any particular group of staff/pupils with protected characteristics</p> | | | | |
| <p>Local Restriction Tier Guidance</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>Most staff will be allocated to one bubble but where staff need to work with more than one bubble, staff are encouraged to maximise distances, wherever possible.</p> <p>Consistent groups of pupils will be organised as follows: Reception- 29 pupils (1 class) (CG, LM, ES, LR) Year 1- 22 pupils (1 class) (LJ, AB JL) Year 2- 34 pupils (2 classes) (DA, LR, AG, AB) Year 3- 34 pupils (1 class) (SJ, CT, ES EC, JP) Year 4- 29 pupils (1 class) (KP, ES, ED, LR) Year 5- 33 pupils (1 class) (TE, HE, JL, ES) Year 6- 39 pupils (2 classes) (RD, JD, JL,LR)</p> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>The school keeps a record of pupils and staff in each group and any close contact that takes place</p> | <p>Staff to report to the school office any close contact that takes place between staff and children from different groups.</p> <p><i>This should be a proportionate recording process. Schools do not need to ask pupils to record</i></p> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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| <p>between children and staff in different groups.</p> | <p><i>everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome</i></p> <p>Office staff to log all incidents.</p> <p>Staff provided with clarification of what is meant by a contact and , in particular, avoiding being a contact with staff from other bubbles.</p> | | | |
| <p>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).</p> | <p>In order to manage the logistics of PPA cover, staggered breaks and staff breaks within the resources available, pupils have been organised into year groups.</p> <p>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.</p> <p>There will be 1 discrete class in each year group except in Y2 and Y6. In these year groups they will be separated into two teaching groups for most of the school week but will share playtimes and some lessons.</p> <p>Reception- 29 pupils (1 class) Year 1- 22 pupils (1 class) Year 2- 34 pupils (2 classes) Year 3- 34 pupils (1 class) Year 4- 29 pupils (1 class) Year 5- 33 pupils (1 class) Year 6- 39 pupils (2 classes)</p> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>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).</p> | <p>N/A</p> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| <p>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</p> | <p>N/A</p> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

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| <p>full range of curriculum subjects and students to receive specialist teaching. If this can be achieved with small groups, they are recommended</p> | | | | |
| <p>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</p> | <p>Consistent groups of pupils will be organised as follows: Reception- 29 pupils (1 class) Year 1- 22 pupils (1 class) Year 2- 34 pupils (up to 2 classes) Year 3- 34 pupils (1 class) Year 4- 29 pupils (1 class) Year 5- 33 pupils (1 class) Year 6- 39 pupils (up to 2 classes)</p> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>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</p> | <p>Staggered arrivals and departures as well as playtimes and lunchtimes in operation to enable groups to be kept apart during transitions.</p> <p>Assemblies and Collective Worship will take place in group bubbles in allocated rooms or using pre-recorded videos in each room.</p> <p>Where groups are outside at the same time, they must be kept apart. If weather is fine, field will allow for even greater distance between groups.</p> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>Schools with the capability to do it should take steps to limit interaction, and the sharing of rooms and social spaces between groups as much as possible</p> <p>Staff briefing 7th September 2020 Pupil briefing 9th September 2020</p> | <p>Groups will be located in the following rooms: Rec CG in G32 This group will also have sole access to the EYFS outdoor area. Y1LJ- in G37 Y2 AG in G21 for most lessons Y2DA/LR in G25 for most lessons Y2 bubble will also make use of G18 (spare classroom) during PPA cover. No other groups to use this room. Over The Rainbow may use this room for a bubble in their breakfast club but the room will be cleaned at the end of their session and prior to a school group using it. Y3 CT/SJ in G64 Y4 KP/ES in G63 Y5 TE in G59 Y6 RD in G60 for most lessons Y6 JD in G11 for most lessons Y6 bubble will, however, move between the two classrooms for some aspects of curriculum delivery.</p> <p>School hall, library and IT suite will be out of use initially.</p> <p>Individual lockers to be used for KS2 children to store coats and bags. Access to lockers limited to arrival, break, lunch break and departure as these times are staggered for each group. R, Y1 and Y2 use their own cloakroom</p> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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| | All pack-ups to be kept in an area of child's allocated room. | | | |
| 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 Staff briefing 7 th September 2020 Pupil briefing 9 th September 2020 | Due to the number of pupils in each room, it will not be possible for children to distance. However, children will be kept within their year group bubbles throughout their time in school and bubbles will not mix. | <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 | Due to the number of pupils in each room, it will not be possible for children to distance. However, children will be kept within their year group bubbles throughout their time in school and bubbles will not mix. Wraparound care will be provided by 'Over The Rainbow' and therefore some children may mix in wider groups for this. Initially there will be no extra-curricular clubs or peripatetic music lessons on offer in school. | <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 | | <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 Staff briefing 7 th September 2020 Pupil briefing 9 th September 2020 | Most staff will be allocated to one bubble but where staff need to work with more than one bubble e.g. for PPA cover, SLT cover and TA support, staff are encouraged to maximise distances, wherever possible. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Where staff need to move between classes and year groups, they should keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults | Most staff will be allocated to one bubble but where staff need to work with more than one bubble e.g. for PPA cover, SLT cover and TA support, staff are encouraged to maximise distances, wherever possible. See Inadequate Personal Protection section of this RA | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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| Staff briefing 7 th September 2020 Pupil briefing 9 th September 2020 | | | | |
| Where possible adults maintain a 2 metre distance from each other, and from children Staff briefing 7 th September 2020 Pupil briefing 9 th September 2020 | <p>Staff room facilities to be used only by staff on lunch and coffee breaks i.e. not for PPA</p> <p>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.</p> <p>Only four staff members to use staff room at any one time to allow 2m distancing to be maintained.</p> <p>Only 2 staff members in the office at any one time</p> <p>Signs on doors</p> <p>Staff briefings/meetings will be conducted virtually or in the school hall. Where the hall is used, 2 metre distances will be maintained and face coverings worn.</p> | <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 | <p>Staff should be at a distance of 2m from children where possible.</p> <p>1:1 intervention should be limited to less than 15 minutes in duration, conducted side by side NOT face to face and 1m+ distance maintained, where possible.</p> <p>Avoid face to face conversations. Adults to work side by side with children or from behind children.</p> <p>Staff briefings and meetings to continue to be held virtually, where possible, or in school hall where 2m distances can be maintained. Face coverings will be worn in these circumstances.</p> <p>-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)</p> <p>- proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual</p> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Within the classroom a distance between people is maintained so far as reasonably practical | <p>It is accepted that distancing may not be possible in primary schools</p> <p>Due to the number of pupils in each room, it will not be possible for children to distance. However, staff are encouraged to maximise distances, wherever possible.</p> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Face to face contact time is reduced and | 1:1 intervention should be limited to less than 15 minutes in duration, conducted side by | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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| <p>limited to no more than 15 minutes duration</p> <p>Staff briefing 7th September 2020</p> <p>Pupil briefing 9th September 2020</p> | <p>side NOT face to face and 1m distance maintained, where possible.</p> <p>Avoid face to face conversations. Adults to work side by side with children or from behind children.</p> <p>Tasks planned to avoid face to face contact wherever possible.</p> | | | |
| <p>Pupils are seated side by side and facing forwards, rather than face to face or side on</p> <p>Staff briefing 7th September 2020</p> <p>Pupil briefing 9th September 2020</p> | <p>Desks to be arranged so that pupils are forward facing, wherever possible</p> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>Staff will work side on to pupils as opposed to face to face whenever possible</p> <p>Staff briefing 7th September 2020</p> <p>Pupil briefing 9th September 2020</p> | <p>Tape on floor at front of classroom as physical reminder of distancing between teachers and pupils when staff in front of class, where required</p> <p>Adults to work side by side with children or from behind children.</p> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>Schools, local authorities, health professionals, regional schools commissioners and other services work together to ensure that children with medical conditions are fully supported, including through the use of individual healthcare plans, so that they may receive an education in line with their peers</p> | <p>In some cases, the pupil's medical needs will mean this is not possible, and educational support will require flexibility. Our guidance on supporting pupils at school with medical conditions remains in place</p> <p>Remote Learning Protocols are in place for most instances when children are required to work from home.</p> <p>SLT will put in personalised plans where the remote learning protocols can not be met e.g. where an SEND pupil is unable to access the remote tasks set for the whole class.</p> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>Educational and care support is provided as normal to pupils who have complex needs or who need close contact care</p> <p>Staff briefing 7th September 2020</p> | <p>Supervision and support to be distanced wherever possible</p> <p>1:1 intervention should be limited to less than 15 minutes in duration, conducted side by side NOT face to face and 1m distance maintained, where possible</p> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>Unnecessary furniture has been moved out of classrooms to make more space</p> | <p>Only enough desks in the classrooms to accommodate the number of children</p> <p>Areas of Provision in Reception and Year 1 will be spaced out and in all other year groups, where desks are used, children will use the same desks</p> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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| Staff briefing 7 th September 2020 Pupil briefing 9 th September 2020 | and seats and be forward facing wherever possible. | | | |
| Large gatherings such as assemblies or collective worship with more than one group do not take place | Assemblies and Collective Worship will take place in group bubbles in allocated rooms or using pre-recorded videos in each room. | <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 | <p>Most lessons will be delivered within the allocated classrooms</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. N.B Fire Drill They must be closed after groups have evacuated.</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. Red and white tape to be fixed on internal doors as a reminder to use external door instead, where appropriate.</p> | <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 | <p>Staggered start and finish times should not reduce the overall teaching time</p> <p>Drop-off and collection times staggered for each group</p> <p>KS1 Playground Year 1 8:45am/3:10pm Year 2 8:55am/3:20pm Reception 9:05-9:40am/3:30pm</p> <p>KS2 Playground Year 6 8:30am/2:55pm Year 5 8:40am/3:05pm Year 4 8:50am/3:15pm Year 3 9:00am/3:25pm</p> <p>Late arrivals to report to front door maintaining safe distance.</p> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Parents' drop-off and pick-up protocols planned to minimise adult to adult contact Parent Information Letter 17 th July 2020 | <p>Initially all pupils to be dropped off and collected by only one adult.</p> <p>Parents to drop off/collect at allocated time/point, maintaining social distance at all times.</p> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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| | <p>Parents must not gather at gates/entrances and must not enter the building unless by prior appointment.</p> <p>If siblings have to accompany the parent they must follow social distancing guidelines.</p> <p>HT to monitor drop off and collection protocols are adhered to.</p> <p>Children in Y5 and Y6 able to walk home alone but need to be dropped at school gate every morning at allocated time.</p> | | | |
| <p>Parents and pupils are told their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use)</p> <p>Parent Information Letter 17th July 2020</p> <p>HT to monitor drop off and collection protocols are adhered to.</p> | <p>Drop-off and collection times staggered for each group</p> <p>KS1 Playground Year 1 8:45am/3:10pm Year 2 8:55am/3:20pm Reception 9:05-9:40am/3:30pm</p> <p>KS2 Playground Year 6 8:30am/2:55pm Year 5 8:40am/3:05pm Year 4 8:50am/3:15pm Year 3 9:00am/3:25pm</p> <p>Late arrivals to report to front door maintaining safe distance.</p> <p>Initially all pupils to be dropped off and collected by only one adult.</p> <p>Parents to drop off/collect at allocated time/point, maintaining social distance at all times.</p> <p>Parents must not gather at gates/entrances and must not enter the building unless by prior appointment.</p> <p>If siblings have to accompany the parent they must follow social distancing guidelines.</p> <p>HT to monitor drop off and collection protocols are adhered to.</p> <p>If parent arrives late to collect child, staff will remain with the child and radio office to ring the parents.</p> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>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)</p> | <p>Parent Information Letter 17th July 2020</p> <p>HT to monitor drop off and collection protocols are adhered to.</p> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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| <p>External entrances to classrooms are used where practical</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 reminder to use external door instead, where appropriate.</p> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>Break times are staggered so that all pupils are not moving around the school at the same time</p> | <p>KS1 Playground Year 1 10:15-10:30am and 1:45-2:00pm Reception 10:40-10:55am and 2:15-2:30pm</p> <p>New KS2 Playground Year 2 10:15-10:30am and 2:10-2:25pm Year 3 10:35-10:50am</p> <p>Old KS2 Playground Year 4 10:25-10:40am Year 5 10:05-10:20am Year 6 9:45-10:00am</p> <p>Where groups are outside at the same time, they must be kept apart. If weather is fine, field will allow for even greater distance between groups</p> <p>Wet weather arrangements Pupils to remain in their groups' classroom Selection of age appropriate playtime activities to be provided.</p> <p>Children encouraged to use toilets during scheduled playtimes. If children need to go to toilet during lesson time, support staff to accompany if available or radio for assistance.</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. Grab bags delivered to each classroom. Food consumed in each group's own classroom. Hands washed after eating. Time on playground at lunchtime staggered and supervised by MSA/HT</p> <p>KS1 Playground Year 1 11:55-12:25pm Reception 12:30-1:00pm</p> <p>New KS2 Playground Year 2 12:15-12:45pm Year 3 12:50-1:20pm</p> <p>Old KS2 Playground Year 4 1:00-1:30pm Year 5 12:25-12:55pm Year 6 11:50-12:20pm</p> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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| | <p>Where groups are outside at the same time, they must be kept apart. If weather is fine, field will allow for even greater distance between groups</p> <p>Wet weather arrangements Pupils to remain in their groups classroom and supervised by MSA from classroom door. Selection of age appropriate playtime activities to be provided.</p> | | | |
| <p>Numbers of staff using Staff Room are limited or the use of Staff Room is staggered to ensure that staff maintain 2 metres distance from each other</p> | <p>Staff room facilities to be used only by staff on lunch and coffee breaks i.e. not for PPA. For allocated PPA sessions, staff should work from home, if possible or use a work station in the IT suite, sanitising it before and after use.</p> <p>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.</p> <p>Only four staff members to use staff room at any one time to allow 2m distancing to be maintained.</p> <p>Sign on door</p> <p>Face coverings will be worn by adults in all communal areas and will only be removed to eat or drink, ensuring 2m distance is maintained at all times. <i>The taping off or removal of chairs may be needed to ensure staff cannot sit within 2 metres of each other.</i> <i>Staff must still have a break of a reasonable length during the day</i></p> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| <p>Staff meetings take place remotely where possible. Where this is not possible staff meetings take place in a large well ventilated room ensuring 2 metres social distancing at all times</p> | <p>Virtual staff meetings could take place where staff stay in their classrooms and join the meeting</p> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>School can resume non-overnight domestic educational visits</p> | <p>Domestic (UK) overnight and overseas educational visits are prohibited</p> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>School has resumed, or is working to resume all their breakfast and after school provision</p> | | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| <p>School works closely with any external wraparound providers which their pupils may use, to ensure as far as possible,</p> | | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

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| children can be kept in a group with other children from the same bubble they are in during the school day | | | | |
| Where it is not possible, or it is impractical to group children in the same bubbles as they are in during the school day, schools and external providers group children with others from outside their school day bubble (or from a different school, where children from multiple schools are attending provision) keep children in small, consistent groups with the same children each time | <p>Childminders, Station House and Over The Rainbow maintain small consistent groups and have allocated drop off waiting areas and times.</p> <p>School staff deliver children from their bubble to Over The Rainbow at the end of each day.</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. Staff briefing 7 th September 2020 | <p>PE lessons to be delivered outside and within bubbles.</p> <p>Ensure different groups are positioned as far apart as possible and do not mix.</p> <p>If equipment is needed for a series of sessions, it must be kept in classroom between uses.</p> <p>At end of unit of work, it should be placed in hall and must be cleaned and returned to PE store before it can be used by another group. Date of last use to be recorded on post-it with equipment.</p> <p>Outdoor apparatus must be cordoned off and not be used.</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 Staff briefing 7 th September 2020 | <p>PE lessons to be delivered outside only and within bubbles.</p> <p>Schools should refer to the following advice: guidance on the phased return of sport and recreation and guidance from Sport England for grassroots sport</p> <p>advice from organisations such as the Association for Physical Education and the Youth Sport Trust</p> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Social Distancing Measures Not Followed During Travel to and from School | | | | |
| Parents and pupils are encouraged to walk or cycle to their | Parents to be advised | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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| <p>education setting where possible Staff briefing 7th September 2020 Parent Information Letter 17th July 2020</p> | | | | |
| <p>Schools, parents and pupils following the government guidance on how to travel safely, when planning their travel on public transport Staff briefing 7th September 2020 Parent Information Letter 17th July 2020</p> | <p>Staff and Parents to be advised safer travel guidance for passengers</p> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>Face coverings are required at all times on public transport for children, over the age of 11 Staff briefing 7th September 2020 Parent Information Letter 17th July 2020</p> | <p>Staff and Parents to be advised</p> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>Inadequate Cleaning/Sanitising</p> | | | | |
| <p>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 Staff briefing 7th September 2020</p> | <p>Cleaner 1 on site 10:00am-3:00pm Cleaner 2 on site 3:00pm- 6pm</p> <p>Children to be seated at the same desk throughout each day, where appropriate (R/Y1 classes operate differently). Classroom sinks, desks and chair tops to be cleaned during lunchtime/ all desks and chairs wiped with disinfectant at the end of each school day</p> <p>Each child is provided with an individual tray to keep their desks tidy and make cleaning of desks easier, where appropriate (R/Y1 classes operate differently).</p> <p>All bins emptied twice a day</p> <p>Staff and Pupil toilets and sinks cleaned three times a day Touch points cleaned systematically throughout each day.</p> <p>Cleaners provided with details of each group's break times to ensure access to classrooms when vacant.</p> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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| | <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> | | | |
| Surfaces that pupils are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters etc. are cleaned more often than normal | <p>Soft furnishings and toys removed from rooms Plastic toys to be cleaned periodically in soapy water.</p> <p>Classroom sinks, desks and chair tops to be cleaned during lunchtime/ all desks and chairs wiped with disinfectant at the end of each school day</p> <p>Touch points cleaned systematically throughout day 10:00am - end of day</p> | <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 | <p>Touch points cleaned systematically throughout day 10:00am - end of day</p> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Bins for tissues and other rubbish are emptied throughout the day | <p>Lidded pedal bins are provided in each classroom Bins to be located close to classroom doors so that cleaning staff do not need to enter classroom when occupied All bins emptied twice a day</p> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Stocks of cleaning chemicals, liquid soap, paper towels, tissues, toilet roll, bin bags etc. regularly checked and additional supplies requested as necessary | <p>School staff members are not responsible for cleaning the school facilities. 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>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</p> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Consideration given to how play equipment is used ensuring it is appropriately cleaned between groups of children using it | <p>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 cleaning on a rotational basis by support staff</p> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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| Outdoor playground equipment should be more frequently cleaned | <p>This would also apply to resources used inside and outside by wraparound care providers</p> <p>As we don't have the capacity to clean outdoor equipment, it is out of use for the foreseeable future.</p> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" 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 Parent Information Letter 17 th July 2020 | <p>Letter to parents -no pencil cases/ school bags. Only coat, PE kit and pack up</p> <p>All children provided with their own individual stationery items.</p> | <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 | <p>Cleaner Disinfectant' and Wipes will be available in all classrooms for use by adults only to wipe classroom-based resources. It must be stored away from children. Wipes should be disposed of immediately after use.</p> <p>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 cleaning on a rotational basis by support staff using soapy water or wiping with the cleaner disinfectant provided.</p> | <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 Staff briefing 7 th September 2020 | <p>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 cleaning on a rotational basis by support staff. Post it placed with equipment stating date it was last used.</p> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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| <p>Pupils can bring essentials such as lunch boxes, hats, coats, books, stationery, bags and mobile phones (depending on school policy) in to school Parent Information Letter 17th July 2020</p> | <p>Letter to parents -no pencil cases/ school bags. Only coat, PE kit and pack up and water bottle. Water bottles to be sent home each evening for cleaning and refilling.</p> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. Rules on hand cleaning, cleaning of the resources and rotation apply to these resources Staff briefing 7th September 2020 Parent Information Letter 17th July 2020</p> | <p>Shared classroom resources that are taken home, including reading books, need to be returned to a box within each bubble and kept out of circulation for 72 hours.</p> <p>Wherever possible, live marking and feedback will be given as opposed to marking of books.</p> <p>It is very difficult to adequately clean exercise books so staff should try to isolate books for 48 hours before marking.</p> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>Devices/ laptops/tablets etc. that are brought from home to school and back again are cleaned at the start and end of the day Staff briefing 7th September 2020</p> | <p>Staff allocated laptops for use at home. Staff responsible for wiping allocated laptops at the start and end of each day if brought into school.</p> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>Spread of Coronavirus to Staff, Pupils and Families, Visitors and Contractors</p> | | | | |
| <p>Contact with individuals who are unwell is minimised by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school</p> | <p>Ensuring that pupils, staff and other adults do not come into the school if they have coronavirus (COVID-19) symptoms, or have tested positive in the last 10 days, and ensuring anyone developing those symptoms during the school day is sent home, are essential actions to reduce the risk in schools and further drive down transmission of coronavirus (COVID-19)</p> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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| | Parents /carers to be reminded in Parent Information Letter 17 th July 2020 and September 2020 and staff at the Staff briefing 7 th September 2020 | | | |
| The school recognises that if they have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak and must continue to work with their local health protection team who will be able to advise if additional action is required | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| All pupils, including those who are <u>clinically extremely vulnerable</u> , can continue to attend school at all Local Restriction Tiers unless they are one of the very small number of pupils or students under paediatric care (such as recent transplant or very immunosuppressed children) and have been advised specifically by their GP or clinician not to attend school. | <u>New advice for those identified through a letter from the NHS or a specialist doctor as in the group deemed clinically extremely vulnerable</u> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Staff who are in the clinically extremely vulnerable group can continue to attend school in all three local restriction tiers | <u>Advice</u> for those identified through a letter from the NHS or a specialist doctor as in the group deemed clinically extremely vulnerable (CEV or shielding list) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Under local restriction tier 3: very high alert, staff and employers may wish to discuss flexibilities that support clinically extremely vulnerable staff, such as staggered start times to reduce travel during rush hour | An Individual Risk Assessment will be needed. Advice sought on a case by case basis. Individual Risk Assessments will need to be subject to regular review In the future, the government will only reintroduce formal restrictive shielding advice in some local areas in tier 3: very high alert where this has been advised by the Chief Medical Officer, and only for a limited period of time. The government will write to | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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| | <p>individuals to inform them if they are advised to follow formal shielding and not attend the workplace.</p> <p>Adults should maintain 2 metre distance from others, and where this is not possible avoid close face to face contact and minimise time spent within 1 metre of others. While the risk of transmission between young children and adults is likely to be low, adults should continue to take care to socially distance from other adults including older children/adolescents</p> <p>Individual risk assessments have been completed with relevant staff prior to the return of the children.</p> <p>Individuals staff members have been assigned a buddy and risk assessments are kept under continual review.</p> | | | |
| People who live with those who are clinically extremely vulnerable or clinically vulnerable can and do attend the workplace | <p>An Individual Risk Assessment may be needed. Advice sought on a case by case basis.</p> <p>Individual Risk Assessments will need to be subject to regular review</p> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Pregnant women are in the 'clinically vulnerable' category | <p>School must complete the New and Expectant Mothers risk assessment as well as the Covid Individual risk assessment. Both the New and Expectant Mothers and the Individual Risk Assessment must be reviewed prior to 28 weeks when risk factors increase.</p> <p>Individual Risk Assessments will need to be subject to regular review</p> <p>RCOG Q&A -covid-19-virus-infection-and-pregnancy</p> | <input checked="" type="checkbox"/> | <input 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 | <p>To minimise the numbers of temporary staff entering the school premises, and secure best value, schools may wish to use longer assignments with supply teachers and agree a minimum number of hours across the academic year.</p> <p>Supply teacher employed on a full-time fixed term contract in school to minimise number of visitors to the site.</p> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Access to PPE should be available where there is contact with diagnosed or | <p>See Inadequate Personal Protection & PPE section of this risk assessment</p> <p>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.</p> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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| suspected person with covid-19 | This is to be used in line with the School's Coronavirus Protocol. Additional supplies will be stored in the medical room. | | | |
| 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) infection If they have tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, they should restart the 10-day isolation period from the day they develop symptoms Staff briefing 7 th September 2020 Parent Information Letter 17 th July 2020 | ☒ | ☐ | ☐ |
| 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. | Staff briefing 7 th September 2020 Parent Information Letter 17 th July 2020 If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people Pupil/s with Covid-19 symptoms awaiting collection will be moved to the medical room. Pupil/s with other symptoms will wait in the reception area. | ☒ | ☐ | ☐ |
| If the pupil needs to go to the toilet while waiting to be collected, they should use a separate toilet | Staff briefing 7 th September 2020 Parent Information Letter 17 th July 2020 Accessible toilet next to medical room to be used solely for this purpose. | ☒ | ☐ | ☐ |

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| <p>if possible. The toilet should be cleaned and disinfected using standard cleaning products before being used by anyone else</p> | | | | |
| <p>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)</p> | <p>Staff briefing 7th September 2020 Parent Information Letter 17th July 2020</p> <p>See Inadequate Personal Protection & PPE section of this risk assessment Supplies (fluid-resistant surgical face mask, visors, disposable gloves and aprons) provided in medical room</p> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>In an emergency, call 999 if the pupil is seriously ill or injured or their life is at risk.</p> | <p>Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital</p> <p>Staff briefing 7th September 2020 Parent Information Letter 17th July 2020</p> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>Any member of staff who has provided close contact care to someone with symptoms, even while wearing PPE, and all other members of staff or pupils who have been in close contact with that person with symptoms, even if wearing a face covering, do not need to go home to self-isolate unless:</p> <ul style="list-style-type: none"> • the symptomatic person subsequently tests positive • they develop symptoms themselves (in which case, they should arrange to have a test) <p>they are requested to do so by NHS Test and Trace or the PHE advice service (or PHE local health</p> | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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| protection team if escalated) | | | | |
| 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 | <p>Staff briefing 7th September 2020 Parent Information Letter 17th July 2020</p> | ☒ | ☐ | ☐ |
| 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 | <p>COVID-19: cleaning of non-healthcare settings guidance</p> <p>On site staff to clean with 'Cleaner Disinfectant' once pupil has been collected.</p> | ☒ | ☐ | ☐ |
| Site User Developing Symptoms | | | | |
| <p>Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to book a test if they are displaying symptoms. The main symptoms are a high temperature, a new continuous cough and/or a loss or change to your sense of smell or taste. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested, 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</p> | <p>Staff briefing 7th September 2020 Parent Information Letter 17th July 2020</p> <p>The advice service (or PHE local health protection team if escalated) will provide definitive advice on who must be sent home. A template letter will be provided to schools, on the advice of the health protection team, to send to parents and staff if needed</p> | ☒ | ☐ | ☐ |

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| <p>School have received an initial supply of 10 home test kits and information about how to order to replenish this supply when they are running out</p> | <p>School should call the Test and Trace helpdesk on 119 if these have not arrived.</p> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>School determines how to prioritise the distribution of their test kits in order to minimise the impact of the virus on the education of their pupils.</p> | <p>The test kits sent to schools are provided to be used in the exceptional circumstance that an individual becomes symptomatic and schools believe they may have barriers to accessing testing elsewhere. These kits can be given directly to staff or parents and carers collecting a child who has developed symptoms at school. In particular, these tests kits will also help ensure that symptomatic staff can also get a test and if they test negative, can return to work as soon as they no longer have symptoms of coronavirus (COVID-19). Further information is provided in our guidance Coronavirus (COVID-19): test kits for schools and FE providers.</p> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>Schools must ensure that staff members and parents/carers understand that they will need to 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</p> | <p>Staff briefing 7th September 2020 Parent Information Letter 17th July 2020</p> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)</p> | <p>Staff briefing 7th September 2020 Parent Information Letter 17th July 2020 Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms</p> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>Parents, staff and supply staff, where</p> | <p>Staff briefing 7th September 2020 Parent Information Letter 17th July 2020</p> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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| <p>applicable, are asked to inform the school immediately of the results of a test</p> | <p>Discussion with Yorkshire Education regarding protocols for informing school. Schools must not share the names or details of people with coronavirus (COVID-19) unless essential to protect others</p> | | | |
| <p>If someone with symptoms tests negative for coronavirus (COVID-19), then they need should stay at home until they are recovered as usual from their illness but can safely return thereafter. The only exception to return following a negative test result is where an individual is separately identified as a close contact of a confirmed case, when they will need to self-isolate for 14 days from the date of that contact</p> | <p>Staff briefing 7th September 2020 Parent Information Letter 17th July 2020 Schools should not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation</p> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>Someone who is self-isolating because they have been in close contact with someone who has tested positive for coronavirus (COVID-19) starts to feel unwell and gets a test for coronavirus themselves, and the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period</p> | <p>This is because they could still develop coronavirus (COVID-19) within the remaining days</p> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>If someone, with symptoms, tests positive, they should follow the ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’ and must continue to self-isolate for at least 10 days from the onset of their symptoms</p> | <p>Staff briefing 7th September 2020 Parent Information Letter 17th July 2020</p> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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| <p>and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should continue to self-isolate until their temperature returns to normal. Other members of their household should all self-isolate for the full 14 days</p> | | | | |
| <p>Schools send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious</p> | <p>Close contact means:</p> <ul style="list-style-type: none"> - direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin) - proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual - travelling in a small vehicle, like a car, with an infected person <p>If a staff member or pupil tests positive, it is likely that the whole bubble must self-isolate for 14 days.</p> <p>Staff briefing 7th September 2020 Parent Information Letter 17th July 2020</p> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>School must take swift action when they become aware that someone who has attended has tested positive for coronavirus and must contact the dedicated advice service introduced by Public Health England</p> | <p>This can be reached by calling the DfE Helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case. Schools will be put through to a team of advisers who will inform them of what action is needed based on the latest public health advice</p> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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| (PHE) and delivered by the NHS Business Services Authority | | | | |
| Public Health England has good evidence that routinely taking the temperature of pupils by the school is not recommended as this is an unreliable method for identifying coronavirus (COVID-19) so this does not take place | | <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 Temporary handwashing station to be installed in Spare Classroom to be used by Y2 in afternoons and to ease demand on KS1 toilet facilities | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Hands are washed with liquid soap & water for a minimum of 20 seconds | Posters to remind children displayed by each sink 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"/> |
| 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 | All classrooms have handwashing facilities and hand gel provided. | <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 | Skin friendly skin cleaning wipes can be used as an alternative | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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| <p>SUPERVISION. In normal circumstances pupils should not be using alcohol based hand cleansers because of the risk of ingestion.</p> | | | | |
| <p>The 'catch it, bin it, kill it' approach is very important and is promoted</p> | <p>CATCH IT  <small>Germs spread easily. Always carry tissues and use them to catch your cough or sneeze.</small></p> <p>BIN IT  <small>Germs can live for several hours on tissues. Dispose of your tissue as soon as possible.</small></p> <p>KILL IT  <small>Hands can transfer germs to every surface you touch. Clean your hands as soon as you can.</small></p> <p>NHS Posters, tissues and lidded bins provided in every operational room.</p> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>Disposable tissues are available in each room for both staff and pupil use</p> | <p>Posters, tissues and lidded bins provided in every operational room</p> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>Bins (ideally lidded pedal bins) for tissues are available in each room</p> | <p>Posters, tissues and lidded bins provided in every operational room</p> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>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</p> | <p>Not currently applicable. Risk assessments will be completed if the situation changes.</p> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| <p>Inadequate Personal Protection & PPE</p> | | | | |
| <p>Face coverings are currently not use 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</p> | <p>Staff briefing 7th September 2020 Parent Information Letter 17th July 2020</p> <p>Face coverings will be worn by adults in all communal areas and will only be removed to eat or drink, ensuring 2m distance is maintained at all times.</p> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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| transmission. There may also be negative effects on communication and thus education | | | | |
| In schools that are in Tier 2 or Tier 3, adults (staff and visitors) in primary schools and in secondary schools DO wear face coverings in areas outside of the classroom | Face coverings will be worn by adults in all communal areas and will only be removed to eat or drink, ensuring 2m distance is maintained at all times. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| In the event of an area moving into local restriction tier: high alert or very high alert, schools will ensure they communicate quickly and clearly to staff, parents and pupils that the new arrangements require the use of face coverings in certain circumstances | <p>Some individuals are exempt from wearing <u>face coverings</u>. This applies to those who:</p> <ul style="list-style-type: none"> - cannot put on, wear or remove a face covering because of a physical or mental illness or impairment or disability - speak to or provide assistance to someone who relies on lip reading, clear sound or facial expression to communicate <p>The same exemptions will apply in education settings, and we would expect teachers and other staff to be sensitive to those needs.</p> | <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 at the discretion of the Head Teacher | Face coverings will be worn by adults in all communal areas and will only be removed to eat or drink, ensuring 2m distance is maintained at all times. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Face visors or shields are not routinely worn as an alternative to face coverings | Visors may protect against droplet spread in specific circumstances but are unlikely to be effective in preventing aerosol transmission, and therefore in a school environment are unlikely to offer appropriate protection to the wearer | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| It is not necessary to wear face coverings in the classroom, where protective measures already mean the risks are lower, and where they can inhibit learning | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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| In such circumstances as face coverings are allowed to be worn in school they must be worn correctly | Guidance on safe removal of PPE provided to all staff in PPE kits https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Clear instructions are provided to staff and pupils on how to put on, remove, store and dispose of face coverings, to avoid inadvertently increasing the risks of transmission | Guidance on safe removal of PPE provided to all staff in PPE kits Lidded bins provided in all operational rooms for disposal of face coverings | <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 | Guidance on safe removal of PPE provided to all staff in PPE kits Staff advised to store washable face coverings in individual sealable plastic bag between use. Staff de-brief 10/9/2020. | <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 | Staff responsible for own safe use of face coverings. Staff briefing 7/9/2020 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Where anybody is struggling to access a face covering, or where they are unable to use their face covering due to having forgotten it or it having become soiled or unsafe, the school has taken steps to have a small contingency supply available to meet such needs | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| School has a procedure for removing face coverings when those who use them arrive at school, and when to wear face coverings at school in certain circumstances | This procedure should be communicated clearly to pupils and staff | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| PPE will need to be worn by a member of | safe working in education, childcare and children's social care | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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| <p>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>Visitors, Contractors & Spread of Coronavirus</p> | | | | |
| <p>All visits to the school are restricted to those that are absolutely necessary</p> | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>Parent and carer visits are suspended for:</p> <ul style="list-style-type: none"> • new admissions, • settling-in children new to the setting • attending organised performances | | <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> | <p>Office staff to inform contractors</p> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>School ensures site guidance on physical distancing and hygiene is explained to visitors and contractors on or before arrival</p> | <p>Office staff to explain on arrival</p> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>Deliveries to school site should be left by</p> | <p>Consider the wearing of nitrile gloves during un packing in addition to handwashing. Gloves</p> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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| the front door. Staff should wash hands before retrieving package and opening. Remove outer packaging to bins straightaway, and wash hands again. | must be immediately removed and disposed of in lidded bins to prevent cross contamination. | | | |
| 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 | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Contractors to provide updated risk assessment prior to visit which includes their own controls round infection spread prevention | Times of visits may need to be adapted to take in to account the ability to maintain appropriate social distancing measures and availability of resources to effectively clean following the visits | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| As normal, school engages with their local immunisation providers to provide immunisation programmes on site, ensuring these are delivered in keeping with the school's control measures | These programmes are essential for children's health and wellbeing | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| A record is kept of all visitors with sufficient detail to support rapid contact tracing if required by NHS Test and Trace. | Visitors book completed and kept in school office | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Out-of-school activities (including wraparound care) may continue to operate if their primary purpose is | See Out-of-school activities and wraparound childcare section of Guidance for education-and-childcare-settings-new-national-restrictions-from-5-november-2020 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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| <p>providing registered childcare, or where they are offering other childcare activities, where this is reasonably necessary to enable parents to:</p> <ul style="list-style-type: none"> • work or search for work • undertake training or education | <p>Wraparound care is provided by Over The Rainbow and registered childminders in the village</p> | | | |
| <p>Inadequate Ventilation</p> | | | | |
| <p>Occupied spaces must always be well ventilated and a comfortable teaching environment maintained</p> | <p>This can be achieved by a variety of measures including:</p> <p>mechanical ventilation systems – these should be adjusted to increase the ventilation rate wherever possible, and checked to confirm that normal operation meets current guidance (if possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply)</p> <p>Windows and external doors to be opened by site staff every morning and closed every night following final clean.</p> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>Ventilate spaces with outdoor air</p> | <p>natural ventilation – if necessary external opening doors may also be used provided this doesn't compromise safeguarding measures</p> <p>Windows and external doors to be opened by site staff every morning and closed every night following final clean.</p> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>Where possible, occupied room windows should be open.</p> | <p>Staff and children advised to wear multiple layers Staff briefing 7th September 2020 Parent Information Letter 8/9/2020</p> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>Keep toilet ventilation in operation as much as possible while building is occupied</p> | <p>Toilet windows to be opened by site staff every morning and closed every night following final clean.</p> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>Switch air handling units with recirculation to 100% outdoor air where this is not possible, systems are operated as normal</p> | <p>Further advice on this can be found in Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak and CIBSE coronavirus (COVID-19) advice</p> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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| Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and assist with creating a throughput of air | Fire doors must not be propped open unless they have a self-closing hold open device fitted Additional door wedges provided for classroom doors | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| In cold weather where the school heating system is activated, windows are open to provide trickle ventilation rather than being fully open | natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space) Staff briefing 10 th November 2020 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Consideration given to opening high level windows in preference to low level to reduce draughts | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Consideration given to only opening every other window instead of all windows when the heating is activated | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| The school offers flexibility to allow additional, suitable indoor clothing | For more information see School uniform Parent newsletter to explain situation on 25 th September 2020 and Parent Welcome Zoom Meetings | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Furniture rearranged where possible to avoid direct drafts | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| When heating is activated and windows are on trickle vent, consideration is given to employing desk fans to move any stagnant pockets of air | Desk fans are pointed away from people and pointed at walls etc. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| If school needs to use additional heaters they only use sealed, oil filled electric heaters | Electric fan heaters used sparingly due to increased fire and electrical risk | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

| Arrangements for Boarding Schools During Pandemic | | | | |
|---|--|--------------------------|--------------------------|-------------------------------------|
| Where pupils travel from abroad to attend boarding schools, the school needs to plan for their collection and transfer from their point of arrival | Schools need to have plans in place for the collection and transfer of these pupils to school, which need to be explained to pupils and their parents before they travel. Advice to help schools, pupils and parents is provided in residential settings with international students guidance and in how to self-isolate when traveling to the UK guidance | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Where they have travelled from, or have stopped at, a country or territory that is not on the travel corridors list , pupils will be required to self-isolate for 14 days from the day they leave a non-exempt country or territory to travel to the UK | Where suitable, pupils can self-isolate at their boarding school | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Boarding pupils can be in one group residentially and another during the school day | | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| It is accepted that boarding pupils will mix during sociable time | | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" 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 the case of any localised outbreaks, we expect them to keep the residential provision open if at all possible | Decisions will be made on a case-by-case basis. They will need to remain open to those who: -have particular needs that cannot be accommodated safely at home -do not have suitable alternative accommodation | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

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| School maintain safe staff ratios, particularly for those pupils or students whose needs mean that they are safer remaining in the setting than returning home | Settings should prioritise staffing towards the most vulnerable pupils and students | <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 Emailed to staff, governors and trustees Tuesday 14 th July 2020 Governor Meeting Thursday 16 th July 2020 Shared on School Website Friday 17 th July 2020 Revised and redrafted throughout summer holiday Staff Training for further discussion Monday 7 th September 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 checked="" type="checkbox"/> | Low <input type="checkbox"/> |
| Is the risk adequately controlled with existing control measures | | Yes <input checked="" type="checkbox"/> | | No <input type="checkbox"/> |
| Have you identified any further control measures needed to control the risk and recorded them in the action plan | | Yes <input checked="" type="checkbox"/> | | No <input type="checkbox"/> |
| 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 | | C.Hancy and site staff | W.B 20 th July 2020 | |
| <u>Consultation</u> Emailed to staff, governors and trustees Governor Meeting SYMAT trustee meeting Shared on School Website Staff Training Weekly de-brief with duty staff Updates following initial consultation Amendments following two weeks of operation Updated following advice from local public health team re adults wearing face coverings in communal areas Updated in response to government guidance (22 nd October 2020) and national restrictions (5 th November 2020) Clinically Extremely Vulnerable staff required to work from home Updated risk assessment following the return to Local Restriction Tiers (3 rd December 2020) Updated website and emailed to staff. | | C.Hancy | 14 th July 20 21 st July 20 August 20 17 th July 20 7 th Sept 20 From 11 th Sept 20 Prior to 11 th Sept 2020 18 th September 16 th October 2020 9 th November 2020 7 th December 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 | 17 th July 2020 | |

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| Weekly updates for parents | | Every Friday |
| Inform Contractors | S.Brandon | From 11 th Sept 20 |
| Monitor and review | All staff | Ongoing |
| Update risk assessment weekly initially | C.Hancy | Every Week |

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| 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): | Caroline Hancy | Signature(s): |  |
| Position(s): | Headteacher | | |
| Date: | 13 th July 2020 | Review Date: | 7 th December 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 | |
|-------------------|--|---------------|----------------------|
| Catastrophic | Fatal injury/permanent disability | Highly likely | More likely to occur |
| Major | RIDDOR reportable Specified Injury/ Disease/Dangerous Occurrence | Likely | ↓ |
| Moderate | RIDDOR reportable over 7 day injury | Possible | |
| Minor | Minor injury (requiring first aid) | Unlikely | |
| Insignificant | Minor injury | Remote | Less likely to occur |

| POTENTIAL OUTCOME | | LIKELIHOOD | | | | |
|-------------------|--|------------|----------|----------|--------|---------------|
| Catastrophic | | | | | | |
| Major | | | | | | |
| Moderate | | | | | | |
| Minor | | | | | | |
| Insignificant | | | | | | |
| | | Remote | Unlikely | Possible | Likely | Highly Likely |

LIKELIHOOD